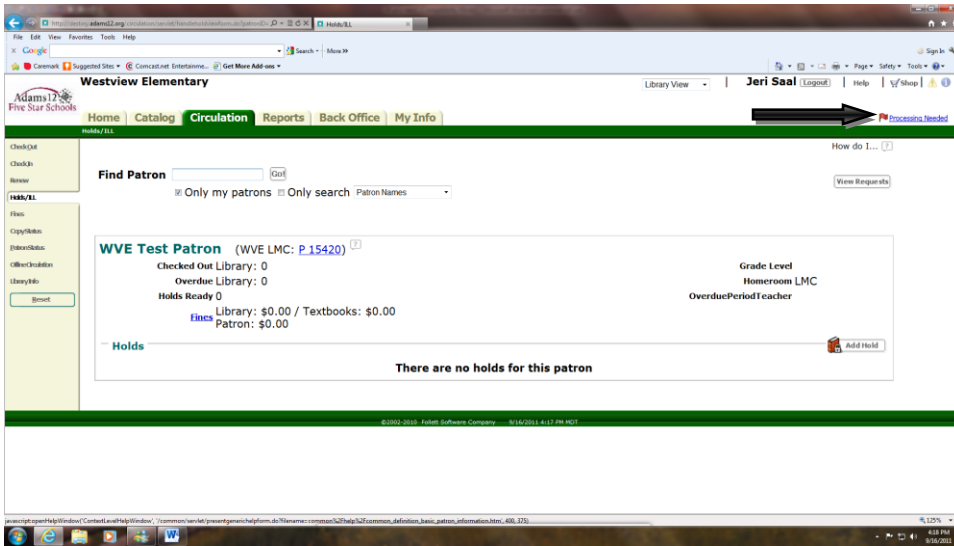


## Destiny – Holds and ILLs

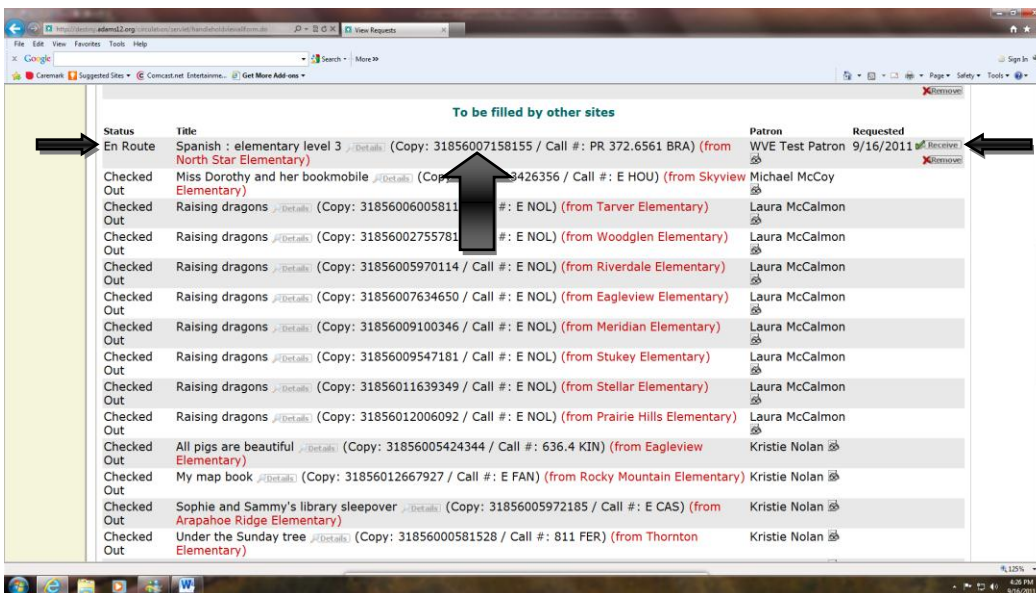
### How to receive an ILL – Requesting Library



When you receive an ILL,

 [Processing Needed](#)

It is very important to follow all these steps to complete the ILL request process.



Verify the barcode with the one displayed. If they match, click on **receive**.

## Destiny – Holds and ILLs How to receive an ILL – Requesting Library

Status	Title	Patron	Requested
Ready	Spanish : elementary level 3 (Copy: 31856007158155 / Call #: PR 372.6561 BRA) (from North Star Elementary)	WVE Test Patron	9/16/2011
Checked Out	Miss Dorothy and her bookmobile (Copy: 31856013426356 / Call #: E HOU) (from Skyview Elementary)	Michael McCoy	
Checked Out	Raising dragons (Copy: 31856006005811 / Call #: E NOL) (from Tarver Elementary)	Laura McCalmon	
Checked Out	Raising dragons (Copy: 31856002755781 / Call #: E NOL) (from Woodglen Elementary)	Laura McCalmon	
Checked Out	Raising dragons (Copy: 31856005970114 / Call #: E NOL) (from Riverdale Elementary)	Laura McCalmon	
Checked Out	Raising dragons (Copy: 31856007634650 / Call #: E NOL) (from Eagleview Elementary)	Laura McCalmon	
Checked Out	Raising dragons (Copy: 31856009100346 / Call #: E NOL) (from Meridian Elementary)	Laura McCalmon	
Checked Out	Raising dragons (Copy: 31856009547181 / Call #: E NOL) (from Stukey Elementary)	Laura McCalmon	
Checked Out	Raising dragons (Copy: 31856011639349 / Call #: E NOL) (from Stellar Elementary)	Laura McCalmon	
Checked Out	Raising dragons (Copy: 31856012006092 / Call #: E NOL) (from Prairie Hills Elementary)	Laura McCalmon	
Checked Out	All pigs are beautiful (Copy: 31856005424344 / Call #: 636.4 KIN) (from Eagleview Elementary)	Kristie Nolan	
Checked Out	My map book (Copy: 31856012667927 / Call #: E FAN) (from Rocky Mountain Elementary)	Kristie Nolan	

Status is updated to **Ready**.

Next step is to checkout the ILL to the patron.

**Westview Elementary**

Library View | Jeri Saal (Logout) | Help | Shop

Home | Catalog | **Circulation** | Reports | Back Office | My Info

Check Out

Find [ ] [Find Patron] [Find Copy] [Add Title]

Only my patrons | Only search Patron Names | Due Dates

**WVE Test Patron** (WVE LMC: P 15420)

Checked Out Library: 0  
Overdue Library: 0

**Holds Ready 1**

Library: \$0.00 / Textbooks: \$0.00  
Patron: \$0.00

Only today's check outs [Receipt]

Items Out

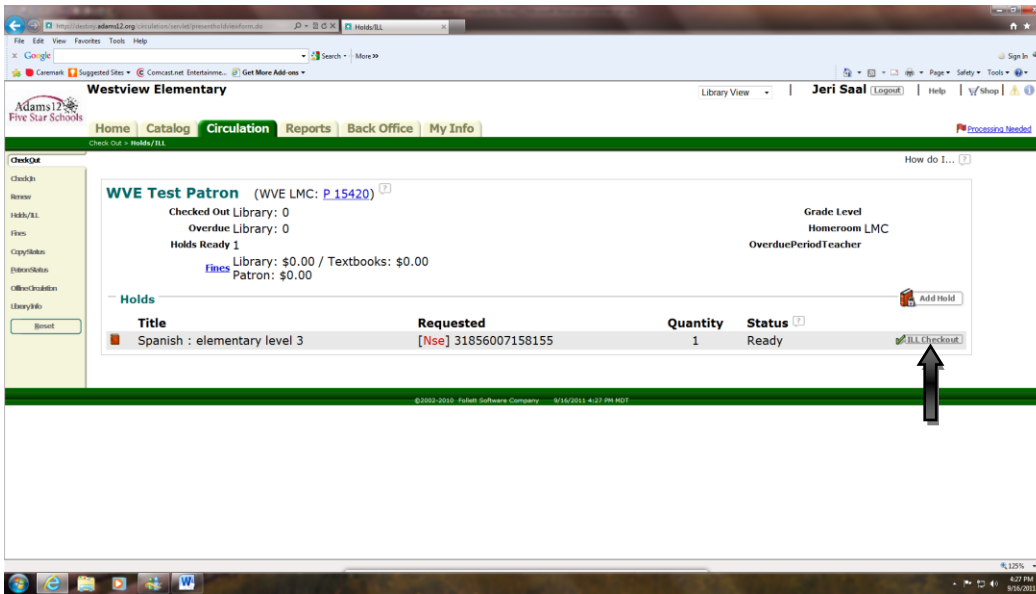
There are no materials checked out to this patron

To check out the ILL to your patron, go to the **Checkout** tab and find the patron.

Message will display that patron has a hold ready.

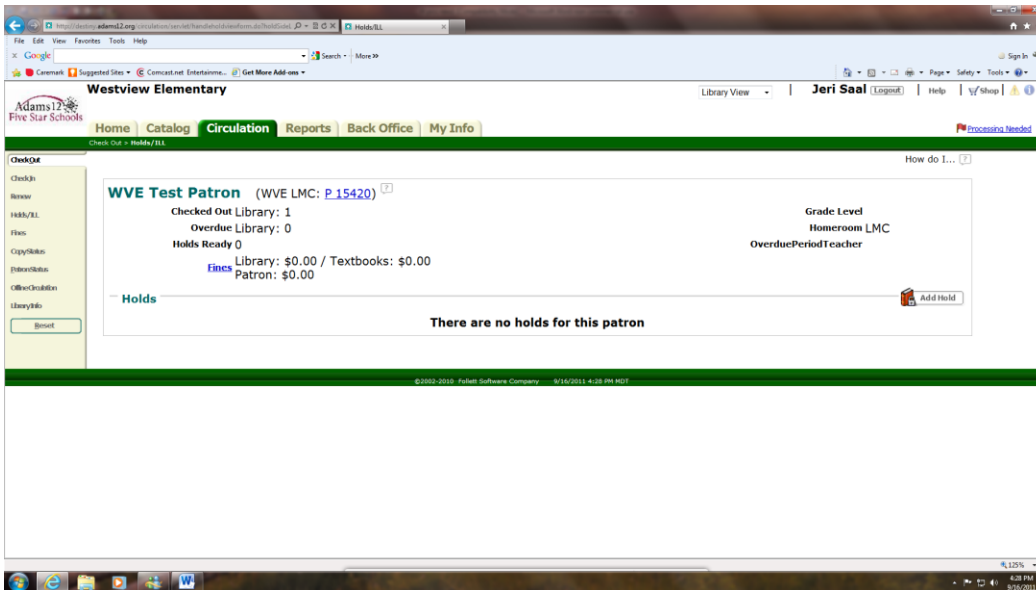
Click on the blue **Holds ready** to display holds.

## Destiny – Holds and ILLs How to receive an ILL – Requesting Library



To complete the ILL process, click on **ILL checkout**.

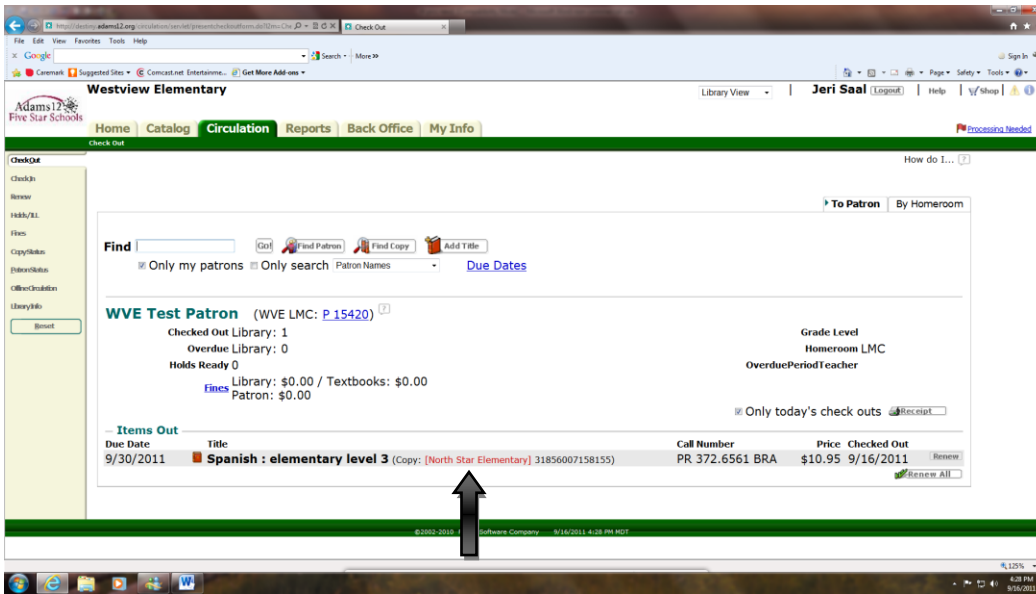
This will change the status from **Ready** to **Checkout**.



This ILL has been removed from the Patron's **Holds**.

## Destiny – Holds and ILLs

### How to receive an ILL – Requesting Library



The patron now shows the ILL checked out to them.

The lending library shows up in **red** next to the title.