

IntraLibrary Loan (District ILL)

This procedure will allow you to check out items from one SirsiDynix library to another SirsiDynix library within the same school district. That library can then check those items out to their patrons.

1. **School A** requests item(s) from School B. *Do not use WorkFlows for this step.*
2. **School B** uses the checkout wizard to **check out** the item(s) to School A's ILL user. This will be "building code dash ILL" ex. LMWE-ILL - this user has already been created for all libraries.

NOTE: As items are checked out, they will appear in a list at the bottom of the screen.

User Information

Name: LMWE ILL user - DO NOT DELETE Status: OK
 Homeroom: Overdues: 0
 Profile name: ILL... Amount owed:
 Library: LMWE... Available holds: 0
 User categories: NONE Privilege expires: NEVER

Identify user

User ID:

Identify item

Item ID:

List of checkouts

Title	Item ID	Date Due	Billed	Type

Current user checkouts

Title	Item ID	Date Checked	Date Due	Status	Type
Shade of the tree	<u>32620000130002</u>	7/13/2005,17:11	NEVER		FICTION
Truth and lies : an antho...	<u>32620000179660</u>	7/13/2005,17:11	NEVER		NONFIC...

Buttons:

Item in Transit screen displays as each item is scanned.

3. When all items have been checked out, **send** them to the **School A**.

Item in Transit

Item now in transit

Item ID: 32620000179660
 Call number: 808.81 TRU
 Copy: 1
 Title: Truth and lies : an anthology of poems
 Author: Vecchione, Patrice.

Routing Information

Route/Transit To LMWE
 Checked out to: LMWE ILL user - DO NOT DELETE
 Date due: NEVER

4. **School A checks in** the item(s) using the Check in wizard **or** the Receive Transit wizard.
5. **School A checks out** the item(s) to the user using the Checkout wizard (uses School A circulation policies).
6. **School A checks in** the book(s) when returned from user using the Check in wizard.

NOTE: *The Route/Transit To column says ILL. At this point you can check out the item to another user (repeat step 5) or return it to the owning library (Step 7).*

Check In : Identify Item

Identify item

Item ID:

List of checkins

Title	Item ID	Route/Transit To	Amount Billed	User
Truth and lies : an ...	32620000179660	ILL		22620001145837
Shade of the tree	32620000130002	ILL		22620001145837

7. **Scan** the item a second time while you are still in the Check in wizard. The Route/Transit To column will tell you which building to send the item to.

Check In : Identify Item

Identify item

Item ID:

List of checkins

Title	Item ID	Route/Transit To	Amount Billed	User
Truth and lies : an ...	32620000179660	LMHS		LMWE-ILL
Shade of the tree	32620000130002	LMHS		LMWE-ILL

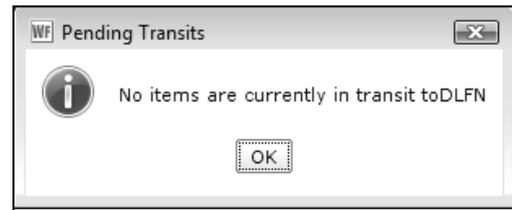
8. **School A sends** the item(s) back to School B.
9. **School B checks in** the item(s) using the Check in wizard or the Receive Transit Wizard.

NOTE: *Use only the barcode on the book to check it in and out. Do not put a different barcode on the book for ILL (IntraLibrary Loan).*

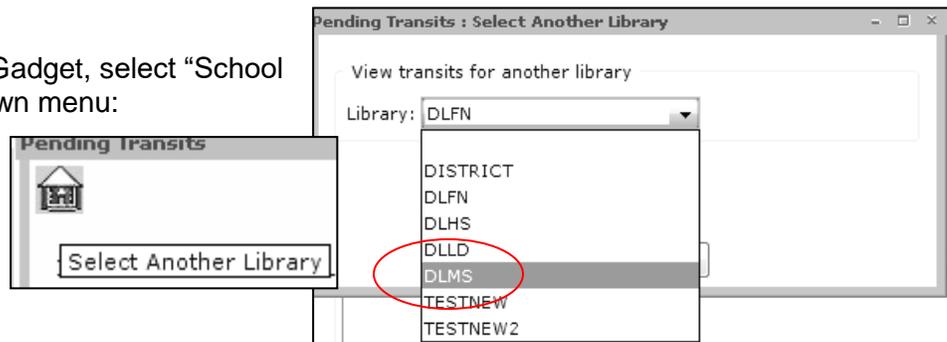
What happens when an item is checked out to the ILL user, but request is cancelled (item is NOT sent)? How do you make the item “Available” again in the owning library (School B)?

Scenario – School B has checked the items out to the ILL user for School A (Step 2). School A decides they do not need the items.

1. **Click** on Special Circulation group/ PENDING TRANSITS wizard, you may see the following message, or a list of items intransit to your building. (However, these items are now intransit to the other library).



2. **Click** OK. Click on Gadget, select “School A” from the drop-down menu:



Intransit list will display. The items you have sent (but were not received) will display “**For temporary shelving**”.

IC ROW	Harry Potter and the chambe...	32612050040702	4/17/2008,13:05	DLFN	For shelving
IC ROW	Harry Potter and the chambe...	32612050040678	4/17/2008,13:25	DLFN	For shelving
IC ROW	Harry Potter and the goblet o...	32612050043433	6/24/2008,11:37	DLFN	For shelving
OSB RC 600	After the rain / by Mary Pope...	32612015002755	2/27/2009,8:19	DLFN	For temporary shelving
98.21 WAL	Big men, big country : a colle...	32612010084691	2/27/2009,8:20	DLFN	For temporary shelving
RC 100	Bringing the rain to Kapiti Pla...	32612010040560	2/27/2009,8:19	DLFN	For temporary shelving
RC 610	Danger on Panther Peak / Bil...	32612015000791	2/27/2009,8:20	DLFN	For temporary shelving
CAR RC 300	Dream snow	32612010040644	2/27/2009,8:20	DLFN	For temporary shelving

3. **Select** item, **click** “Receive item”; you will need to use **override code** to complete:

F OSB RC 600	After the rain / by Mary Pope...	32612015002755	2/27/2009,8:19	DLFN	For temporary shelving
398.21 WAL	Big men, big country : a colle...	32612010084691	2/27/2009,8:20	DLFN	For temporary shelving
RC 100	Bringing the rain to Kapiti Pla...	3261201004040			For temporary shelving
RC 610	Danger on Panther Peak / Bil...	32612015000			For temporary shelving
E CAR RC 300	Dream snow	32612010040			For temporary shelving
E MCC	First snow	32612010031			For temporary shelving

Title	Item ID
Great kapok tree: a tale of the Amazon rain f...	32612010040727
It's a shame about the rain the bright side of ...	32612010013351

Override Required

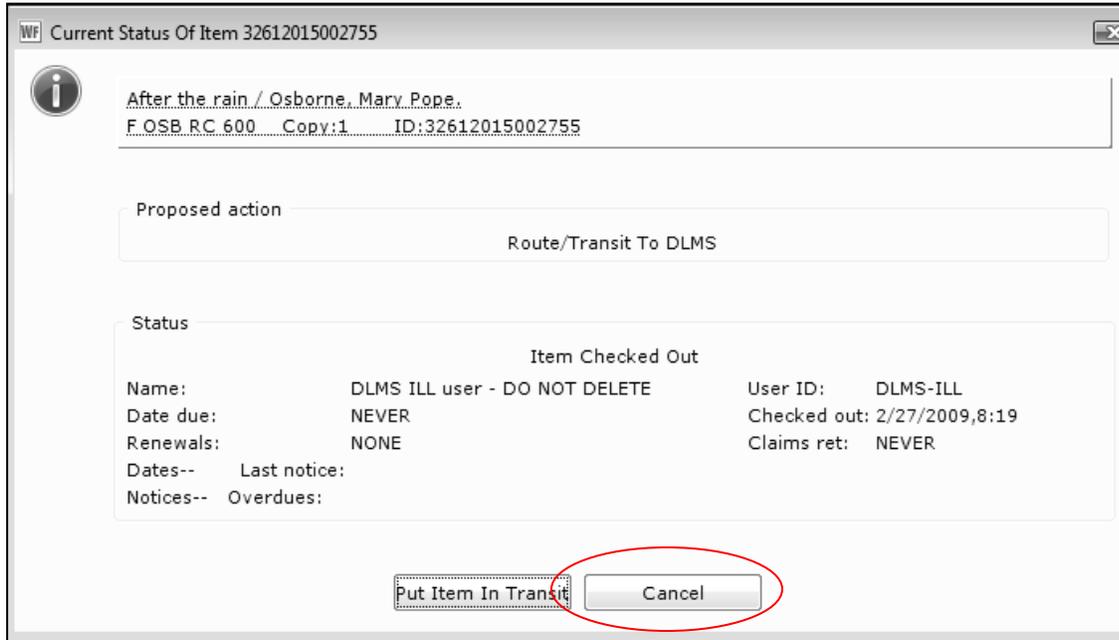
Item is needed at another library (DLMS)

F OSB RC 600 Copy: 1
32612015002755
Great kapok tree: a tale of the Amazon rain forest
Cherry, Lynne

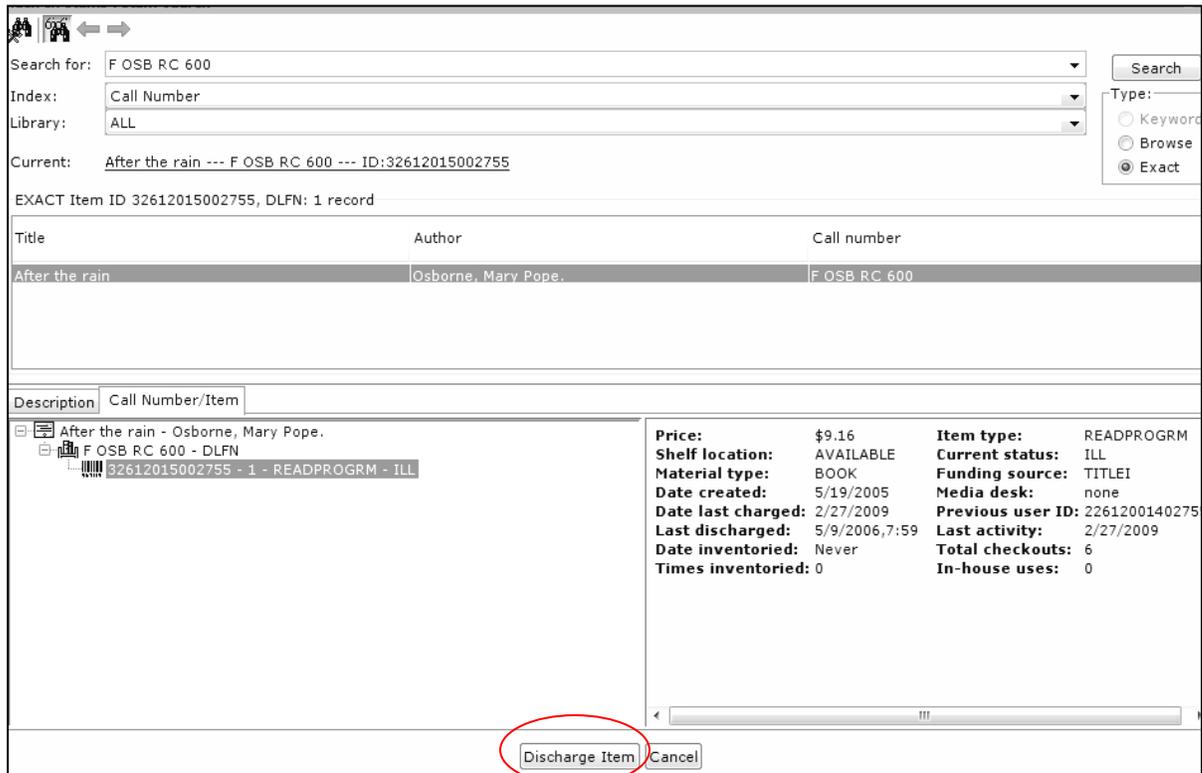
Transited item override:

OK Cancel

4. Item will now display as "Checked Out" – do NOT put item in transit again – **click** "Cancel".



5. School B will now **check** item in (Checkin wizard), item status will now be **AVAILABLE** at owning library.



Title	Item ID	Route/Transit To	Amount Billed	Amount Paid Auto...	Amount Paid	Select >	User	Message
After the rain	32612015002755	AVAILABLE					DLMS-ILL	

IntraLibrary Loan

Library transaction	Item Status	Status Description
Library2 requests item from Library1	AVAILABLE	On shelf at Library1 available for loan
Library1 librarian checks the item out to LIBRARY2-ILL	INTRANSIT	Tracking transport from LIBRARY1 to LIBRARY2
LIBRARY2 librarian receives item in transit	ILL	On shelf at LIBRARY2 available for loan
LIBRARY2 librarian checks item out to patron	CHECKEDOUT	Item is on loan to patron <i>and also to LIBRARY2-ILL</i>
Patron returns item and LIBRARY2 librarian checks item back in	ILL	On shelf at LIBRARY2 available for loan
LIBRARY2 librarian checks item back in to clear loan to LIBRARY2-ILL	INTRANSIT	Tracking transport from LIBRARY2 to LIBRARY1
LIBRARY1 librarian receives item in transit	AVAILABLE	On shelf at LIBRARY1 available for loan

The transit function allows a library system to track items transferred between buildings in the same district.

The ILL status allows items belonging to one building to be temporarily loaned to another building. This loan can be for a single loan to a patron or a longer term loan for circulation to multiple patrons.