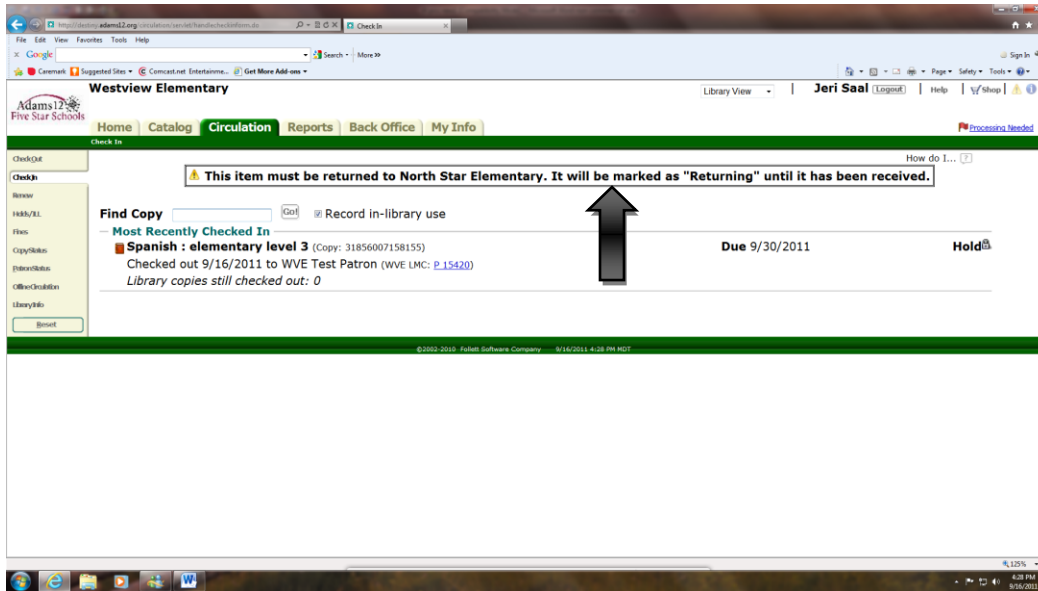


Destiny – Holds and ILLs
How to return an ILL (requesting library)
How to receive an ILL (loaning library)



Requesting Library:

To return an ILL, just check in the book and this message will appear.

Return the book to the school it belongs to with a note similar to this one:

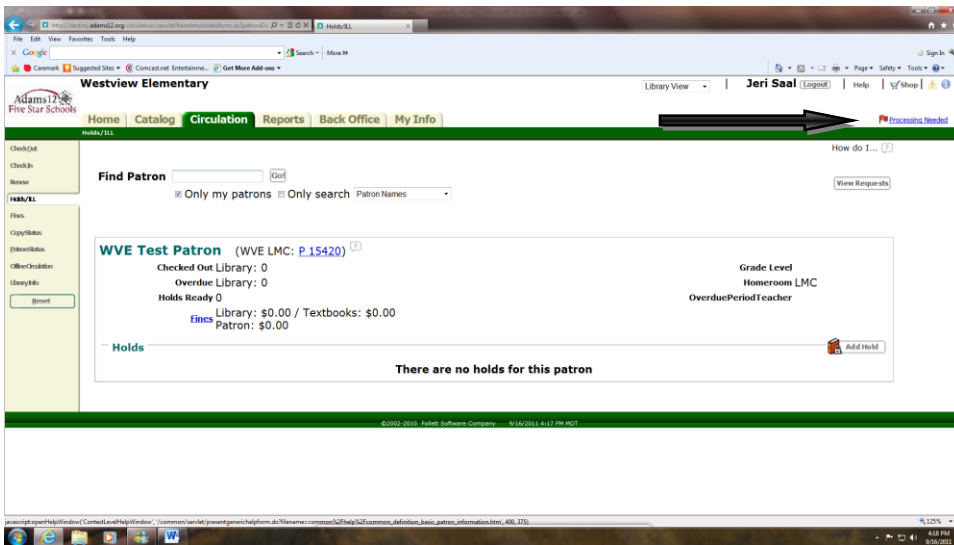
***Your School
Thank you for the ILL loan.
Please to check in this book.***



This ILL status will now be **returning** and remain so until marked **received** by loaning library.

Once received by the loaning library, this ILL will be complete and no longer appear on your ILL list. If it still appears on your list after a week or so, be sure to call that school to verify they did receive it but may have forgotten to check it in.

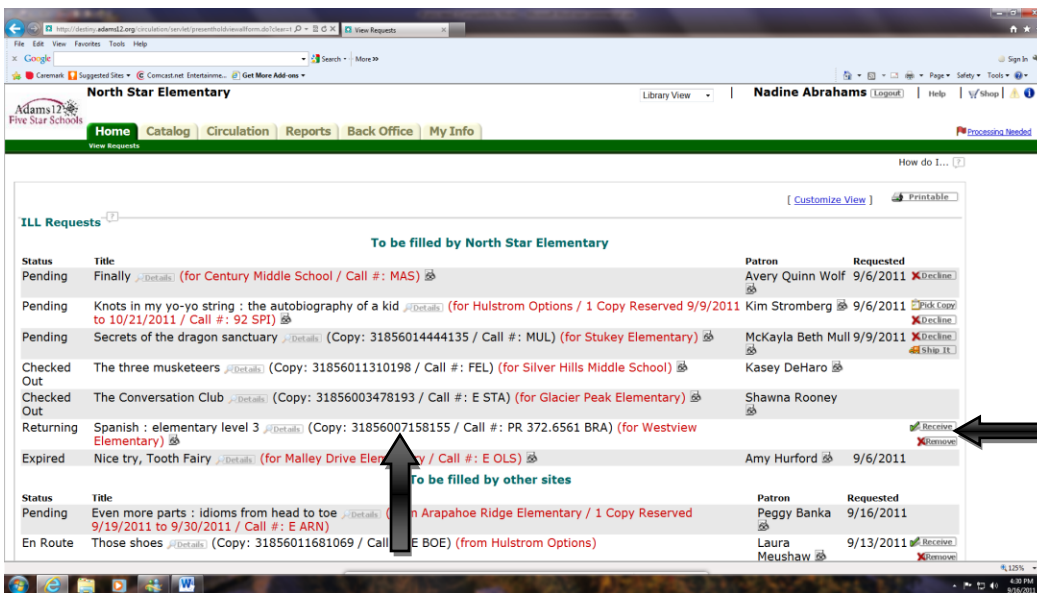
Destiny – Holds and ILLs How to return an ILL (requesting library) How to receive an ILL (loaning library)



Loaning Library

When an ILL has been returned to you, be sure to check it in as this completes the ILL process and updates Destiny.

Click on **Processing Needed** to display your Holds/ILL list.



Verify the barcode with the one displayed. If they match, click on **Receive**. The ILL process for this book has been completed.

If you notice an ILL has a status of **Returning** for a long time, be sure to check in to it. It could still be in transit or on your shelf but not checked in.