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 1: 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.

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	Authentication Service: Milton Public Library
Create Request	Login
My Requests	
Sign In	
Help	

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".

My Account

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.

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.

Save Get it!

From hell with love : a secret histories novel / Simon R. Green.

Format:	Book
Authors:	Green, Simon R 1955-
Imprint:	New York : Roc, c2010.
Description:	362 p. ; 24 cm.
Series:	Green, Simon R., 1955- Secret histories novel ; bk. 4.
Indexed by:	PW 04/26/2010
Subjects:	Drood, Eddie (Fictitious Character) -- Fiction.	Fantasy Fiction.	Spy Stories.
ISBN:	9780451463326
	0451463323
	9780451464033
Library Congress Number:	2010003845
Language:	English

Location:	Item Id:	Call Number:	Chronology:	Availability:	Local Control Number:
Guelph - Main	33281920022891	F GRE	C.BT1	Check Shelves	272356
Guelph - Main	33281014133745	F GRE	C.1	Check Shelves	272356
Guelph - Main	33281016270214	PBK	C.W1	Check Shelves	272356
Guelph - Main	33281016176015	PBK	C.A1	Check Shelves	272356

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.

My Account

Saved List

Saved Searches

Create Request

My Requests

Search Profiles

Account Details

Sign Out

Help

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