

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.

	Checkout							- 9
NOTE : As items are checked out,	💩 🛍 🍟 🐵 🍕 🖿 🌭 🖉 🖿							
they will appear in	User Information							
a list at the bottom of the screen.	Name: LMWE ILL user - DO NOT DELETE Homeroom: Profile name: ILL Library: LMWE		ETE Si O Ai Ai	tatus: verdues: mount owed: vailable holds: rivilage expires:	OK O O			
	User categories	S. NONE		F	nvilege expires.			
	Identify user	ILL						
	-Identify item							
	Item ID:							
	List of checkouf	S						
	Title	item ID	Date D	ue	Billed		Туре	
	Current user checkouts							
	Title	Item ID		Date Che	cked Date Du	ie St	atus	Туре
	Shade of the tre	ee <u>326200</u>	00130002	7/13/200	05,17:11 i	NEVER		FICTION
	Truth and lies :	an antho 326200	00179660	7/13/200	05,17:11 I	NEVER		NONFIC
		<u>G</u> et User Informatio	Check O To U	ut Item ser	Check Out To New User	Close		

Item in Transit screen displays as each item is scanned.

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

Wf Item	in Transit	
i	ltem now i	n transit
	ltem ID: Call numb	32620000179660 er: 808 81 TRU
	Copy:	1
	Title:	Truth and lies : an anthology of poems
	Author:	Vecchione, Patrice.
	Routing	Information
	Route/Tr	ansit To LMWE
	Checked Date due	out to: LMWE ILL user - DO NOT DELETE : NEVER
		OK



- 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).

Gheck I	In : Identify Item				
ا (ک					
∣∣der	ntify item				
Iten	n ID:				
List	t of checkins				
Title	e	Item ID	Route/Transit To	Amount Billed	User
Tru	th and lies : an	32620000179660			22620001145837
Sha	ade of the tree	32620000130002			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.

CI	eck In : Identify Item				- 0
9	9 💵 🖿				
ľ					
1	Identify item				
	Item ID:				
1	List of checkins				
	Title	Item ID	Route/Transit To	Amount Billed	User
	Truth and lies : an	32620000179660			LMWE-ILL
	Shade of the tree	32620000130002			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.

 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).

Pending

16-21



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

	Pending Transits : Select Another Library	- 🗆	×
select "School	View transits for another library		
I:	Library: DLFN		
j Iransits			1
	DISTRICT		- 1
	DLFN		- 1
	DLHS		
ect Another Library	DLLD		
			- 1
	TESTNEW		
	TESTNEW2		

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 32612015	02755	2/27/2009,8:19	DLFI	N For temporary shelving
398.21 WAL	Big men, big country : a colle 32612010	84691	2/27/2009,8:20	DLFI	N For temporary shelving
RC 100	Bringing the rain to Kapiti Pla 32612010	40	ide Required		For temporary shelving
RC 610	Danger on Panther Peak / Bil 32612015	00	de Required		For temporary shelving
E CAR RC 300	Dream snow 32612010	40	There is needed at seather library (DLMC		For temporary shelving
EMCC	First snow 32612010	31	Item is needed at another library (DLMS	,)	For temporary shelving
List of items received			F OSB RC 600 32612015002755 Great kapok tree: a tale of the Amazon rain forest Cherry, Lynne	Copy: 1	
Title	Item ID				
Great kapok tree: a tale of the It's a shame about the rain the	e Arnazon rain f <u>32612010040727</u> e bright side of <u>32612010013351</u>		Transited item override:)	Transit



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

WF Current	t Status Of Item 326120150	02755		x
	After the rain / Osbor F OSB RC 600 Cop	ne, Mary Pope. 11 ID:32612015002755		
	Proposed action	Route/Transit To DLMS	5	
	Status			
		Item Checked Out		
	Name: Date due: Renewals: Dates Last notic Notices Overdues:	DLMS ILL user - DO NOT DELETE NEVER NONE e:	User ID: DLMS-ILL Checked out: 2/27/2009,8:19 Claims ret: NEVER	
		Put Item In Trankit Cancel		

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

Search for:	r: FOSB RC 600					Search
Index:	Call Number					Type:
Library:	ALL					- C Keywa
Current:	After the rain F OSB RC 600 ID:3	32612015002755				 Brows Exact
EXACT Item	n ID 32612015002755, DLFN: 1 record					
Title		Author		Call number		
After the rai	in	Osborne, Mary Pope,		F OSB RC 600		
	22612015002755 - 1 - READPROGRM -	ILL	Shelf location: Material type: Date created:	AVAILABLE BOOK 5/19/2005	Current status: Funding source: Media desk:	ILL TITLEI none
	OSB RC 800 - DLFN 32612015002755 - 1 - READPROGRM -	ΤLL	Shelf location: Material type: Date created: Date last charged: Last discharged: Date inventoried: Times inventoried	AVAILABLE BOOK 5/19/2005 2/27/2009 5/9/2006,7:59 Never 0	Current status: Funding source: Media desk: Previous user ID: Last activity: Total checkouts: In-house uses:	ILL TITLEI none 22612001402' 2/27/2009 6 0
	OSB RC 800 - DLFN 32612015002755 - 1 - READPROGRM -		Shelf location: Material type: Date created: Date last charged: Last discharged: Date inventoried: Times inventoried	AVAILABLE BOOK 5/19/2005 2/27/2009 5/9/2006,7:59 Never : 0	Current status: Funding source: Media desk: Previous user ID: Last activity: Total checkouts: In-house uses:	ILL TITLEI none :22612001402 2/27/2009 6 0
	OSB RC 800 - DLFN 32612015002755 - 1 - READPROGRM -	ILL Discharge Item	Shelf location: Material type: Date created: Date last charged: Last discharged: Date inventoried: Times inventoried	AVAILABLE BOOK 5/19/2005 2/27/2009 5/9/2006,7:59 Never : 0	Current status: Funding source: Media desk: Previous user ID: Last activity: Total checkouts: In-house uses:	ILL TITLEI none 2/27/2009 6 0
Item	n ID Route/Transit To Am	ILL Discharge Item	Shelf location: Material type: Date created: Date last charged: Last discharged: Date inventoried: Times inventoried Cancel	AVAILABLE BOOK 5/19/2005 2/27/2009 5/9/2006,7:59 Never : 0 	User	Message

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	CHECKEDOUT	Item is on loan to patron and also to
pation		LIBRARY2-ILL
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.