

# Howto...

## Get items that aren't at the UTA Libraries\*

**\*These services are available for  
UTA students, staff and faculty only**

revised 7/04



### UTA Libraries

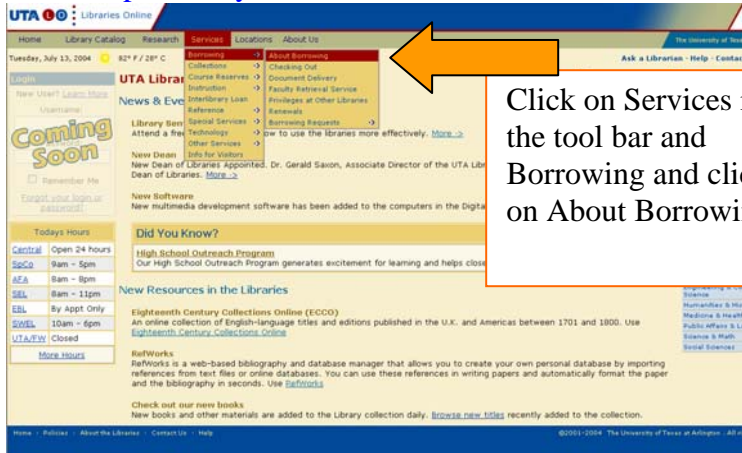
<http://library.uta.edu/Main/howTo.uta>

**TexShare**---FREE Service where you can go to a participating Texas library and check out books. You must first get a TexShare card at the circulation desk or apply online.

**Interlibrary Loan**---FREE Service where UTA Libraries will borrow material from another library for you. On average it takes a week to 10 days for material to arrive.

# To get to TexShare & Interlibrary Loan (ILL) Information

Go to <http://library.uta.edu/Main/home.uta>



Click on Services in the tool bar and Borrowing and click on About Borrowing

On this Services page, you will find the services listed in alphabetical order. See **Borrowing Services Requests**

## [Borrowing Service Requests:](#)

### [Document Delivery - Request an Article](#)

For Distance Education students and faculty and persons with disabilities

### [Document Delivery - Request a Book](#)

For Distance Education students and faculty and persons with disabilities

### [Fines and Fees Inquiry](#)

Contact us with questions about library fines or lost materials fees

### [Hold Request](#)

If a UTA Libraries item you want is checked out

### [Interlibrary Loan Request](#)

UTA students, faculty, and staff only; request a

### [Library Card Authorization Request](#)

Authorize another person to use your MaxExpress ID card to check out UTA Libraries materials on your behalf

### [Remote Storage Request](#)

Get materials listed in the UTA Libraries' Catalog with the location "Remote Storage - Inquire at Circulation Desk".

### [Renewal Request](#)

Renew your library materials online. [Learn more about renewals](#)

### [TexShare or OCLC Faculty Borrowing Card Request](#)

UTA students, faculty, and staff only; get a card that will let you get a library card that will let you get a library card at selected university libraries around the U.S.

Look here for Interlibrary Loan

Look here for TexShare

## **Remember:**

You need to get a TexShare card before visiting another library

**NOTE: You can't request textbooks through Interlibrary Loan.**

# TexShare

Tuesday, July 13, 2004 85° F / 29° C [Ask a Librarian](#) - [Help](#) - [Contact](#)

[Home](#) -> [Services](#) -> [Borrowing](#) -> [Borrowing Service Requests](#) -> [TexShare/OCLC Card](#)

## Borrowing

- Checking Out
- Library Cards
- Fines & Lost Books
- Mixing Books
- Your Books
- Policies
- Document Delivery
- Faculty Retrieval Service
- Privileges at Other Libraries
- Renewals
- Borrowing Requests
  - Document Delivery - ARTS&Z
  - Document Delivery - Books
  - Faculty Retrieval Request
  - Fines and Fees Inquiry
  - Hold Request
  - Interlibrary Loan Request
  - Library Card Auth Request
  - Remote Storage Request
  - Renewal Request
  - TexShare or OCLC Card Request
  - Unprocessed Materials Request

### TexShare or OCLC Card Request Form

You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in UT System BSM #32. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code. For more information, see our [Privacy Policy](#).

→ I'm applying for:   
  
**TexShare Card**  
  
OCLC Reciprocal Faculty Borrowing Program Card  
Both: TexShare and OCLC Cards

Requester Information

→ Name:   
→ UTA ID:

Email Address:

Phone Number:

→ Mailing Address:

→ City:

→ State:  → Zip:

Department/Major:

→ UTA Classification:   
Enrollment Status:

Distance Education Students: Please complete the following section.

Select TexShare Card and fill out online application.

Contact each TexShare library to learn each library's policies and hours at <http://www.texshare.edu/generalinfo/about/programs.html>

# Interlibrary Loan

## Log in to UTA Interlibrary Loan Online

UTA ILL Online Username:  [forget your password?](#)  
contact us at [library@uta.edu](#)  
UTA ILL Online Password:  (817) 259-5666 ext. 6pm)  
 [About UTA ILL Online](#)

### New to UTA ILL Online?

By clicking the "Sign Up" button below, you acknowledge and agree to the policies and information of UTA Interlibrary Loan, including the copyright statement below, the UTA Interlibrary Loan policies, and information About UTA Interlibrary Loan Online.

UTA Interlibrary Loan Online is a web-based system that lets you manage your Interlibrary Loan transactions from wherever you have access to the internet and a web browser.

With ILL Online, you can:

- Log in to see your private Interlibrary Loan transactions
- Request materials that aren't available from the UTA Libraries
- Edit or cancel requests that you've made
- Check the status of your requests
- Update your contact information and other account information
- Find out if your ILL requests have arrived before we notify you (We'll still notify you using the method you specify in your ILL Online account profile.)
- Get your articles online if you've authorized electronic delivery of online articles
- Reinstate ILL requests that you had cancelled
- See a history of the requests you've made, cancelled, and received. These will be the requests you made after you started using ILL Online.

Learn more:  
[About UTA Interlibrary Loan Online](#)  
[UTA Interlibrary Loan Policies](#)  
[Statement on Copyright Restrictions](#)

Already registered, Log in here

Need to register, Click on the Sign Up Button

## UTA Interlibrary Loan Online

### Register to use UTA Interlibrary Loan Online

Enter your information below and press the Submit Information button to register.

You may be entitled to know what information you are required to review and have UTA correct this information. See UTA Policy #32. The law is found in sections 552.021, 552.022, and 552.023.

**To Register:** Please fill out all required fields.

You will need to fill out this registration information only once.

#### About You

First Name (required)	<input type="text"/>
Last Name (required)	<input type="text"/>
UTA ID Number (required)	<input type="text"/>
Status	Choose one -->
Department or Major (required)	Choose one -->

#### Contact Information

E-Mail Address (required)	<input type="text"/>
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## UTA Interlibrary Loan Online

Log Out

Hi Linda. Choose from the choices below.

### Place a New Request:

<input type="button" value="Photocopy"/>	<b>Order photocopies:</b> journal articles, book chapters, conference papers, patents, standards -- any material that is photocopied rather than borrowed.
<input type="button" value="Loan"/>	<b>Borrow books:</b> get an item from another library -- including books, conference proceedings, video or audio tapes, CDs or CD-ROMs, microfilm, etc.
<input type="button" value="Request a Thesis"/>	<b>Borrow a thesis or dissertation</b>
<input type="button" value="Other Material"/>	<b>Request other types of material</b>

### Your Current and Past Requests:

<input type="button" value="Pending Requests"/>	<b>Current pending requests:</b> View, rene...
<input type="button" value="Cancelled Requests"/>	<b>Cancelled requests:</b> View, rene...
<input type="button" value="Your Current Loans"/>	<b>Current books:</b> View ILL information. Request rene...
<input type="button" value="Your Online Articles"/>	<b>Online articles:</b> View, rene...
<input type="button" value="Request History"/>	<b>Your request history:</b> View, rene...

### Your Interlibrary Loan account:

Once you have registered, you will be able to:

- **request to borrow material**
- **check on the status of your requests**
- **update your account.**

**Remember:** Pick up & return material to the Central Library Circulation/ILL Desk (1<sup>st</sup> floor).  
Note: Sometimes you will receive the item in an e-mail.