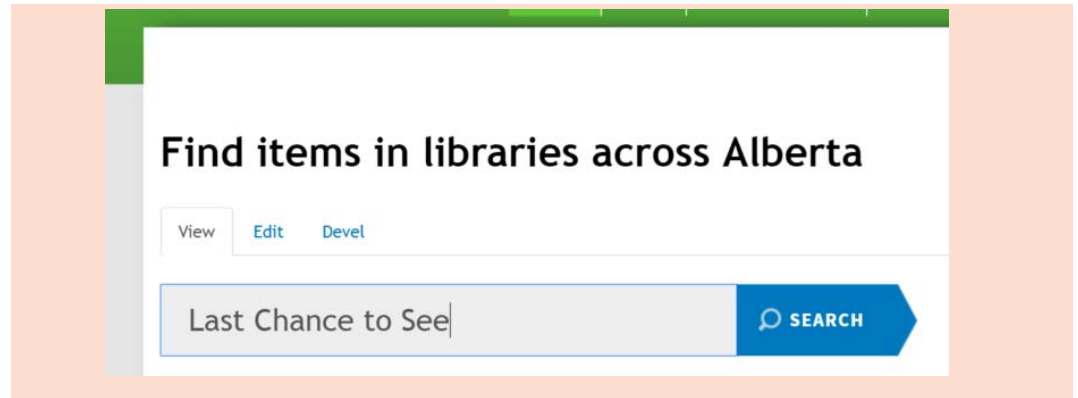


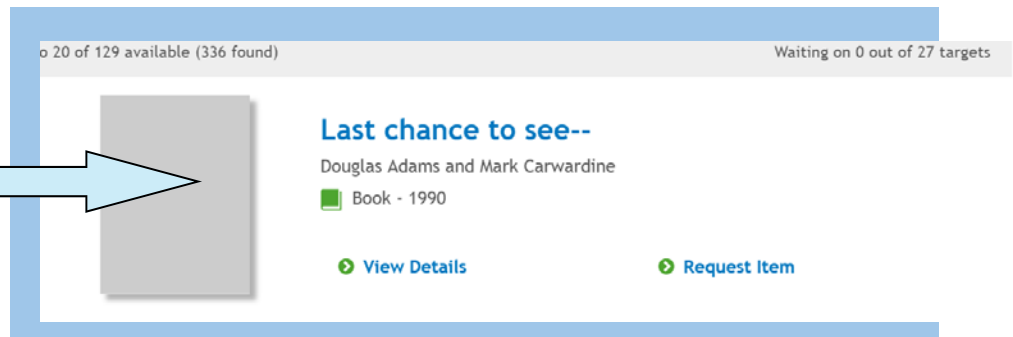
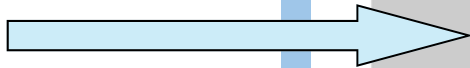
Requesting an item in TAL Online

These instructions are for public library users requesting an item using TAL Online (www.talonline.ca). You will need a **valid card from your local public library (in Alberta)** and **Pin number**. If you have any questions about your card please contact your local library. For questions about TAL Online, please contact support@talonline.ca.

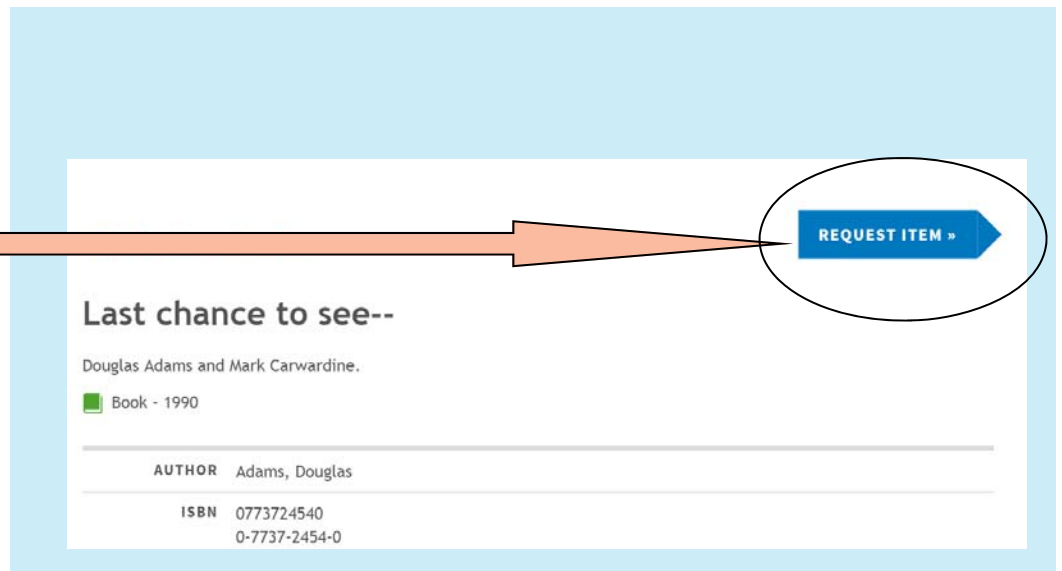
**Search TAL Online
For an item to
Request**



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

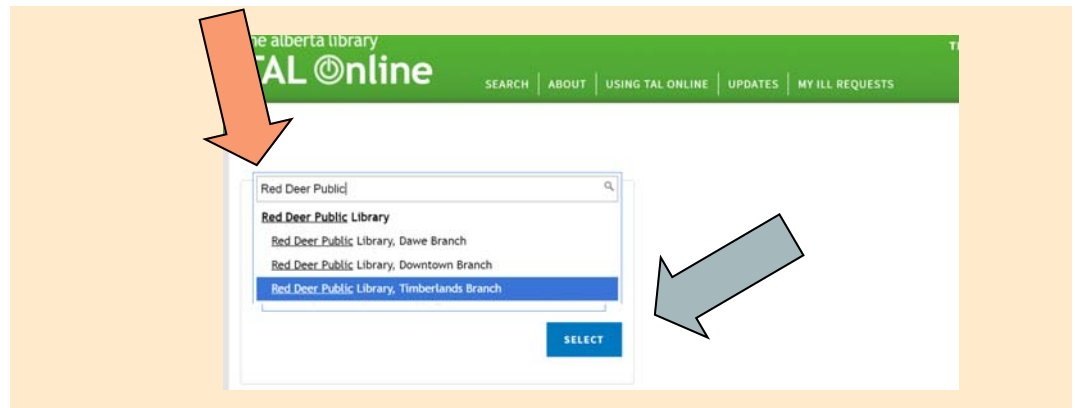


**Click the "Request
Item" button in the
detailed item view.**

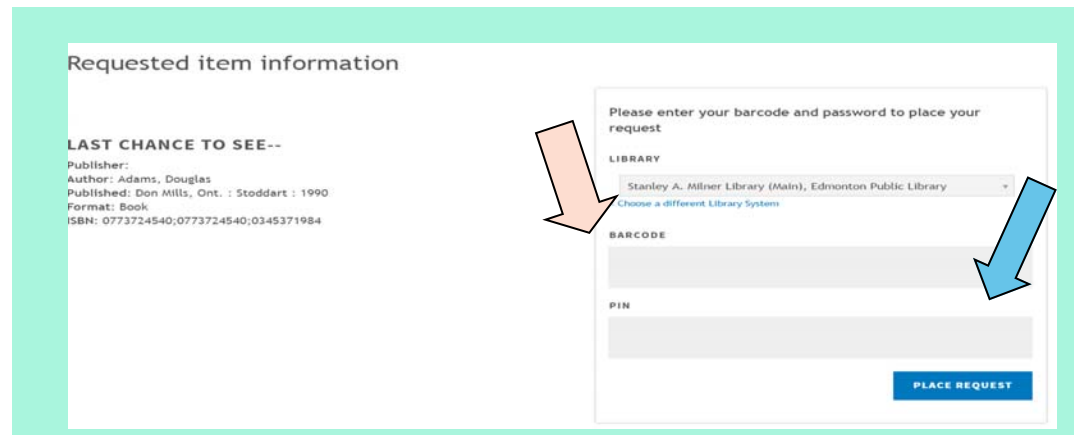


Requesting an item in TAL Online

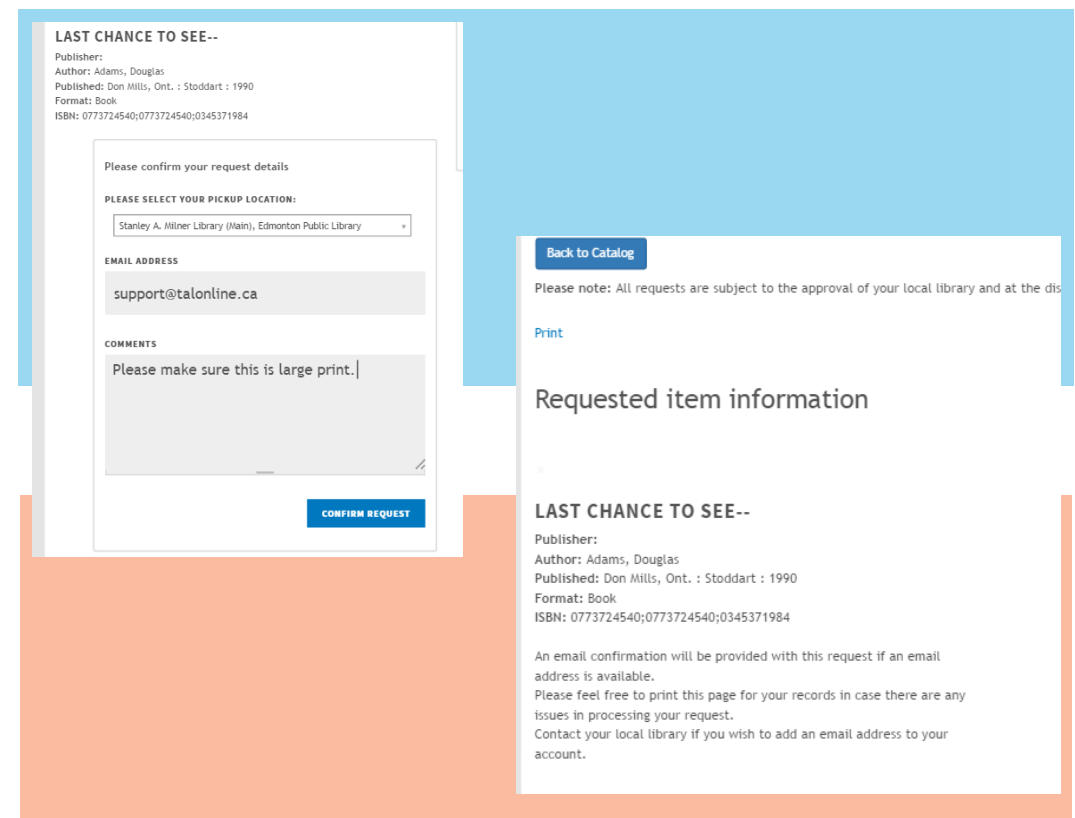
Select your library (and branch if necessary) by typing it in or selecting it from the list. Then click the “Select” button.



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 click the “Place Request” button. You can confirm your request and e-mail by clicking the “Confirm Request Button.” If you have any additional comments you can enter them in the comment field.



Once click “Confirm Request” you will see a message confirming this. You should also receive a confirmation email at the address you entered earlier.