

Milton Public Library Patron Initiated Interlibrary Loan

Getting Started:

Please visit or email the library at illo@beinspired.ca to arrange to setup a Patron Initiated ILLO account.

After the account is set:

Step I: Click on the following link to navigate to the Z-Portal system

https://info.vdxhost.com/en/zportal

Z-Portal is the Patron Initiated ILLO interface. It is through this system that you will be able to search and request materials from libraries across Ontario.

Step 2: Logging into Z-Portal

Please access the Z-Portal sign-in page by clicking "Sign-In to issue Interlibrary Loan requests" in the centre of the screen.



Welcome to Information Network For Ontario

The INFO system is the virtual bibliographic catalogues and Interlibrary Loan system of Ontario public libraries in partnership with Ontario Library Service-North and Southern Ontario Library Service with support from the Ministry of Culture.



Select <u>Standard Search to search as a guest</u>
Select <u>Sign-In</u> to issue Interlibrary Loan requests *

Each patron has been assigned a Username and Password to access the Z-Portal system.

Your username is the remaining digits of your library barcode after the double or triple zeros.

For example, if your library card number was 21387000123456 your username would be 123456. If your library card was 21387001234567 your username would be 1234567.

Each patron has also been assigned a password. To initially access the system each patron can use the password: BOOK. Please be aware that the password is case sensitive.

You must also select an Authentication Service. For this, please select Milton Public Library.

ZPORTAL					
Search	Enter your User ID and Password and click on the button to Sign-in.				
Standard Search	Sign-in				
Advanced Search					
Search History		User ID: 123456			
My Account		Password:			
Saved List		Authorities Consider Dublie Library	-		
Create Request		Authentication Service: Milton Public Library			
My Requests		Login			
Sign In		<u> </u>			
Heln					

Step 3: Changing Your Password

Once you have accessed Z-Portal it would be advisable to change your password. To do so, find the list of links on the left-hand side of the screen under "My Account". Click on the link called "Account Details".

N	ly Account
4	Saved List
	Saved Searches
(Create Request
	My Requests
,	Search Profiles
,	Account Details
	Sign Out
	Help

This will show you a summary of your account information. Clicking "Edit" will open the page you will need to change your password. Please remember to click the "update password" box to the right of the password box before saving your information, otherwise your new password will not be saved.

Password	••••	
Confirm Password	••••	☑ Update Password
First Name(s):	YOUR	
Last Name:	NAME	
Email Address:		
Category:	Manual Authorized Patron	
Joining Date:	16 Feb 2012	
Banned in VDX:	No	
Default Pickup Location	Milton - Main ▼	
	Save	

Step 4: Searching Z-Portal

Congratulations! You are now ready to start searching!

There are two search options that can be located under the "Search" menu on the left-hand side of the screen, including Standard Search and Advanced Search.

Once a search option has been selected you must also select a profile. A profile consists of a group of libraries that Z-Portal will search to find the item you are looking for. Please start your search using the Bruce/Wellington/Peel profile. This is your "Home Profile" and should already be selected when you begin your search.

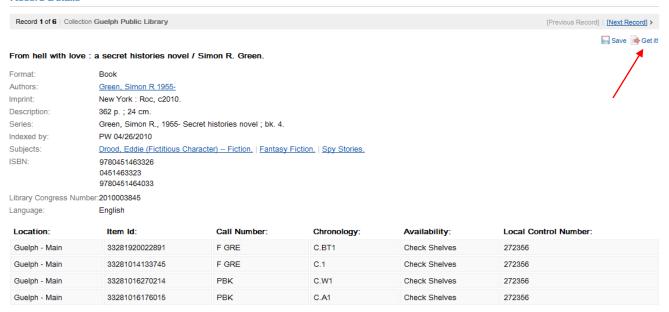
Current Profile:	SOLS Bruce/Wellington/Peel [shared]	•	
Search Term:			Search Advanced Search

If you are unable to find the item you are looking for through your home profile, you may change the profile to search other regions around Ontario.

If the item is available in the profile you are searching you will see a list of libraries that you may request the item from. Here is an example of a search for the book "From Hell with Love".



Click on the title of the book for a specific location. At this point you will be able to see the Record Details, which provides a full description of the item and indicates its availability. Please confirm that there is an ISBN number in the Record Details. If there is no ISBN number your request cannot be fulfilled. If the item has an ISBN number and is checked in, it is available for request.



Step 5: Requesting Items

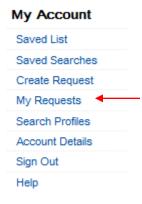
Once you have found the item and confirmed that it is available and has an ISBN, you are ready to "Get It!". Clicking "Get It!" at the top right-hand corner of the screen will take you the request page. Confirm the information on the page, select your pick-up location, and click request. You may print a copy of your request for your records.

Congratulations! Your request has been sent.

What Happens Next?

Milton Public Library will notify you by phone once your item has arrived. The item will be held for pick up for one week.

You will also be able to check the status of your requests by click on the "My Requests" link in the "My Account" menu. This will provide a list of your requests. Clicking "Details" at the bottom right-hand corner of the request will provide detailed information pertaining to your requests.



If your request is unable to be fulfilled for any reason, a message will be sent to you through your library account.

Exceptions

Some items are unavailable for request. These include:

- Items available through the Milton Public Library collection
- Items published within the last year
- Mirofilms

If you are seeking materials within these categories, please contact our ILLO Department.

Need Help??

If you have questions or need further assistance, please contact our ILLO Department.

illo@beinspired.ca

905-875-2665

Main Library

1010 Main Street East Milton, Ontario, L9T 6H7

Beaty Branch

945 Fourth Line Milton, Ontario, L9T 6P8

Sherwood Branch

6355 Main Street West, Milton, Ontario, L9T 0S5