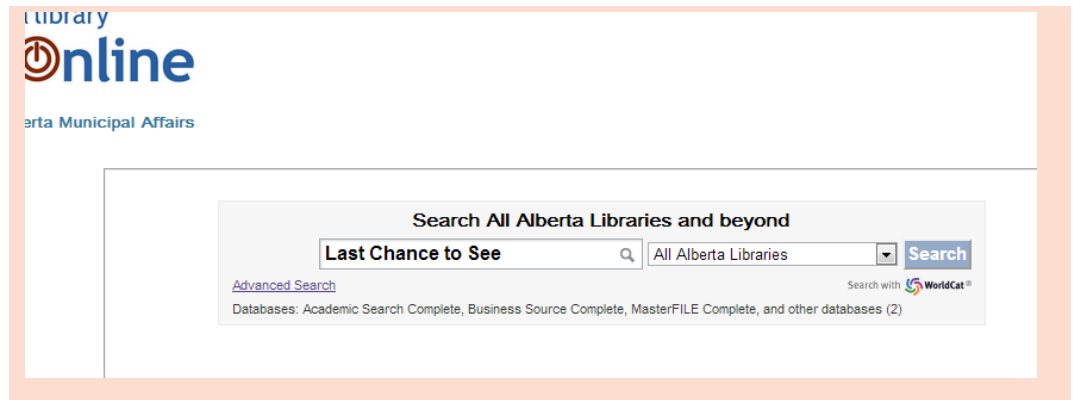


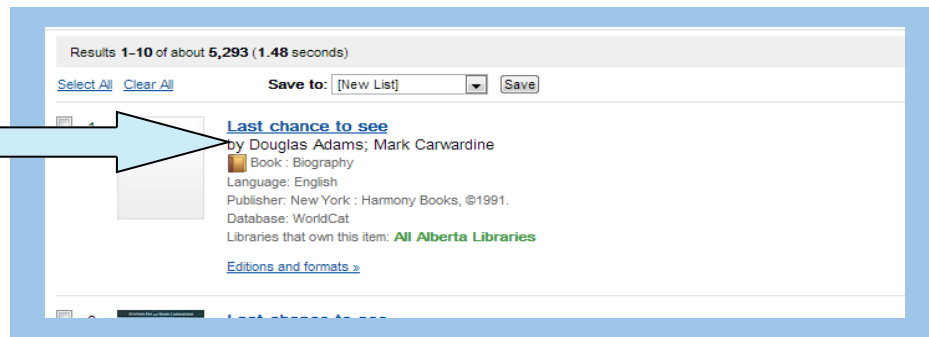
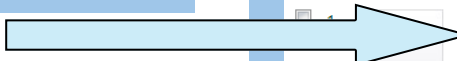
Requesting an item in TAL Online

The following instructions for requesting an item using TAL Online (www.talonline.ca). You will need a **valid card from your local library (in Alberta)** and **Pin number**. If you have any questions about your card please contact your local library. If you have any questions about TAL Online please contact your local library or the TAL Training Librarian at training.librarian@thealbertalibrary.ab.ca.

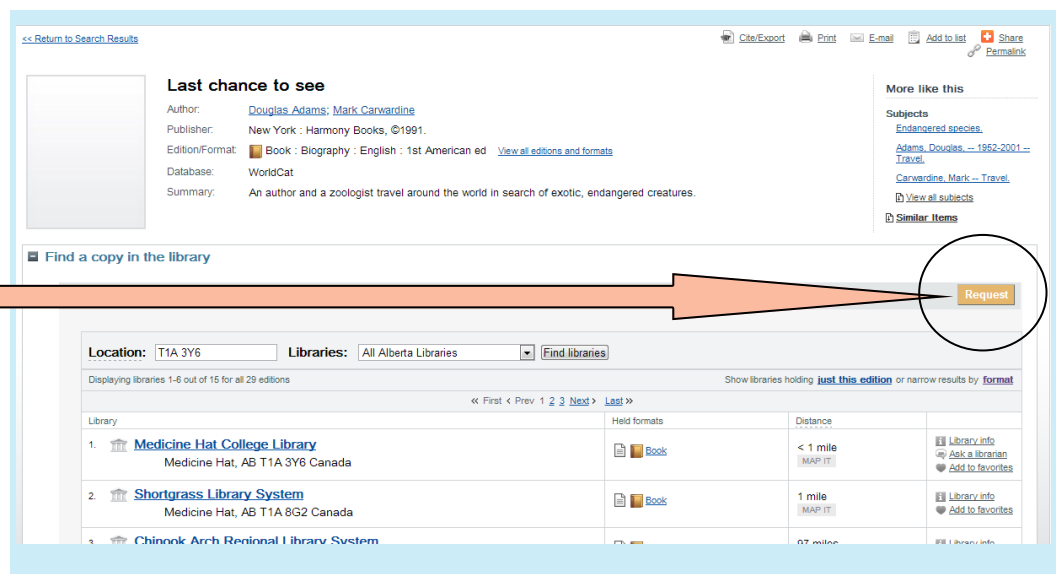
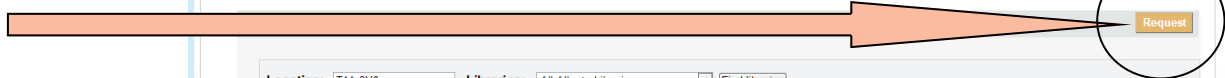
**Search TAL Online
For an item to
Request**



**Click on the item
you wish to request**

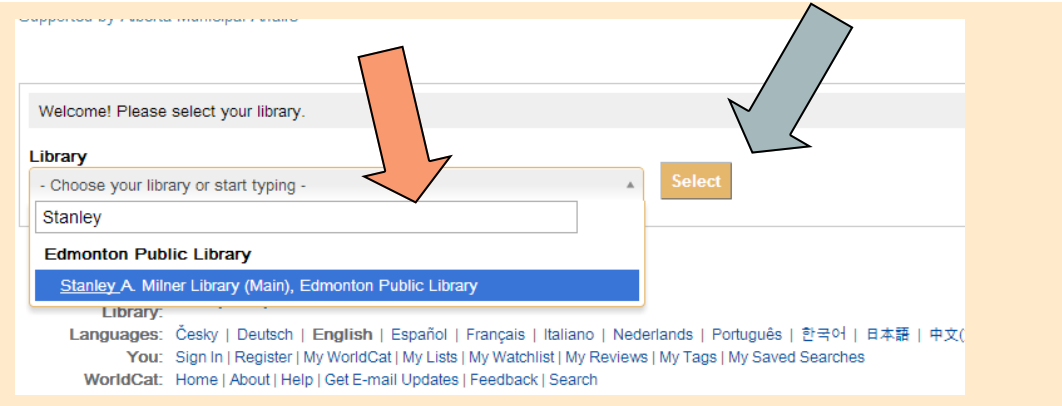


**Click the “Request”
button in the “Find a
copy in the library”
section.**



Requesting an item in TAL Online

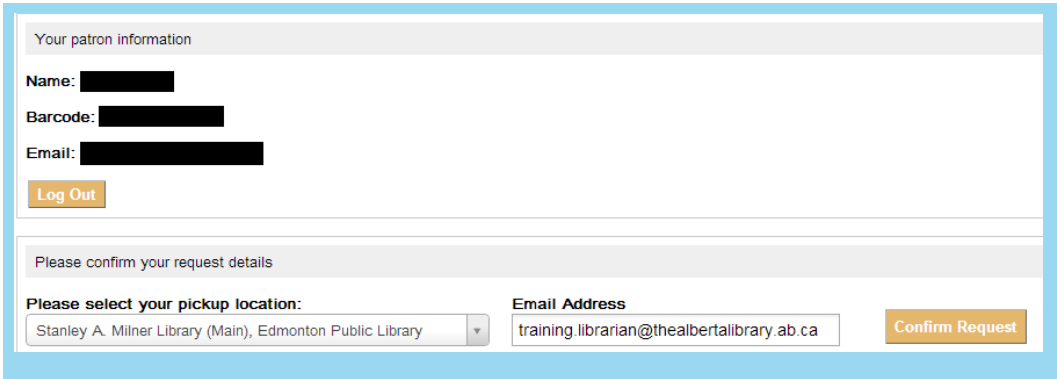
Select your library (and branch if necessary) by typing it in or selecting it from the list. Then click the “Select” button.



You should see the item you requested, the library that you selected and fields to enter your library card and pin number. (If you are unsure of what these are please contact your local library).



Once you have entered your pin and library card you and click the “Place Request” button. You can confirm your request and e-mail by clicking the “Confirm Request Button”



Once your request has been confirmed you will see a message confirming this. You should also receive a confirmation e-mail at the address your entered earlier.

