Interlibrary Loan Receives Instructions

Finding Loan Record in ILLiad

First bring up the loans record in ILLiad to get ready to receive it. In ILLiad select the “Borrow” tab at the top of the window.
Then select “Check In From Lending Library” icon found.
Seach the ILL number found in the loan’s paper work to bring up the record.
Double check the loan title, lender and due date to make sure they match the received item and accompanying paperwork.
Creating Book Bands

The next step is to create the book band which includes both the loan and patron’s information. To determine which band to use we need to look at the loan’s due date as well as any special notes or lending restrictions included in the loan’s paperwork. There are three types of bands that could be used when receiving a loan: Regular, ILL Special, and In Library Use Only/Special Collections Use Only.

<table>
<thead>
<tr>
<th>Regular Band</th>
<th>ILL Special</th>
<th>In library Use Only/Special Collections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date is 5 weeks or more from receipt date</td>
<td>Due date is less than 5 weeks from receipt date</td>
<td>Lender has specified either “In Library Use Only” or “Special Collections Use Only”</td>
</tr>
<tr>
<td>No special lending restrictions</td>
<td>Or has a No Renewal restriction</td>
<td></td>
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</tbody>
</table>

Regular Band

Due date is 5 weeks or more from receipt date
No special lending restrictions

ILL Special

Due date is less than 5 weeks from receipt date
Or has a No Renewal restriction
Update Due date on band

In library Use Only/Special Collections

Lender has specified either “In Library Use Only” or “Special Collections Use Only”
Creating Brief Record in Workflows

Next we will create a brief record for the loan.

Select “Add Brief Title” – Make sure that the following Title Info fields are selected in preferences: 100, 245, 250, 260, and 500

Fill out the record as seen in the example to the right with title, TN number, initials, and barcode

The call number field should include 3 items of information: loan type either “ILL” or “ILLSPECIAL”, the pickup location, and the patron’s last name

Field 100 is used for notes such as number items or special due dates for ILLSPECIAL loans

Multiple items or special items (CDs, DVDs or Fiche) also get notes added to their Illiad record

For ILLSPECIAL loans with special due dates or no renewals switch “Item type” from ILL-Y to ILL-N to prevent renewals
**Loans with Multiple Items**

Multi-volume items need a band for each volume denoting how many volumes for the request (i.e. 1 of 3 volumes, 2 of 3 volumes, etc...) Upon creating the record, additional item needs to be added to the main record.
Placing holds on Loan

Next we will create a hold for the patron who has requested the material.

Search for the patron by either name or netID(altID) in workflows. AltID is listed in ILLiad as the patron’s Username.

Select the loan barcode and then the library pickup location as listed in ILLiad.

For multiple copy loans make the holds on the copy level, not title level, adding in each item’s barcode as a separate hold.

If the hold is going to one of the library branches make sure to place the item In Transit before shipping.
Finishing Receipt of Loan

After the record and hold have been created we can now receive the loan in ILLiad. Click on “Check In” in ILLiad to process that request.

Updated by Rebecca Luo 11/2012