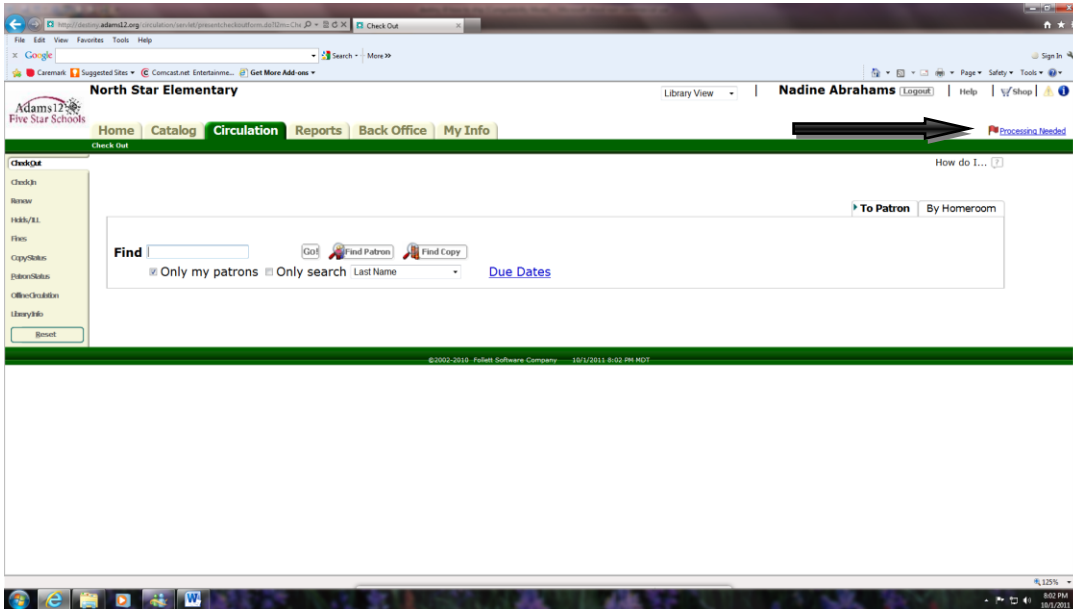


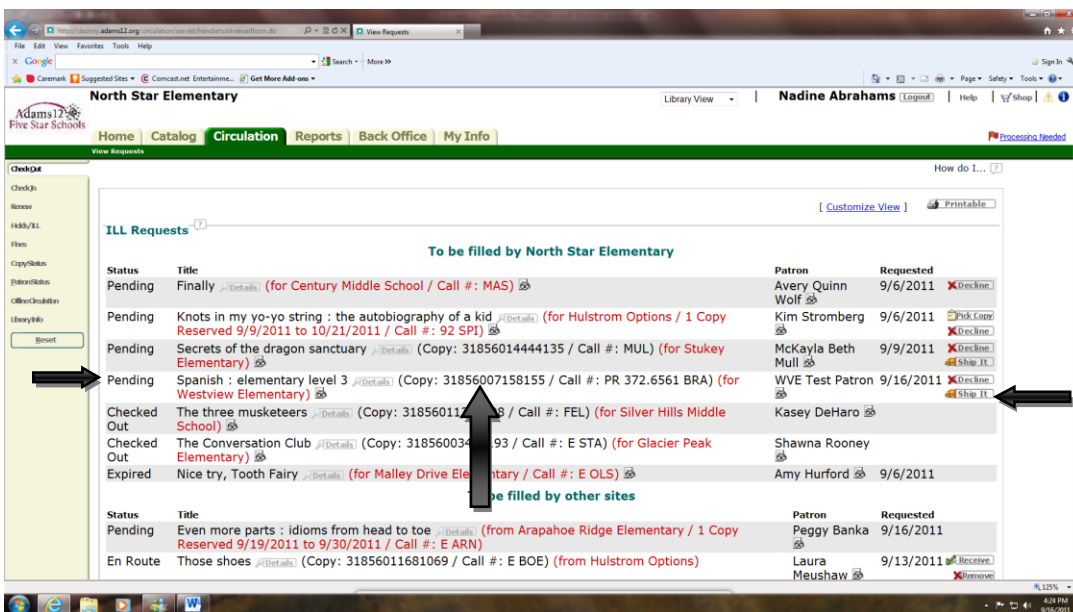


Destiny – Holds and ILLs How to ship an ILL to the Requesting School



When you see  **Processing Needed**, this means you will have either a hold or ILL request to process.

Just click on  **Processing Needed** to display the Hold/ILL screen.



To fill a request, pull the copy to verify the barcode. Then click on **Ship It**.

Status will change from **pending** to **en route**.

Destiny – Holds and ILLs

How to ship an ILL to the Requesting School

North Star Elementary

ILL Requests

Status	Title	Patron	Requested
Pending	Finally (for Century Middle School / Call #: MAS)	Avery Quinn Wolf	9/6/2011
Pending	Knots in my yo-yo string : the autobiography of a kid (for Hulstrom Options / 1 Copy Reserved 9/9/2011 to 10/21/2011 / Call #: 92 SPI)	Kim Stromberg	9/6/2011
Pending	Secrets of the dragon sanctuary (Copy: 31856014444135 / Call #: MUL) (for Stukeley Elementary)	McKayla Beth Mull	9/9/2011
En Route	Spanish : elementary level 3 (Copy: 31856007158155 / Call #: PR 372.6561 BRA) (for Westview Elementary)	WVE Test Patron	9/16/2011
Checked Out	The three musketeers (Copy: 31856011310198 / Call #: FEL) (for Silver Hills Middle School)	Kasey DeHaro	
Checked Out	The Conversation Club (Copy: 31856003478193 / Call #: E STA) (for Glacier Peak Elementary)	Shawna Rooney	
Expired	Nice try, Tooth Fairy (for Malley Drive Elementary / Call #: E OLS)	Amy Hurford	9/6/2011

To be filled by other sites

Status	Title	Patron	Requested
Pending	Even more parts : idioms from head to toe (from Arapahoe Ridge Elementary / 1 Copy Reserved 9/19/2011 to 9/30/2011 / Call #: E ARN)	Peggy Banka	9/16/2011
En Route	Those shoes (Copy: 31856011681069 / Call #: E BOE) (from Hulstrom Options)	Laura Meushaw	9/13/2011

Now the ILL request shows a status of **En Route**.

Other options for an ILL request would be

Decline – if you do not wish to loan your copy. The request will automatically go to the next available library.

Pick Copy – if you have more than one copy available, you will be able to scan the barcode of the title you are sending.

Note: Before you send the ILL to the requesting library, be sure to attach a note saying something similar to this:

Your Library

Here's the book you requested.

Please remember to check it out to: (patron's name)