



Grande Prairie, Alberta

[www.peacelibrarysystem.ab.ca](http://www.peacelibrarysystem.ab.ca)

**Working with TAL and Interlibrary Loans**

the alberta library  
**TAL**  **online**

Prepared by Samantha Mercer, Digital Trainer & IT Assistant

December 2016

## Table of Contents

1 The Alberta Library (TAL).....	3
2 Participating Libraries .....	3
3 TAL Cards .....	4
4 TAL Online & Borrowing .....	4
5 ILL Requests.....	7
6 Cancel a Request .....	7

## 1 The Alberta Library (TAL)

The Alberta Library or TAL began in 1997 to help libraries across the province having difficulty meeting the demands of their patrons with the explosion of information and technology. Similar to TRAC, TAL is a consortium with 49 libraries (300 branches) that gives members and their patrons access to public libraries, university libraries, college libraries and special/government libraries. TAL allows patrons of the smallest libraries to have access to resources they could not access due to geographic or financial barriers.

TAL cards allow you to pick up your items at any of the participating libraries and return them to any participating library.

## 2 Participating Libraries

As a member, all patrons of the Peace Library System have access to the following libraries and their (combined) 30 million+ resources:

Alberta College of Art & Design	Academic
Alberta Government Library	Government
Alberta Legislature Library	Government
Alberta Municipal Affairs	Public
Ambrose University	Academic
Athabasca University	Academic
Banff Centre: Paul D. Fleck Library & Archives	Special
Bow Valley College	Academic
Burnam University	Academic
Calgary Public Library	Public
Chinook Arch Regional Library System	Public
Concordia University of Edmonton	Academic
Edmonton Public Library	Public
Fort Saskatchewan Public Library	Public
Grande Prairie Public Library	Public
Grande Prairie Regional College	Academic
Keyano College	Academic
Lakeland College	Academic
Lethbridge College	Academic
Lethbridge Public Library	Public
MacEwan University	Academic
Marigold Library System	Public
Medicine Hat College	Academic
Medicine Hat Public Library	Public
Mount Royal University	Academic
Norquest College	Academic

Northern Alberta Institute of Technology	Academic
Northern Lakes College	Academic
Northern Lights Library System	Public
Olds College	Academic
Parkland Regional Library	Public
Portage College	Academic
Prairie College	Academic
Red Crow Community College	Academic
Red Deer College	Academic
Red Deer Public Library	Public
Shortgrass Library System	Public
Southern Alberta Institute of Technology	Academic
St. Albert Public Library	Public
St. Mary's University	Academic
Strathcona County Library	Public
The King's University	Academic
University of Alberta	Academic
University of Calgary	Academic
University of Lethbridge	Academic
Wood Buffalo Regional Library	Public
Yellowhead Regional Library	Public
Yellowhead Tribal College	Academic

### 3 TAL Cards

Library patrons of the Peace Library System can get a FREE TAL card at their library. All they have to do is fill out an application and have an account in good standing.

When you visit any of the membership libraries in person, patrons should bring their TAL card and a form of photo ID. Unless it says otherwise, you can borrow up to five books at a time from each library. Your loan periods and late fees are dictated by the library who owns the items being borrowed.

To borrow items from a distance, use TAL Online.

### 4 TAL Online & Borrowing

TAL Online can be accessed at <http://www.talonline.ca/> by any library patron of the Peace Library System. If you place a request for a book available through TRAC, you will receive a notice via email for you to borrow this book using the TRAC consortium.


Your homepage will look like this:



You can search using the basic search bar or try advanced search to look by keywords, title, author, subjects or ISBN.

Your search page will look like this:



## Find items in libraries across Alberta

term="Harry" and term="Potter" and au:  **SEARCH**

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

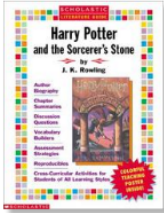

1 to 50 of 122 available (200 found) Waiting on 0 out of 28 targets

---

1.  **Magic beyond words**  
the J.K. Rowling story  
a Mediamax production ; producer, R.J. Gilbert ; written by Jeffrey Berman & Tony Caballero ; directed by Paul A. Kaufman  
 Video - 2011

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

---

2.  **Harry Potter and the sorcerer's stone by J.K. Rowling**  
literature guide  
written by Linda Ward Beech ; illustrations by Mona Mark  
 Book - 2000

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

### SUBJECT

- Magic (128)
- Wizards (125)
- Hogwarts School of Witchcraft and Wizardry (Imaginary organization) (88)
- Potter, Harry (85)
- England (77)
- Fantasy fiction (72)
- Schools (62)
- Potter, Harry (Fictitious character) (32)
- Good and evil (27)
- Magie (25)

### AUTHOR

- Rowling, J. K (124)
- Beech, Linda Ward (4)
- Whited, Lana A (3)
- GrandPré, Mary (2)
- J. K. Rowling (2)
- 1492 Pictures (1)
- Anelli, Melissa (1)
- Branagh, Kenneth (1)
- Cleese, John (1)
- Coltrane, Robbie (1)

### TYPE

- book (105)
- recording (14)
- recording-cd (13)
- video-dvd (10)
- recording-cassette (4)
- video-blu-ray (3)

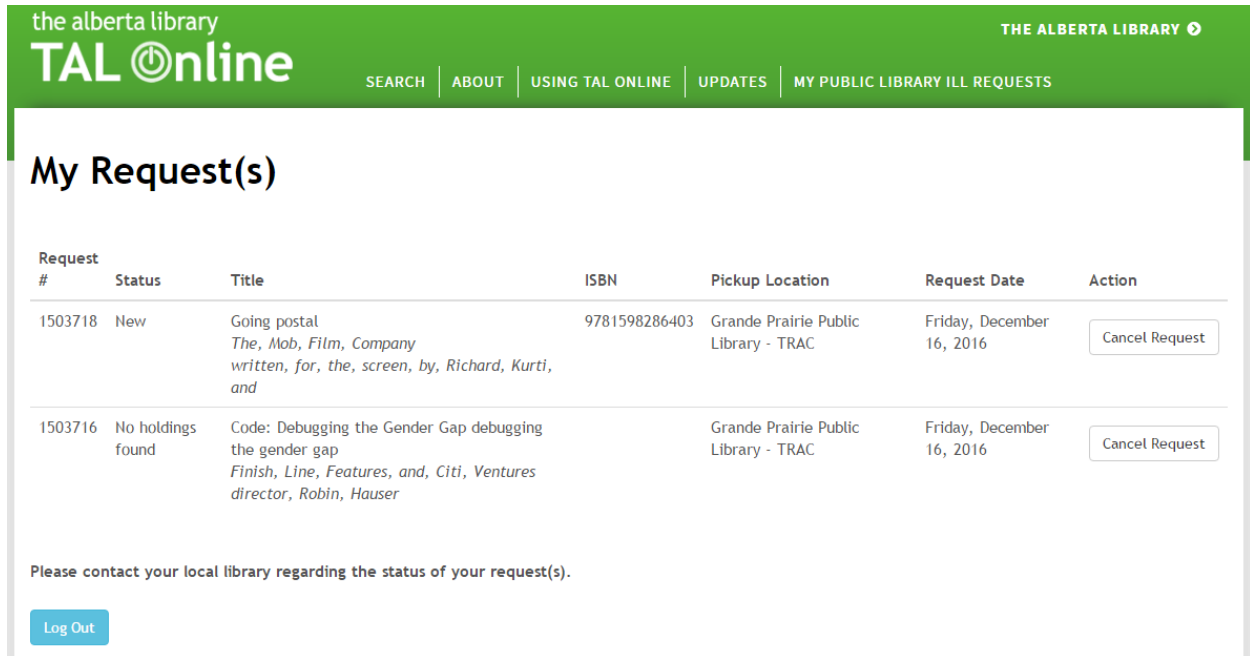
Use the filters on the right to limit your content by subject, author, type, or by library catalogue.

Select "View Details" to get the item description, format, subject and location information.

Select "Request Item" beside the item you want to borrow. Choose your library from the drop down list and hit "Select". The new page will require your library barcode and PIN (last 4 digits of your phone number) and select "Place Request." Confirm your email address and add any comments before selecting "Confirm Request." You will get a message saying your request has been placed

## 5 ILL Requests

To find out what is happening with your requests, select “My Public Library ILL Requests” and select your library, enter your barcode and pin before selecting “Check Status.” Your page will look something like this (with the details specific to the item you requests):



The screenshot shows the 'My Request(s)' page in TAL Online. The page has a green header with the logo and navigation links. Below the header is a table with two rows of request data. Each row includes a 'Cancel Request' button.

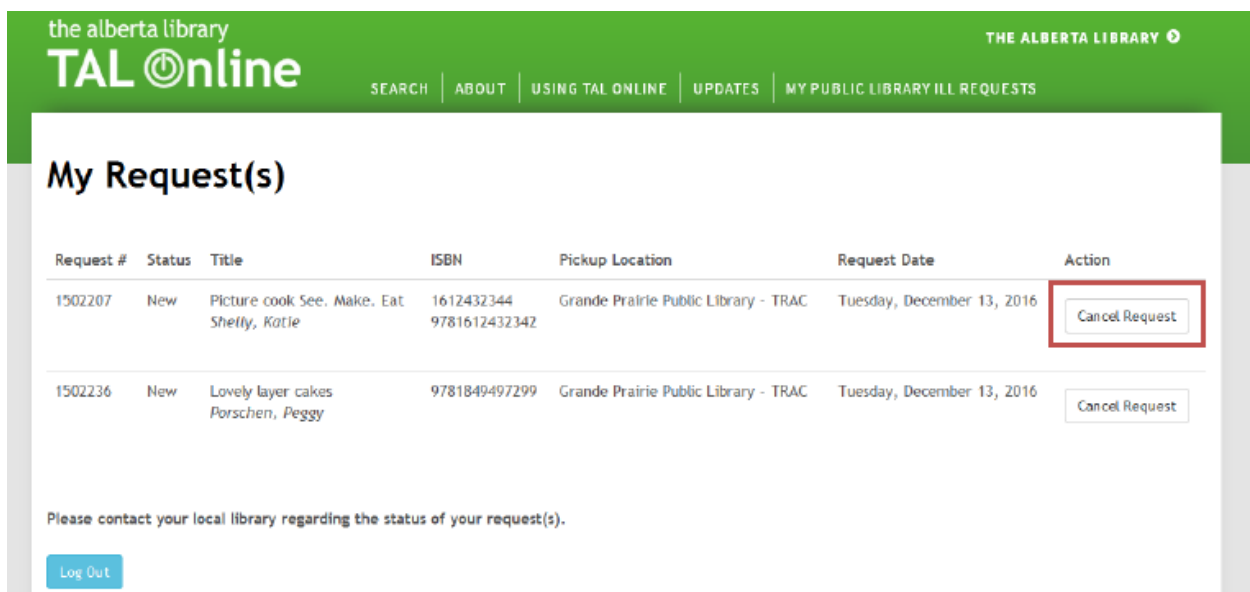
Request #	Status	Title	ISBN	Pickup Location	Request Date	Action
1503718	New	Going postal <i>The, Mob, Film, Company</i> written, for, the, screen, by, Richard, Kurti, and	9781598286403	Grande Prairie Public Library - TRAC	Friday, December 16, 2016	Cancel Request
1503716	No holdings found	Code: Debugging the Gender Gap debugging the gender gap <i>Finish, Line, Features, and, Citi, Ventures</i> director, Robin, Hauser		Grande Prairie Public Library - TRAC	Friday, December 16, 2016	Cancel Request

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

[Log Out](#)

## 6 Cancel a Request

1. 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:



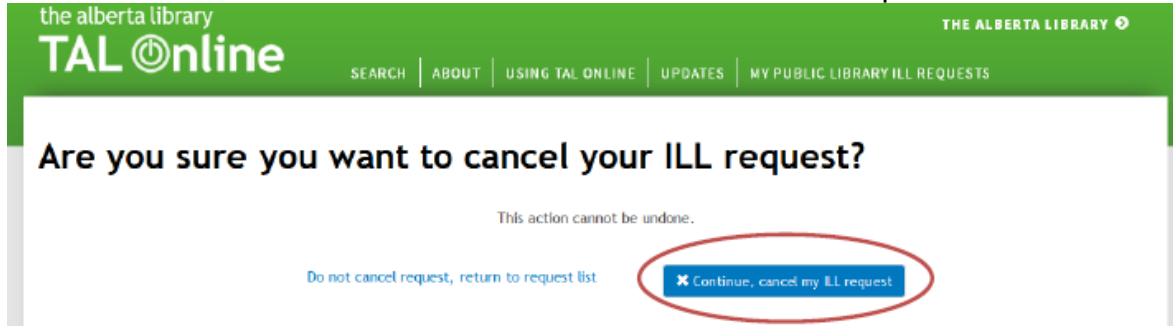
The screenshot shows the 'My Request(s)' page in TAL Online. The page has a green header with the logo and navigation links. Below the header is a table with two rows of request data. The 'Cancel Request' button for the first row is highlighted with a red box.

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](#)

2. Patrons will need to confirm the cancellation of their 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>Shelley, 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	Cancel Request

3. 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.

4. 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





- The request will be automatically cancelled in VDX and will show up in the Terminated list in the Work Queue:

[Work Queue](#)

Borrower	
Status	Count
<a href="#">Idle</a>	<a href="#">4</a>
<a href="#">Idle / Check Manual</a>	0
<a href="#">Idle / Auth Manual</a>	<a href="#">1</a>
<a href="#">Pending &gt; 2 weeks</a>	0
<a href="#">Pending</a>	<a href="#">20</a>
<a href="#">End of rota</a>	<a href="#">4</a>
<a href="#">Terminated</a>	<a href="#">1</a>

Our Number / Their Number \*\* Borrower / Lender \*\* Item Barcode

1502207\*\*Grande Prairie Public Library  
**Picture cook See. Make. Eat**  
 Shelly, Katie | ISBN: 1612432344;9781612432342  
 Notes: Item Format:Book User Comments:  
**Request No Longer Required**  
 Status: Idle Authorisation: Processed Last Action: Terminate Request: 13 Dec 2016 Rota: 1 of 4  
 REQUEST [Action](#) [Details](#) [Mark as Read](#) [Print](#)

- If you check the History at the bottom of the Request Details, you will see the terminate request action has been authorized by the patron:

[History](#)

Lender	Action	Status	Date Changed	Authorised By
	Terminate Request	Idle	13 Dec 2016 11:45:17	20113000741147, ILL (Lisa)

- To remove the request from your Work Queue, simply complete the request:

[ILL Request](#)

Action: [Complete](#)

[Complete](#) [Reset](#)

**Request Details**

Our Number 1502207  
 Status Idle  
 Title Picture cook See. Make. Eat  
 Author Shelly, Katie  
 Patron Name ILL (Lisa) 20113000741147  
 Patron Email address ill@gppl.ca

**Service Details**

Service Type 1 Loan

**Notes**

Private Note

[Complete](#) [Reset](#)

- In the Private Note field you can add a note that the request was cancelled by the patron.