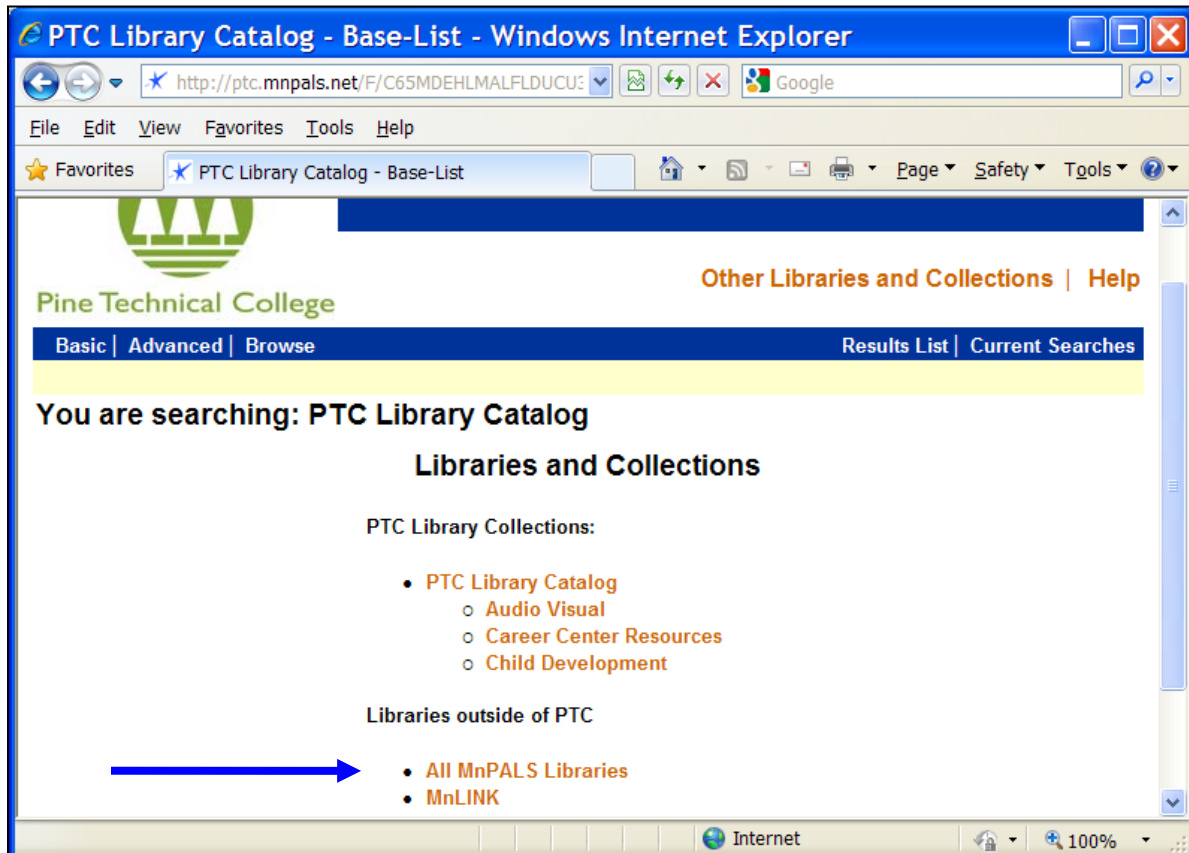




## Interlibrary Loan Procedures

### *MnPALS Libraries' Resources*

If a book or other library material is found in the Other Libraries' and Collections search, you have the option to request it by interlibrary loan. Follow the instructions outlined below:



Click on the All MnPALS Libraries link. Your search screen will now say You are searching MnPALS Union catalog. Type in a title, keyword, subject, etc. Press enter for a list of results.

MnPALS Union Catalog - Search Results - Windows Internet Explorer

http://ptc.mnpals.net/F/4TRX7CIV5CNEQA6SBS

Basic | Advanced | Browse Results List | Current Searches

You are searching: MnPALS Union Catalog

Selected records: [View Selected](#) | [Save/Mail](#) | [Create Subset](#) | [Add to My Bookbag](#)

Whole set: [Select All](#) | [Deselect](#) | [Modify](#) | [Limit](#)

Sort options: [Author/Year\(d\)](#) | [Author/Year\(a\)](#) | [Year\(d\)/Author](#) | [Author/Title](#) | [Title/Year\(d\)](#) | [Title/Year\(a\)](#) | [Year\(d\)/Title](#) | [Location](#)

Results for Words= writing college papers; Sorted by: Year (descending)/Author

Records 1 - 20 of 111 (maximum display and sort is 5000 records) [Jump to #](#) [Previous Page](#)

#	Author	Title	Year	Library (Owned/Out)	Location
1 <input checked="" type="checkbox"/>	Bauman, M. Garrett.	Ideas and details : a guide to college writing / <Print Book>	c2010.	Normandale CC Library( 1/ 0)	Normandale CC Library General Collection Call #: PE1408 .B38 2010
2 <input type="checkbox"/>	McAdoo, Monty L.	Building bridges : connecting faculty, students, and the college library / <Print Book>	2010.	MSB Minneapolis Campus Library( 1/ 0)	MSB Minneapolis Campus Library Minneapolis Circulation

http://ptc.mnpals.net/F/4TRX7CIV5CNEQA6SBSG9IT5I

Click on the item number box for the book/item you wish to receive, then click on View selected.

Click on ILL Request.

MnPALS Union Catalog - View Individual Record - Windows Internet Expl...

http://ptc.mnpals.net/F/4TRX7CIV5CNEQA6SBS

Your Borrowing Record | Display Options | Bookbag | Exit

Pine Technical College

Other Libraries and Collections | Help

Basic | Advanced | Browse Results List | Current Searches

You are searching: MnPALS Union Catalog

[Add to Your Bookbag](#) | [ILL Request](#) | [Save/Mail](#)

Choose view: [Full View](#) | [Brief View](#) | [MARC Names](#) | [MARC Tags](#)

Record 1 out of 1 [Previous Record](#) [Next Record](#)

Location	Normandale CC Library
Availability	All items
Author	●Bauman, M. Garrett.
Title	●Ideas and details : a guide to college writing / M. Garrett Bauman.
Portion of Title	Guide to college writing
Edition	7th ed.

[More about this](#)

Internet 100%

You will then need to log in to the system, using your 14-digit library barcode number, found on the back of your photo ID card. (see library staff to get one). Your password is your last name.

MnPALS Union Catalog - Sign-in - Windows Internet Explorer

http://ptc.mnpals.net/F/HKUPTQPN9LQ88KVFN6

File Edit View Favorites Tools Help

MnPALS Union Catalog - Sign-in

Your Borrowing Record | Display Options | Bookbag | Exit

Pine Technical College

Other Libraries and Collections | Help

Basic | Advanced | Browse Results List | Current Searches

You are searching: MnPALS Union Catalog

Please identify yourself:

User ID/Barcode:  (14 digit number from Student/Library ID card)

Password:  (Usually Last Name)

Log On Cancel

© 2002-2008 MnSCU/PALS & MnLINK Credit Statement

Your interlibrary loan request form will populate with your item information. Leave as is, unless you only need pages from it, you can fill that in. The pickup location automatically comes up as Pine Technical College, and the not needed after date should be left at +30 days.

New ILL Request - Windows Internet Explorer

http://ptc.mnpals.net/F/HKUPTQPN9LQ88KVFN6

File Edit View Favorites Tools Help

★ Favorites ★ New ILL Request

Note (optional)

(only text typed within the borders will be retained)

Delivery Information

Pickup/delivery location Pine Technical College Library

Not Needed After? \* +30 (mm/dd/yyyy)

Preferred Media Printed (loan)

Notice: Warning Concerning Copyright Restrictions  
(You must read and acknowledge the following statement before submitting your request.)

The Copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses a photo copy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

I have read the above statement and agree to abide by its restrictions. \*

Go Clear Cancel

© 2002-2008 MnSCU/PALS & MnLINK [Credit Statement](#)

Done Internet 100%

**Read and check the box about copyright restrictions**, then click go. Your item will then be processed by the lending library.

New ILL Request - Windows Internet Explorer

http://ptc.mnpals.net/F/HKUPTQPN9LQ88KVFN6

File Edit View Favorites Tools Help

★ Favorites ★ New ILL Request

Fill in as much information as possible. Missing or incorrect information may delay filling your request.  
Mandatory fields are marked with an asterisk ( \* )  
Only filling in Mandatory fields will not be enough information to process the request, so complete as much information as you can provide to expedite fulfilling your request.

Bibliography information.

Bauman, M. Garrett.. Ideas and details : a guide to college writing / M. Garrett Bauman.

If you provide information about *Chapter/Section*, the Lender may be able to provide a copy.

Author of Chapter/Section	<input type="text"/>	(Last name, first name)
Title of Chapter/Section	<input type="text"/>	
Volume	<input type="text"/>	
Page numbers	<input type="text"/>	

Note (optional)

(Only text typed within the borders will be retained)

Internet 100%

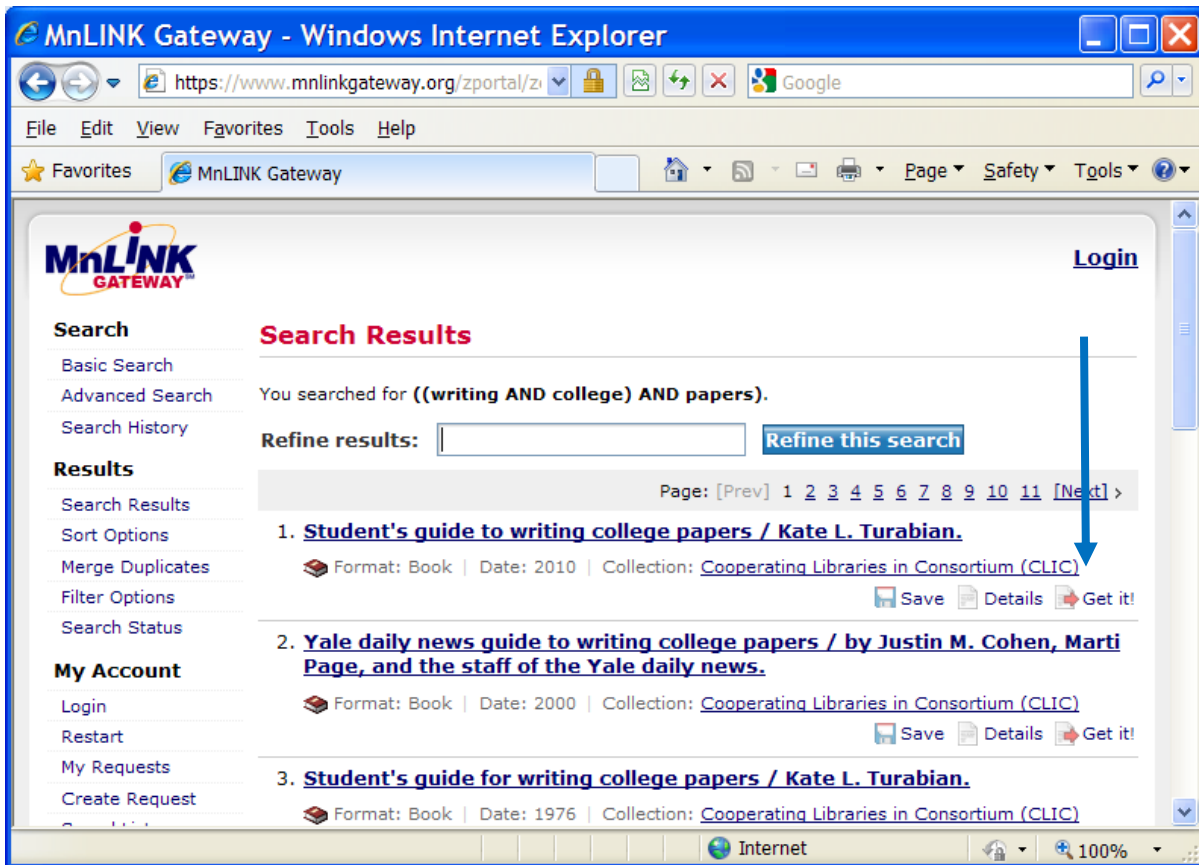
You will be notified by email when your item arrives. Your item can be picked up at the LRTC Service Desk in 3-5 business days. The paperwork that comes with the item will need to be returned with it, and note the due date on your bookmark. Please return items on time. There is a \$55.00 replacement fee for lost items.

## MnLINK Gateway Resources

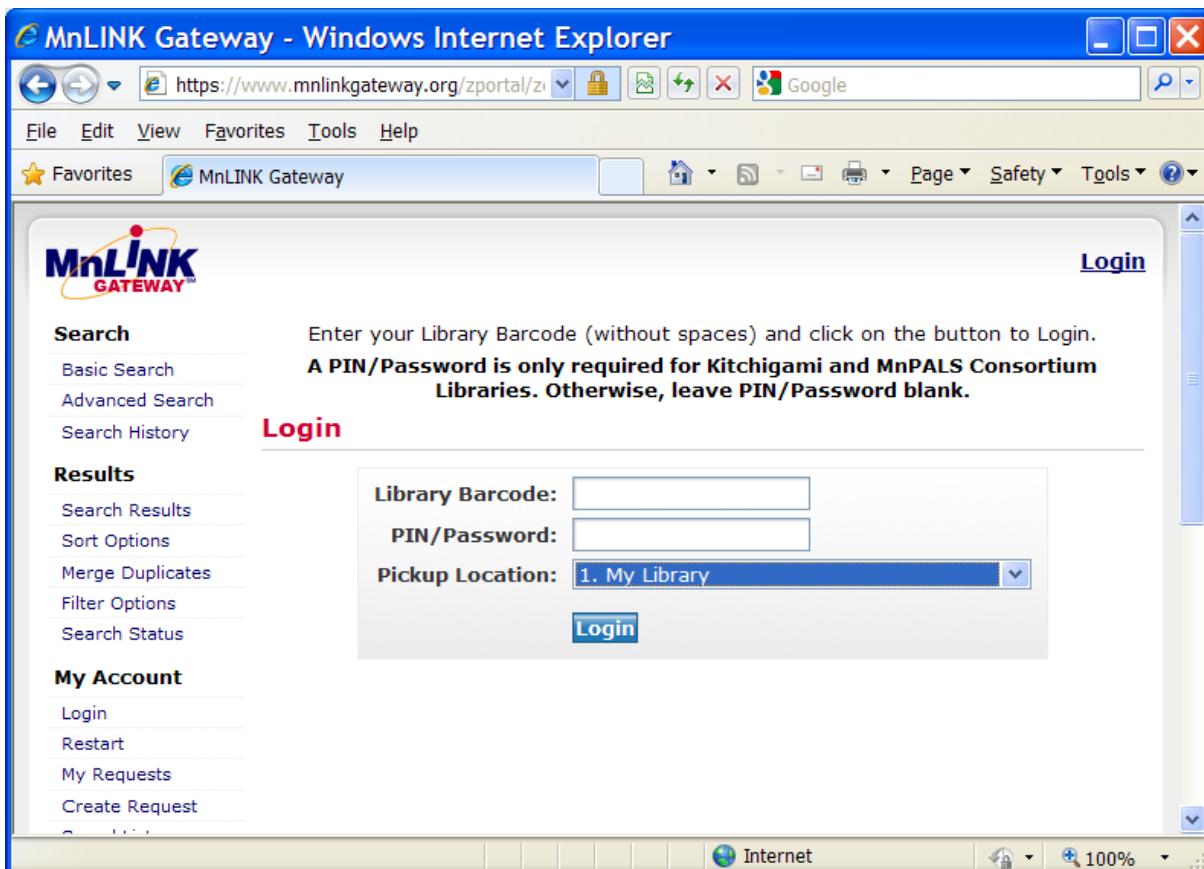
For interlibrary loan requests from the MnLink catalog, follow the steps above, substituting the MnLink search box when choosing a library to search. Type in your search term and click Search

The screenshot shows the MnLINK Gateway website in a Windows Internet Explorer browser window. The address bar displays the URL <https://www.mnlinkgateway.org/zportal/zi>. The page features the MnLINK Gateway logo and a navigation menu on the left with sections for Search, Results, and My Account. A red-bordered box highlights the following text: "Login and search the Electronic Library for Minnesota resources by changing your current profile below from 'All Catalogs for MnLINK Gateway' to one of the profiles beginning with 'ELM.'" Below this, a search form is visible with the following fields: "Current Profile" (set to "All Catalogs for MnLINK Gateway [shared]"), "Description" (All catalogs available for the MnLINK Gateway libraries), and "Search Term" (an empty text box). A blue arrow points to the "Search Term" input field. A "Search" button is located to the right of the input field. Below the search form, there is a link for "Advanced Search" and a section for "Searchable Collections".

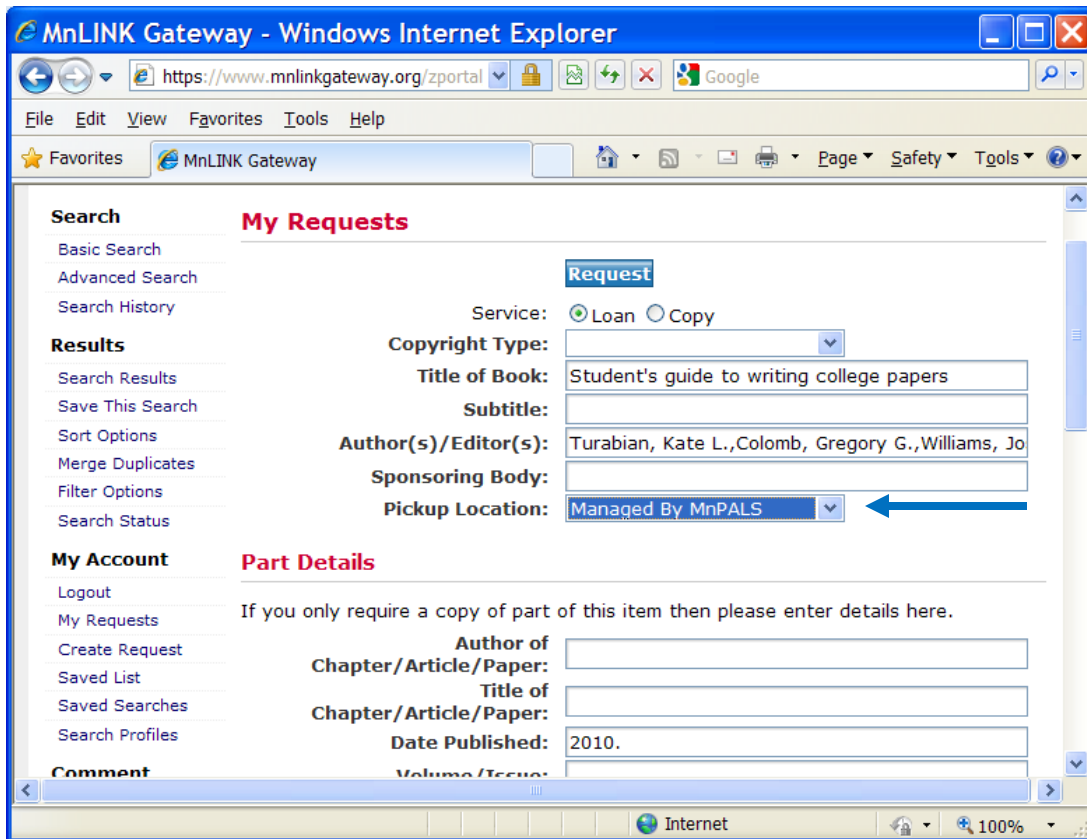
Choose the item you want to borrow, and click on the Get it! icon.



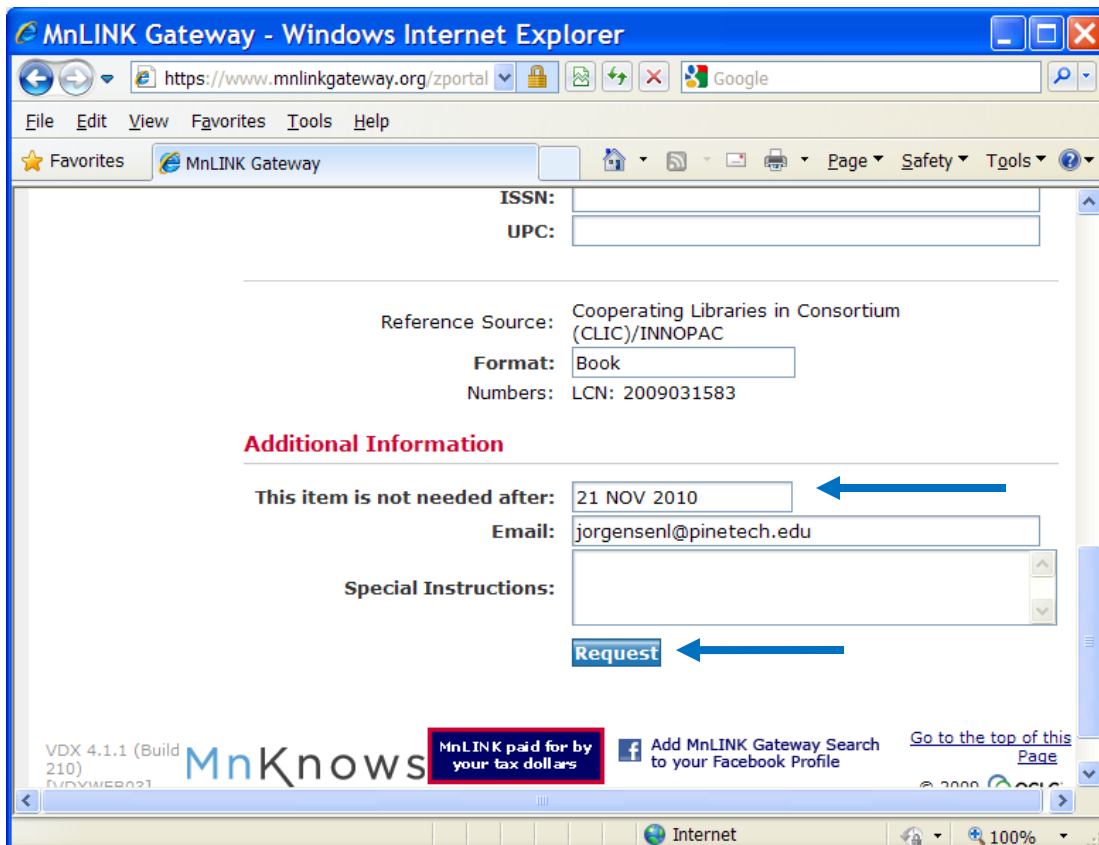
Again, log in using the barcode and last name:



Another request form pops up, with the item information filled in, leave the pickup location as Managed by MnPALS and not needed after date as is. Then click request.



The screenshot shows the 'My Requests' section of the MnLINK Gateway website. The page title is 'MnLINK Gateway - Windows Internet Explorer'. The address bar shows 'https://www.mnlinkgateway.org/zportal'. The page has a navigation menu with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area is divided into two columns. The left column contains a 'Search' section with links for 'Basic Search', 'Advanced Search', and 'Search History', followed by a 'Results' section with links for 'Search Results', 'Save This Search', 'Sort Options', 'Merge Duplicates', 'Filter Options', and 'Search Status'. Below that is a 'My Account' section with links for 'Logout', 'My Requests', 'Create Request', 'Saved List', 'Saved Searches', and 'Search Profiles'. The right column is titled 'My Requests' and contains a 'Request' form. The form has a 'Request' button at the top. Below it are fields for 'Service' (radio buttons for 'Loan' and 'Copy'), 'Copyright Type' (dropdown), 'Title of Book' (text input), 'Subtitle' (text input), 'Author(s)/Editor(s)' (text input), 'Sponsoring Body' (text input), and 'Pickup Location' (dropdown menu). A blue arrow points to the 'Pickup Location' dropdown, which is currently set to 'Managed By MnPALS'. Below the 'Request' form is a 'Part Details' section with the text 'If you only require a copy of part of this item then please enter details here.' and fields for 'Author of Chapter/Article/Paper', 'Title of Chapter/Article/Paper', 'Date Published' (with '2010.' entered), and 'Volume/Issue'.



The screenshot shows the 'Additional Information' section of the MnLINK Gateway website. The page title is 'MnLINK Gateway - Windows Internet Explorer'. The address bar shows 'https://www.mnlinkgateway.org/zportal'. The page has a navigation menu with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area is divided into two columns. The left column contains a 'Search' section with links for 'Basic Search', 'Advanced Search', and 'Search History', followed by a 'Results' section with links for 'Search Results', 'Save This Search', 'Sort Options', 'Merge Duplicates', 'Filter Options', and 'Search Status'. Below that is a 'My Account' section with links for 'Logout', 'My Requests', 'Create Request', 'Saved List', 'Saved Searches', and 'Search Profiles'. The right column is titled 'Additional Information' and contains a 'Request' form. The form has a 'Request' button at the top. Below it are fields for 'ISSN' and 'UPC' (text inputs), 'Reference Source' (text input), 'Format' (text input), and 'Numbers' (text input). Below that is a section titled 'Additional Information' with the text 'This item is not needed after:' followed by a text input field containing '21 NOV 2010'. Below that is an 'Email' field containing 'jorgensenl@pinetech.edu'. Below that is a 'Special Instructions' field (text area). A blue arrow points to the 'Special Instructions' field. Below the 'Request' form is a 'Request' button. At the bottom of the page, there is a footer with 'VDX 4.1.1 (Build 210)', 'MnKnows', 'MnLINK paid for by your tax dollars', 'Add MnLINK Gateway Search to your Facebook Profile', and 'Go to the top of this Page'.

That's it. Your item will be processed and sent to you for pick up at Pine Technical College.

For journal, magazine and newspaper articles, go to the Research Databases page on the College Library Website. Type in your search terms, and be sure to check the **Full Text box** to see readily available results. If this does not produce satisfactory articles for your research, try again without checking for full text only. If you find an article which you can use, click on the Interlibrary Loan request button.