



Using **TAL Online**  
For  
Interlibrary Loan Requests

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## Requesting an Item in TAL Online

Go to <http://www.talonline.ca/>



The screenshot shows the top navigation bar of the TAL Online website. It features the logo "the alberta library TAL online" on the left. To the right of the logo are several menu items: "SEARCH", "ABOUT", "USING TAL ONLINE", "UPDATES", and "MY ILL REQUESTS". Below the navigation bar is a large heading "Find items in libraries across Alberta". Underneath the heading is a search input field with the placeholder text "Enter search terms" and a blue "SEARCH" button with a magnifying glass icon. Below the search field, there is a sorting and pagination section: "Sort by  and show  per page. [Advanced search](#)".

Search for the title, author or ISBN of the material you are looking to request and click on the **Search** button.

TAL Online will bring up a list of matching titles; once you have located the correct item from the list click on the Request item link.

The screenshot shows the TAL Online search interface. At the top, there is a green header with the logo 'the alberta library TAL Online' and navigation links: SEARCH, ABOUT, USING TAL ONLINE, UPDATES, and MY ILL REQUESTS. The main heading is 'Find items in libraries across Alberta'. A search bar contains the text 'picture cook' and a blue 'SEARCH' button. Below the search bar, there are options to sort by 'relevance' and show '50' items per page, along with an 'Advanced search' link. A status bar indicates '1 to 50 of 517 available (886 found)' and 'Waiting on 0 out of 28 targets'. The search results list one item: 'Picture cook' by Katie Shelly, published in 2013. The item is a book. There are two links below the item: 'View Details' and 'Request Item', which is circled in red. On the right side, there are two sidebar sections: 'SUBJECT' and 'AUTHOR'. The 'SUBJECT' section lists various categories with counts, such as 'Feature films (333)', 'DVD-Video discs (123)', and 'Video recordings for the hearing impaired (121)'. The 'AUTHOR' section lists authors with counts, such as 'Cook, Julia (6)', 'Schaefer, Lola M. (5)', and 'Cook, Ron (4)'.


the alberta library  
**TAL Online** SEARCH ABOUT USING TAL ONLINE UPDATES MY ILL REQUESTS THE ALBERTA LIBRARY


## Find items in libraries across Alberta

picture cook SEARCH

Sort by relevance and show 50 per page. [Advanced search](#)

1 to 50 of 517 available (886 found) Waiting on 0 out of 28 targets

- 

**Picture cook**  
see. make. eat  
Katie Shelly, --  
 Book - 2013

[View Details](#) [Request Item](#)

### SUBJECT

- [Feature films \(333\)](#)
- [DVD-Video discs \(123\)](#)
- [Video recordings for the hearing impaired \(121\)](#)
- [Comedy films \(86\)](#)
- [Children's films \(79\)](#)
- [Animated films \(71\)](#)
- [DVD-Video discs for the hearing impaired \(55\)](#)
- [Film adaptations \(50\)](#)
- [Films for the hearing impaired \(49\)](#)
- [Fiction films \(45\)](#)

### AUTHOR

- [Cook, Julia \(6\)](#)
- [Schaefer, Lola M. \(5\)](#)
- [Cook, Ron \(4\)](#)
- [Dassonville, Joyce \(4\)](#)
- [Henry, Sally \(4\)](#)
- [Ross, Stewart \(4\)](#)

You will then need to select your library from the list:

Welcome! Please select your library.

**LIBRARY**

- Choose your library or start typing -

grande

- Grande Prairie Public Library**  
Grande Prairie Public Library
- Grande Prairie Regional College Library**  
Grande Prairie Regional College Library
- Yellowhead Regional Library**  
Grande Cache Municipal Library, Yellowhead Regional Library

Click the **Select** button

Welcome! Please select your library.

**LIBRARY**

Grande Prairie Public Library

**SELECT**

Enter your patron's **Barcode** and **PIN** number:

Note: The PIN number is required to place requests in the new TAL Online.

### Requested item information

#### PICTURE COOK

**Publisher:**

**Author:** Shelly, Katie

**Published:** 2013

**Format:** Book

**ISBN:** 9781612432342;1612432344

Please enter your barcode and password to place your request

**LIBRARY**

Grande Prairie Public Library ▼

[< Choose a different Library System](#)

**BARCODE**

20113000741147

**PIN**

●●●●|

**PLACE REQUEST**

Click the **Place Request Button**.

Check over the request to make sure the information is correct and then click the **Confirm Request** button at the bottom of the page.

## Requested item information

### PICTURE COOK

Publisher:  
Author: Shelly, Katie  
Published: 2013  
Format: Book  
ISBN: 9781612432342;1612432344

Please confirm your request details

PLEASE SELECT YOUR PICKUP LOCATION:

Grande Prairie Public Library

EMAIL ADDRESS

ill@gppl.ca

COMMENTS

CONFIRM REQUEST

Your patron information

Name: AGP, ILL (Lisa)

Barcode: 20113000741147

Email: ill@gppl.ca

LOG OUT

You will get a confirmation that the item has been placed on hold. If your patron has an e-mail address on their account, they will get an automated message from TAL (see below).

## Your request has been placed successfully

[Back to Catalog](#)

**Please note:** All requests are subject to the approval of your local library and at the discretion of the lending library.

[Print](#)

### Requested item information

#### **PICTURE COOK**

**Publisher:**

**Author:** Shelly, Katie

**Published:** 2013

**Format:** Book

**ISBN:** 9781612432342;1612432344

An email confirmation will be provided with this request if an email address is available.

Please feel free to print this page for your records in case there are any issues in processing your request.

Contact your local library if you wish to add an email address to your account.

#### **Your patron information**

**Name:** AGP, ILL (Lisa)

**Barcode:** 20113000741147

**Email:** ill@gppl.ca



## TAL Online Request Confirmation

support@talonline.ca

Extra line breaks in this message were removed.

Sent: Tue 2016-07-19 2:13 PM

To: Lisa Clarke

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Thank you for placing your interlibrary loan request using TAL Online. Your request will be processed shortly by your local library. Please contact your local library for more information on your request or visit My Public Library ILL Request(s) at <http://talonline.ca/mypubliclibraryill>.

### Patron Information

Email: [ill@gppl.ca](mailto:ill@gppl.ca)

Name: AGP, ILL (Lisa)

Barcode: 20113000741147

### The Item You Requested is

Title: Picture cook

Author: Shelly, Katie

ISBN: 9781612432342;1612432344

Date: 2013

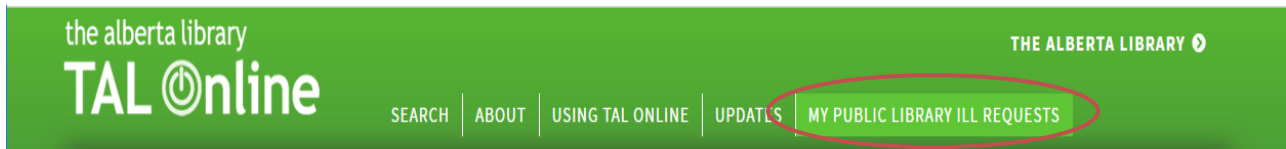
Publisher:

Your item will be delivered to: Grande Prairie Public Library

## Check the Status of an ILL Item in TAL Online

Your patrons are able to check the status of their interlibrary loan requests from the TAL Online website.

Select **My Public Library ILL Requests** from the menu at the top of the page:



Fill out your **Library**, **Barcode** and **PIN** and select **Check Status**

## My Public Library ILL Request(s)

Please enter your public library barcode and PIN to see your request(s)

**LIBRARY \***

Grande Prairie Public Library ▼

**BARCODE \***

20113000741147

**PIN \***

●●●● |

Please be patient while we retrieve your ILL request details, it may take a moment

**CHECK STATUS**

This will bring up a list of outstanding ILL requests for your patron and its current status:

## My Request(s)

Request #	Status	Title	ISBN	Pickup Location	Request Date
1429169	New	Picture cook <i>Shelly, Katie</i>	9781612432342;1612432344	Grande Prairie Public Library - TRAC	Tuesday, July 19, 2016

Status	Title	Pickup Location
New	Picture cook <i>Shelly, Katie</i>	Grande Prairie Public Library - TRAC

Please contact your local library regarding the status of your request(s).

[Log Out](#)

TAL Online takes the status of a request from the last updated status in **VDX**. Requests can have any of the following statuses:

New – the request is in Idle, Idle/Auth Manual or Idle Check/Manual

Pending – the request had been sent to a lending library

Shipped – the request has been shipped from a lending library

Received – the request has been received (in **VDX**) by your library

Returned – the item has been returned (in **VDX**) by your library

## Canceling an ILL Item in TAL Online

Requests with a status of New or Pending can be cancelled by the patron in the **My Public Library ILL Requests** screen of TAL Online:

the alberta library  
**TAL**online

SEARCH | ABOUT | USING TAL ONLINE | UPDATES | MY PUBLIC LIBRARY ILL REQUESTS

### My Request(s)

Request #	Status	Title	ISBN	Pickup Location	Request Date	Action
1502207	New	Picture cook See. Make. Eat <i>Shelly, Katie</i>	1612432344 9781612432342	Grande Prairie Public Library - TRAC	Tuesday, December 13, 2016	Cancel Request
1502236	New	Lovely layer cakes <i>Porschen, Peggy</i>	9781849497299	Grande Prairie Public Library - TRAC	Tuesday, December 13, 2016	Cancel Request

Please contact your local library regarding the status of your request(s).

Log Out

Patrons will need to confirm the cancellation of their request:

the alberta library  
**TAL**online

SEARCH | ABOUT | USING TAL ONLINE | UPDATES | MY PUBLIC LIBRARY ILL REQUESTS

### Are you sure you want to cancel your ILL request?

This action cannot be undone.

[Do not cancel request, return to request list](#) [Continue, cancel my ILL request](#)

TAL Online will return to the **My Public Library ILL Requests** page and will confirm the cancellation of the request:

## My Request(s)

Cancellation of request 1502207 successful. 

Request #	Status	Title	ISBN	Pickup Location	Request Date	Action
1502207	Cancelled	Picture cook See. Make. Eat <i>Shelly, Katie</i>	1612432344 9781612432342	Grande Prairie Public Library - TRAC	Tuesday, December 13, 2016	
1502236	New	Lovely layer cakes <i>Porschen, Peggy</i>	9781849497299	Grande Prairie Public Library - TRAC	Tuesday, December 13, 2016	<input type="button" value="Cancel Request"/>

Please contact your local library regarding the status of your request(s).

Patrons will also receive a confirmation e-mail from TAL Online, should they have an e-mail address listed in their Polaris account:

### Request Cancellation

support@talonline.ca

Extra line breaks in this message were removed.

Sent: Tue 13/12/2016 11:45 AM

To: Lisa Clarke

Your cancellation request for request id 1502207 has been submitted for the following item: Picture cook See. Make. Eat. You may not see an immediate change in the status of your requests in the My Public ILL page.

If you have any questions or concerns about the status of your request, please contact your home library.

A copy of this confirmation e-mail is sent to the library's e-mail address as well:

### Request Cancellation

support@talonline.ca

Sent: Tue 13/12/2016 11:45 AM

To: Lisa Clarke

Cancellation request for request id 1502207 for user barcode 20113000741147