



## How to Place an InterLibrary Loan

To place online:

1. Have your library card and library password ready
2. Open an internet web browser on a computer
3. Connect to [www.durhampubliclibrary.org](http://www.durhampubliclibrary.org)
4. Hover over the top tab 'Books & Media'
5. Click 'InterLibrary Loan & Purchase Requests'
6. Scroll down and fill out the form with the item you are requesting

To search online for titles to request:

7. From the 'InterLibrary Loan & Purchase Request' page
8. Scroll down to the '...Visit NHU PAC HERE..' link and click to go to the NHAIS website for InterLibrary Loans
9. In the top right corner click to login
10. Fill in the form
  - a. 'Select your library': **NHRCR : Durham – Durham Public**
  - b. Enter your **username** or **barcode** from the back of your library card
  - c. Enter your **Durham Public Library account password**
  - d. Click Submit
11. In the top left corner click 'Patron Initiated Requests'
12. You may now use the search bar on the top of the site to locate items you are interested in
13. When you find an item you want to request
  - a. Confirm the item is in the **correct format**
  - b. Click the 'Request' icon
  - c. Confirm the form information or fill in with the correct information

d. Click submit

You may also visit or call the Durham Public Library to place an InterLibrary Loan request

Recently Published items may not be available for InterLibrary Loan.