# **Request an inter-library loan**

- 1. Go to loganlibraries.org
- 2. Log in with your **Borrower ID or username** and password.
- 3. Click on Home.
- 4. Under My library, click on Request an item.

*	My library
	• Login/Join
	Hold What's on at the library?
	🕼 Ask a librarian
	Request an item

- 5. Under Request type, click on Borrow from another library (inter-library loan).
- 6. Select either option: Free libraries only **or** I agree to pay \$28.80 if the library cannot find it available for free.

Request an item

Please provide as much information about the item you would like to request as possible. Fields marked with * are mandatory. Click the Cancel button at the bottom of the form if you don't wish to proceed with this request.		
Request type		
How do you want us to get the item fo	or you?	
	Borrow from another library (inter-library loan)     Under the national Interlibrary Loan agreements, some libraries may charge a fee for the loan of one of their items.     What level of loan are you prepared to request (select one response below): <u>Free libraries only</u> <u>I agree to pay \$28.80 if the library cannot find it available for free</u>	
	○ Purchase the item for the library collection	
	O Not sure	

7. Fill out the **Item details**. Make sure you choose your preferred library under **Pickup location**. Click **Continue**.

Item details	
* Main title:	The Hunger Games
Series title:	
Series number:	
Author:	
* Format Preference:	Book
Request notes:	
* Pickup location:	mboomba Library 🗸
	Cancel Continue



loganlibraries.org

#### 8. This page will confirm the details for your request. Click **Continue**.

#### Interlibrary loan request

Title found in our database
We found 19 matches in our database that may be what you are looking for, click here to view.
Title to request
<ol> <li>The Hunger Games</li> <li>Pickup location: Jimboomba Library</li> </ol>
No charges currently apply for this request.
Click the Back button to return to the request form, click the Continue button to place the request or click the Cancel button to exit.
Back Cancel Continue

9. Now your request will show on your account dashboard, under **Requests.** 





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# **Suggesting a purchase**

- 1. Go to loganlibraries.org
- 2. Log in with your **Borrower ID or username** and password.
- 3. Click on Home.
- 4. Under My library, click on Request an item.

~	My library
	• Login/Join
	What's on at the library?
	🕼 Ask a librarian
(	Request an item

- 5. Under Request type, click on Purchase the item for the library collection.
- 6. Click your preferred option below.

Request an item	
Please provide as much inform bottom of the form if you do	nation about the item you would like to request as possible. Fields marked with • are mandatory. Click the Cancel button at the art wish to proceed with this request.
Request type	
How do you want us to get th	he item for you?
	O Borrow from another library (inter-library loan)
	urchase the item for the library collection     If your purchase request is declined, are you prepared to pay for an Inter-Library Loan (select one response below):
	I do not wish to pursue an Interlibrary Loan     I would like to pursue an Interlibrary Loan, but only if it is free
	I would like to pursue an Interlibrary Loan and agree to pay \$28.80 if the library cannot find it available for free     Not sure

7. Fill out the Item details. Make sure you choose your preferred library under Pickup location.

Item details		
* Main title:	The Hunger Games	
Series title:		
Series number:		
Author:		
* Format Preference:	Book	~
Request notes:		1
* Pickup location:	Jimboomba Library	~
	Cancel Continue	





### 8. This page will confirm the details for your request. Click **Continue**.

Suggest a purchase

Title found in our database
We found 19 matches in our database that may be what you are looking for, click here to view.
Title to request
1. The Hunger Games • Pickup location: Jimboomba Library
No charges currently apply for this request.
Click the Back button to return to the request form, click the Continue button to place the request or click the Cancel button to exit.
Back Cancel Continue

### 9. Now your request will show on your account dashboard, under **Requests.**

Home > My account dashboard		
Welcome		
My account	My account dashboard	~
🕧 Dashboard		
2 Personal details		
🔁 Loans and renewals		
⊘ Available for pickup	Requests	
♪ Alert profiles		
♣ Recommendation alert		
Recommended for you		



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