

Steps for Requesting and Returning ILLs

Requesting an ILL

To request an ILL

- 1) Click on Circulation Tab
- 2) Click on HOLD/ILLs
- 3) Type in the name of the requestor in text box—FIND YOUR PATRON
- 4) Click on red icon—ADD HOLD
- 5) Type title in text box **and** change “My Library” to “All Participating Libraries”
- 6) Click **GO**
- 7) Locate title you want-----Click on title **OR** Number of Copies Available
- 8) In the **REQUESTING** box, choose ASAP if you want random selection
OR

Choose for specific date if you want to choose a specific school

- 9) For a specific school follow these steps:
 - A) Choose school from drop down box
 - B) Leave “Delivery Method” as “Ship It”
 - C) Put number of copies needed in text box
 - D) Click on calendar for BOTH “from” and “to”
 - E) Click **SAVE** and a message box confirms your request

Shipping an ILL to the Requesting School

- 1) Click on RED FLAG “Processing Needed” icon
- 2) Choose **ACCEPT/PICK COPY** or **DECLINE**
- 3) New screen appears
- 4) Find book on your shelves and scan barcode
- 5) Click **GO**
- 6) **SAVE**
- 7) Message appears with “In Route”

Receiving Book

The requesting school now has some steps to do when the ILL arrives:

- 1) Click on RED FLAG “Processing Needed” icon
- 2) Click on Received for the book you just received
- 3) Go to top tabs and click on CIRCULATION tab
- 4) Go to “Find the Patron” text box
- 5) Click on “blue” HOLDS READY
- 6) New screen appears

- 7) Click on “green check mark” (ILL check out)
- 8) Message box appears

Returning ILL

When you borrow a book you must do the following steps before returning the book through the pony.

- 1) Go to CIRCULATION tab
- 2) Click on “Check-In” on the side margin
- 3) Message appears
- 4) Attach a template (designed by your school) as a reminder that states, “*Check in when received!*”

PLEASE!! This is a very important attachment, as many different people are checking in books, depending on the school.

- 5) Put book in the pony.

Library that owns the Book

- 1) Take book out of pony
- 2) Scan using the “Check-In” screen.