Interlibrary Loan – Adding Brief Titles at Alexander, Dana, and Camden Libraries

#1 To create brief records for ILL/ILL Special items, right click on the [Add Brief Title] wizard, select ‘Properties,” and verify that your default Properties are correct:

Format: MARC
Use entries: SELECTED ENTRIES 100, 245, 250, 260, 500
Shadow title checked
Permanent checked
Circulate checked
Type: ILL-Y
Library: your library (Alexander, Dana, or Camden depending on where the brief title is Created)
Home Location: ILL

[Add Brief Title] wizard Properties at Alexander for circulating ILL items:

Click on the [Add Brief Title] wizard.
Enter the following information:

Personal author 100: **Number of reels. Number of volumes**
Title 245: enter a brief title for the item (ALL LOWER CASE)
Edition 250: enter the ILLiad transaction # in
Publication info 260: your initials
New call number: enter ILL, patron’s pickup library, patron’s last name (ALL UPER CASE)
Library: your library (Default)
Item type: ILL-Y (Default)
Home location: ILL (Default)
Item barcode: scan or enter the item’s barcode
Sample ILL brief title created at Alexander for pickup at Chang:
Sample ILL brief title created at Dana for pickup at Dana:
Sample ILL brief title created at Camden for pickup at Camden:
#2 To create brief titles for ILL items with special conditions. For example, in-library use only ILL items, ILL items with special Due Dates, and ILL items with special conditions such as no photocopying, no renewals, etc.):

Click on the [Add Brief Title] wizard.

Enter the following information:

Personal author 100: Special Condition (e.g. number of reels, no photocopying, in-library use only, no renewals, etc.)
Title 245: enter a brief title for the item
Edition 250: enter the ILLiad transaction # in
Publication info 260: your initials
General note 500: enter Due date
New call number: enter ILLSPECIAL, patron’s pickup library, patron’s last name (ALL UPER CASE)
Library: your library (Default)
Item type: ILL-N
Home location: ILL (Default)
Item barcode: scan or enter the item’s barcode
Sample ILLSPECIAL brief title created at Dana for pickup at Dana:
Sample ILLSPECIAL brief title created at Camden for pickup at Camden:

<table>
<thead>
<tr>
<th><strong>REQUIRED FIELD</strong></th>
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<tr>
<td>ID:</td>
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**Title Info**

- **Personal author:**
- **Title:**
- **Edition:**
- **Publication info:**
- **General note:**

**Call number and copy info**

- **New call number:** ILLSPECIAL CAMDEN MASC
- **Library:** CAMDEN
- **Item type:** ILL-N
- **Home location:** ILL
- **Item Barcode:** 999000000000000
- **Item call:**
- **Item cat:**

**ILLSPECIAL brief title:**

Camden

**In Library use only. No renewal.**

**Latin and other Mexican Indian designs**

**TN 09000**

**Due 7/29/2000**
#3 To place a hold on ILL/ILLSPECAIL item for the patron:

- Click the Holds group wizard
- Click the Place Hold Wizard
- Use the User ID in the User ID box
- Scan the item barcode in the item ID box
- Under Hold Info, select the Pickup library
- Click Place Hold