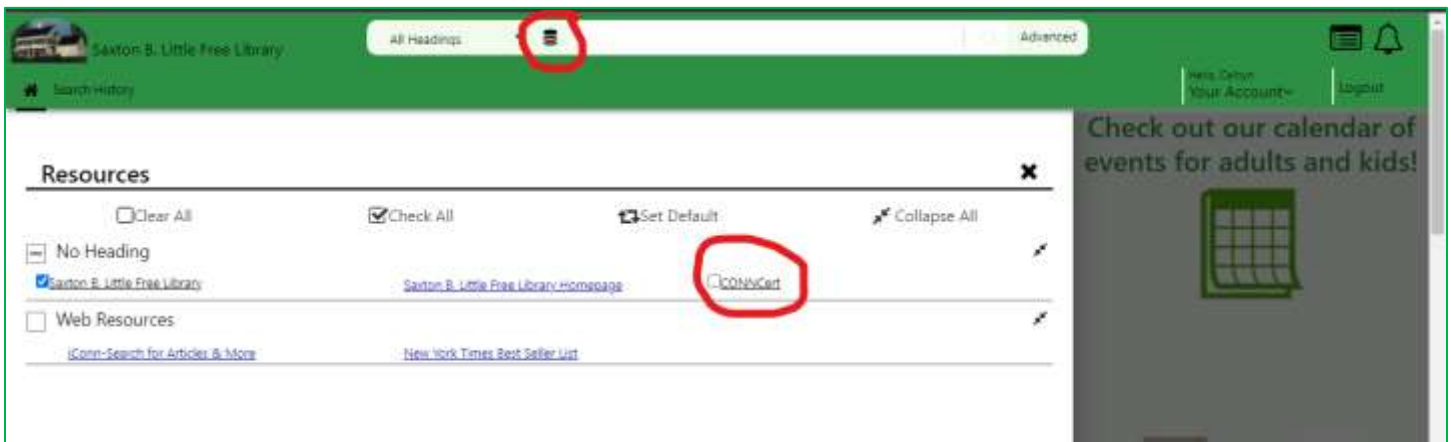


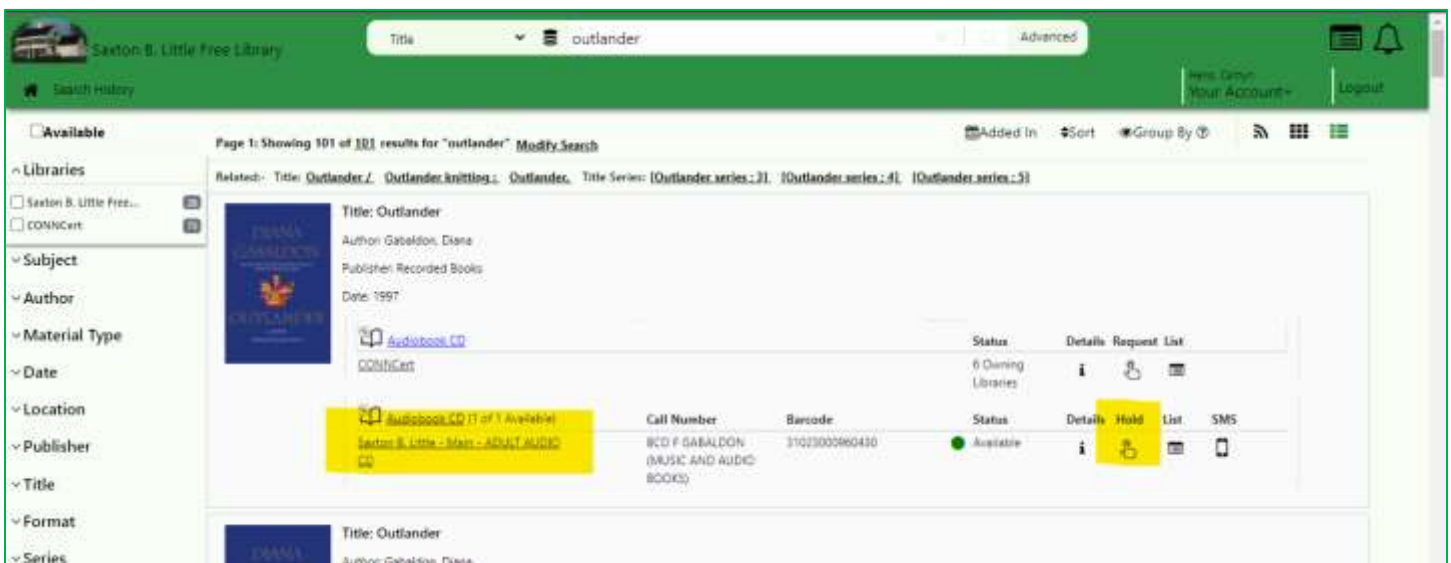
# How to Place an Interlibrary Loan Request

If we don't have what you're looking for at Saxton B. Little, we can usually find it from another library in the state. You can place interlibrary loan (ILL) requests through the CONNCert catalog, which shows the items available at a collection of libraries around the state. Please note: this is not the same as the statewide catalog to which we've previously had access. Follow the steps below to search the catalog and place ILL requests from home.

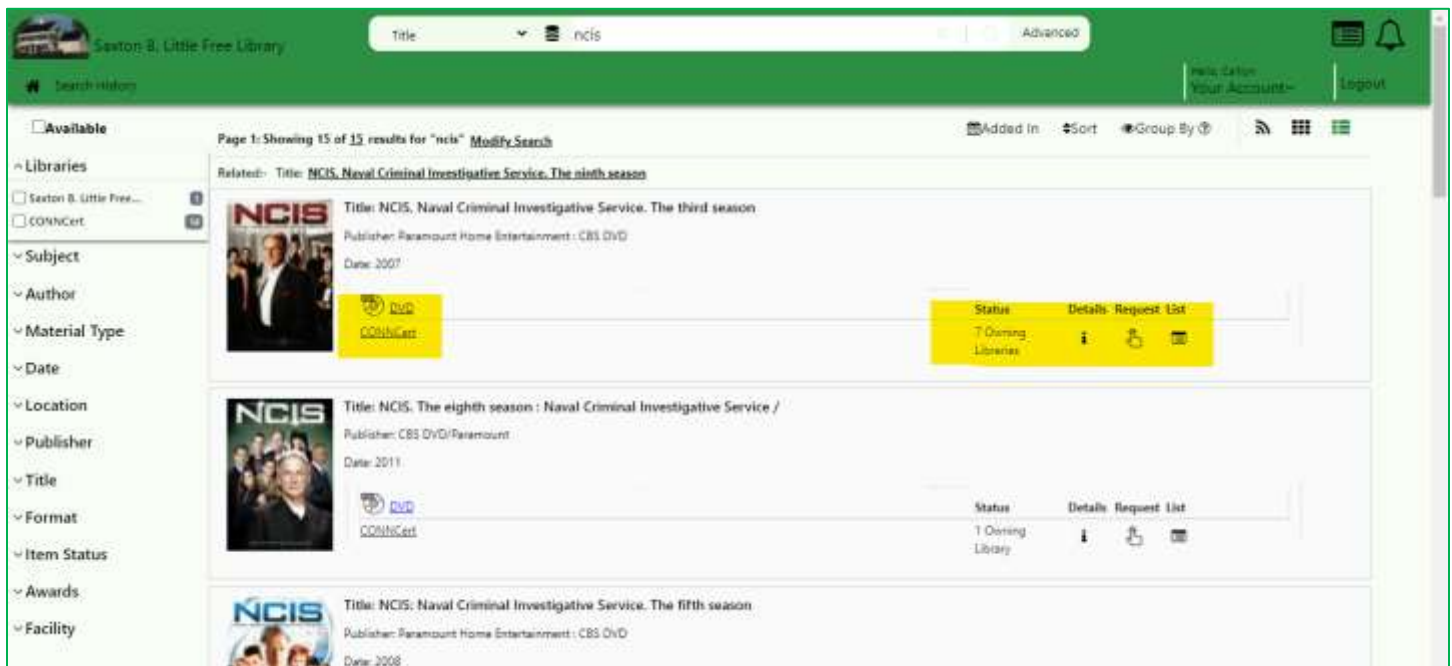
1. Go to: [sax.agverso.com](http://sax.agverso.com) and log-in to your library account (see the "How to Access Your Saxton B. Little Library Account" tutorial).
2. On the search bar at the top of the screen, click on the icon that looks like a barrel. Then, check the box **CONNCert**.



3. **Search for the item you're looking for.** If you see a line for Saxton B. Little, that means that we own it! You can place a reserve request for the item by clicking the Hold button.



4. **If you see a line for CONNCert by the item you want, that means it's available for interlibrary loan.** You can either go into the record to see more details by clicking on the image, or you can place a hold directly from the search screen.



5. **If you don't see the item you're looking for, that doesn't necessarily mean it's not available!**
- Library staff have access to see what's available at other libraries that aren't in the CONNCert catalog.
  - Email Cait at [corlomoski@columbiactlibrary.org](mailto:corlomoski@columbiactlibrary.org) or call 860-228-0350 to request your items not available through CONNCert.
6. **When your item comes in, Saxton B. Little staff will contact you via email or by the phone number you provided when you signed up for a library card.** Usually, the delivery process will take from 1-2 weeks. You'll have the same checkout period as if the item belonged to Saxton B. Little, so you'll be able to borrow books for three weeks, DVDs for one week, etc.

If you have additional questions, please contact the Library at [sbl@columbiactlibrary.org](mailto:sbl@columbiactlibrary.org) or by calling 860-228-0350 for more tips and tricks!