







### Requesting an Interlibrary Loan in Circulation

**Library Staff\*** can place interlibrary loan requests for patrons through Holds/ILL. To begin, from **Circulation > Holds/ILL**, retrieve the patron and click  **Add Hold**.


\* You must be logged into Destiny with the access right that allows you to add, edit, and delete holds for patrons, and there must be other sites in your district that are willing to allow their library materials to circulate to all patrons in the district.


From the **New Hold Request** page, enter the title the patron wants, choose **All Participating Libraries** from the dropdown list, and click . A list of matching titles owned by all participating library site(s) appears. Choose the title the patron wants. A list of matching titles appears if there is more than one match. View the list and choose the desired title by clicking .

Find Title  in    **Cancel**

**Green, Ashley Lynn** (Student: [4801113468](#)) 


Checked Out Library: 2 Grade Level 9  
Overdue Library: 0 Homeroom 201  
Holds Ready 0  
[Fines](#) Library: \$0.00





**Green, Ashley Lynn** (Student: [4801113468](#)) 

Checked Out Library: 2 Grade Level 9  
Overdue Library: 0 Homeroom 201  
Holds Ready 0  
[Fines](#) Library: \$0.00


— **Requesting** —

 **The sign of the beaver**  
**Speare, Elizabeth George.**

 **Save**  
 **Cancel**



The title you selected appears in the **Requesting** section.


Select the appropriate options for the request: As soon as possible or for a particular time frame.

If you chose "As soon as possible", the **Choose Source** page appears when you click  **Save**.

From this page, you can either choose a site or have Destiny automatically fulfill the request by asking a randomly selected site to fill your request.

The **Delivery Method** lets you specify whether you prefer the title to be shipped to your site or for the patron to pick up the copy at the lending site. ("Unassigned" lets the lending site choose).

 **The sign of the beaver**  **Save**


**Patron:** Green, Ashley Lynn (Student: [4801113468](#))  
**Wants this title:** As soon as possible  **Cancel**

**Place ILL at:** **Delivery Method**

☒ Automatically fulfill request  
☐ Millennium High School 10 of 10 copies available  
☐ Fremd High School 4 of 4 copies available

After making your selections, click  **Save** to finalize the request.

## Requesting an Interlibrary Loan through the Catalog

**Patrons**\* can place hold requests for themselves through the **Catalog** by using one of the **Library Search** options to locate the title and clicking  **Hold It!** on **Title Details**.

\* Patrons must be logged in with the access right that allows them to place holds/reserves for themselves, and with the ability to search the libraries in the district.

Title Details    Copies



[Fic]

**The sign of the beaver**  
Elizabeth George Speare.

There are no local copies of this title.  
15 of 15 copies are available off-site. [See all...](#)

Left alone to guard the family's wilderness home in eighteenth-century Maine, a boy is hard-pressed to survive until local Indians teach him their skills.

[Add to this List](#)

Selected List: My Personal List

Publication Info

**Published** Boston : Houghton Mifflin, c1983.  
**Format** 135 p. ; 22 cm.  
**LCCN** 83-118 /ac  
**ISBN** 0-395-33890-5

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If the patron requests a hold on a title that is not available locally, the patron's request needs to be approved.

When there are requests that need attention, users with the rights to add, edit, and delete holds for patrons will see [Process Holds/ILL](#) to the right of the main tabs. Click this link or go to **Circulation >**


**Holds/ILL** and click [View Requests](#) to open the **Requests** list.

On the **Requests** list, any requests needing approval are listed under **Unapproved Requests**.



To process an unapproved request, click **Unapproved**. To decline a request, click .

**Note:** This page can contain a number of sections, but each section only appears if it contains a request.

You control what information appears on this page. If you're missing something, make certain all the options you want are selected.

[ Customize View ]    


**Unapproved Requests** ?

Status	Title	Patron	Requested	
<a href="#">Unapproved</a>	The sign of the beaver	Ashley Lynn Green	10/27/2006	
<a href="#">Unapproved</a>	Recordings for A history of western music, 3rd ed. and Norton anthology of western music (1 Copy Reserved 11/1/2006 to 11/7/2006)	Ashley Lynn Green	10/30/2006	

**Customize View** ?  
Use the following options to create a customized holds transaction list.

View the details for items requested after the date of [ ] of [ ]

**Include:** ☒ Local Pending ☒ Local Ready ☒ Local Expired ☒ Local Reserved ☒ Unapproved Requests ☒ ILL Requests ☒ Media Requests


 Update


From the **Holds/ILL Approval** page, you determine how the patron's request should be filled.

**The sign of the beaver**

**Patron:** Ashley Lynn Green (Student: 4801113468)

**Wants this title:** As soon as possible

 Approve

 Cancel

**Place ILL at:**      **Delivery Method** Unassigned

☒ Automatically fulfill request

☐ Millennium High School      10 of 10 copies available

☐ Fremd High School      4 of 4 copies available

If the patron wants the title "As soon as possible," you can either choose a site or have Destiny automatically fulfill the request.

If you choose the latter, Destiny asks a randomly selected site to fulfill your request. If declined, Destiny asks the other libraries until your request is approved or all options have been exhausted.

**Note:** Off-site reserves already have the site chosen.

After making your selections, click  **Approve** to finalize the request.

## Processing Interlibrary Loan Requests

When your library receives a request for an interlibrary loan, users with the rights to add, edit, and delete holds for patrons will see [Process Holds/ILL](#) to the right of the main tabs.

Click this link or go to **Circulation > Holds/ILL** and click [View Requests](#) to open the **Requests** list.

ILL Requests

To be filled by Millennium High School

Status	Title	Patron	Requested	
Pending	The sign of the beaver (Copy: T 5475157 / Call #: [Fic]) (for P.S. 41 Greenwich Village School)	Ashley Lynn Green	10/27/2006	<a href="#">Pull Copy</a> <a href="#">Decline</a> <a href="#">Ship It</a>
Pending	Recordings for A history of western music, 3rd ed. and Norton anthology of western music (for P.S. 41 Greenwich Village School / 1 Copy Reserved 11/1/2006 to 11/7/2006) 	Ashley Lynn Green	10/30/2006	<a href="#">Decline</a>

On the **Requests** list, all interlibrary loan requests—the ones you have been asked to fill and the ones you are asking other libraries to fill—are listed under **ILL Requests**.

From this section, you can either process or decline the requests you've been asked to fill.

The **Delivery Method** specified by the requesting library determines how you process each request.

- If the library indicated that the patron would pick up the copy, only the [Pull Copy](#) button follows the request. Click it and set the copy aside so that it can be checked out to the patron when they arrive. The status of the request changes to *Ready*.
- If the library indicated that they would like the copy to be shipped to them, only the [Ship It](#) button follows the request. Click it and send the copy to the requesting library. It will be checked out to the patron when they receive it. The status of the request changes to *En Route*.
- If the library did not request a particular delivery method, both the [Pull Copy](#) button and the [Ship It](#) button appear. The choice is yours but you may want to inform them of your decision.

If you're unable or choose not to fulfill a request, click the [Decline](#) button. The status of the request changes to *Declined* and the request is removed from your list.

## Monitoring Requests & Processing Loaned Copies

To monitor and receive your requests, go to **Circulation > Holds/ILL** and click [View Requests](#). On the **Requests** list, all the interlibrary loan requests you've placed are listed under **ILL Requests**.

If a request hasn't been processed yet, it has a status of *Pending*.

When a copy has been sent, the status of the request is *En Route*.

As copies arrive, click [Receive](#).

The status of the request becomes *Ready*. If a copy doesn't arrive, clicking [Remove](#) marks that copy "Lost".

ILL Requests

To be filled by other sites

Status	Title	Patron	Requested	
Ready	The sign of the beaver (Copy: T 5475157 / Call #: [Fic]) (from Millennium High School)	Ashley Lynn Green	11/3/2006	
En Route	Recordings for A history of western music, 3rd ed. and Norton anthology of western music (Copy: T 5475167 / Call #: CD NORTON) (from Millennium High School / 1 Copy Reserved 11/6/2006 to 11/10/2006)	Ashley Lynn Green	11/3/2006	<a href="#">Receive</a> <a href="#">Remove</a>

**Note:** You don't have to click [Receive](#) before checking out the copy.

Green, Ashley Lynn (Student: [4801113468](#))

Checked Out Library: 0 Grade Level 9

Overdue Library: 0 Homeroom 201

Holds Ready 0

Fines Library: \$0.00

— Holds

Title	Requested	Quantity	Status	
Recordings for A history of western music, 3rd ed. and Norton anthology of western music	[Millennium] T 5475167 (11/6/2006 to 11/10/2006)	1	En Route	<a href="#">ILL Checkout</a>
The sign of the beaver	[Millennium] T 5475157	1	En Route	<a href="#">ILL Checkout</a>

Once you have the copies in hand, you can check them out to the patron who requested them in any of the following ways:

- Go to **Circulation > Holds/ILL** (as shown), select the patron, and click [ILL Checkout](#).
- Go to **Circulation > Patron Status**, select the patron, and click [ILL Checkout](#).
- Go to **Circulation > Check Out** and check out the copy just as you would any other copy.

**Note:** If a request has a status of *Ready* but no [ILL Checkout](#) button, the copy is being held for the patron at the lending library.

## Returning Loaned Copies

The method for returning loaned copies depends upon the method by which they were received.

- If the patron picked up and checked out a copy at the lending library, the copy needs to be checked in at the lending library.
- If the copy was sent to and checked out at the requesting library, it can be checked in by the requesting library.



 This item must be returned to Millennium High School. It will be marked as "Returning" until it has been received.

When a shipped copy is checked in at the receiving library, a message informs you where the copy should be sent. The status of the request changes to *Returning*.

**Note:** It's also all right to simply check in the copy at the lending library.

Find Copy   ☒ Record in-library use

### Most Recently Checked In

 **The sign of the beaver** (Copy: T 5475157) Due 11/17/2006 Hold   
Checked out 11/3/2006 to Green, Ashley Lynn (Student: [4801113468](#))



As copies arrive back at the lending library, you can either:

- Go to **Circulation > Check In** and check them in.
- Go to **Circulation > Holds/ILL** and click  to open the **Requests** list (as shown) and click .

If a copy doesn't arrive, clicking  marks that copy "Lost".

### ILL Requests

To be filled by Millennium High School

Status	Title	Patron Requested
Returning	The sign of the beaver (Copy: T 5475157 / Call #: [Fic]) (for P.S. 41 Greenwich Village School) 	<input checked="" type="button" value="Receive"/> <input checked="" type="button" value="Remove"/>
Returning	Recordings for A history of western music, 3rd ed. and Norton anthology of western music (Copy: T 5475167 / Call #: CD NORTON) (for P.S. 41 Greenwich Village School) 	<input checked="" type="button" value="Receive"/> <input checked="" type="button" value="Remove"/>

**Note:** The  and  buttons are only available after a shipped copy has been checked in by the requesting library.