

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. If you have only one book, don’t scan it. But if you have multiple copies of the book, scan the barcode so it knows which one you’re sending. (you are not scanning it to a patron, but just in the screen)
- 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.