

Requesting an Interlibrary Loan in Circulation

Library Staff can place interlibrary loan requests for patrons through Holds/ILL. To begin, from **Circulation > Holds/ILL**, select the patron and click **Add Hold**.


* You must be logged into Destiny with the access right that allows you to add, edit, and delete holds for patrons, and there must be other sites in your district that are willing to allow their library materials to circulate to all patrons in the district.

From the **New Hold Request** page, enter the title the patron wants, choose **All Participating Libraries** from the dropdown list, and click . A list of matching titles owned by all participating library site(s) appears. Choose the title the patron wants.

Find Title in

Green, Ashley Lynn (Student: [4801113468](#))

Checked Out Library: 2 Grade Level 9
 Overdue Library: 0 Homeroom 201
 Holds Ready 0
 Fines Library: \$0.00



Green, Ashley Lynn (Student: [4801113468](#))

Checked Out Library: 2 Grade Level 9
 Overdue Library: 0 Homeroom 201
 Holds Ready 0
 Fines Library: \$0.00

— Requesting —

The sign of the beaver
Speare, Elizabeth George.

The title you selected appears in the **Requesting** section.

Select Reserve for a specific date and click **Save**.

— Requesting —

From

Delivery Method

The sign of the beaver
Speare, Elizabeth George.

 4 copies owned
 Reserve
 From to

<< November 2006 >>						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


Reserve 1 copy
 Not Available
 Closed

The **New Hold Request** page appears. From here, you choose the site, the number of copies, and the time period.

The **Delivery Method** lets you specify whether you prefer the title to be shipped to your site or for the patron to pick up the copy at the lending site. ("Unassigned" lets the lending site choose).

After making your selections, click **Save** to finalize the request.

Requesting an Interlibrary Loan through the Catalog

Patrons* can place reserve requests for themselves through **Catalog** by using one of the **Library Search** options to locate the title and clicking  on **Title Details**. The process is the same as requesting a reserve through **Circulation**.

* Patrons must be logged in with the access right that allows them to place holds/reserves for themselves, and with the ability to search the libraries in the district.

Title Details
Copies



[Fic]

The sign of the beaver
Elizabeth George Speare.

There are no local copies of this title.
15 of 15 copies are available off-site. [See all...](#)

Left alone to guard the family's wilderness home in eighteenth-century Maine, a boy is hard-pressed to survive until local Indians teach him their skills.

[Add to this List](#)

Selected List: My Personal List

Show More Publication Info


Publication Info

Published Boston : Houghton Mifflin, c1983.
Format 135 p. ; 22 cm.
LCCN 83-118 /ac
ISBN 0-395-33890-5


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When the patron requests a reserve on a title that is not available locally, the patron's request needs to be approved by library staff.

When there are requests that need attention, users with the rights to add, edit, and delete holds for patrons will see  [Process Holds/ILL](#) to the right of the main tabs. Click this link or go to **Circulation > Holds/ILL** and click View Requests to open the **Requests** list.

On the **Requests** list, any requests needing approval are listed under **Unapproved Requests**.







To process an unapproved request, click **Unapproved**. To decline a request, click .

Note: This page can contain a number of sections, but each section only appears if it contains a request.

You control what information appears on this page. If you're missing something, make certain all the options you want are selected.

Customize View
Printable

Unapproved Requests ?


Status	Title	Patron	Requested
Unapproved	The sign of the beaver 	Ashley Lynn Green 	10/27/2006 
Unapproved	Recordings for A history of western music, 3rd ed. and Norton anthology of western music (1 Copy Reserved 11/1/2006 to 11/7/2006) 	Ashley Lynn Green 	10/30/2006 


Customize View ?

Use the following options to create a customized holds transaction list.

View the details for items requested after the date of ?


Include: Local Pending Local Ready Local Expired Local Reserved Unapproved Requests ILL Requests Media Requests



 Update

 Recordings for A history of western music, 3rd ed. and Norton anthology of western music

Patron: Ashley Lynn Green (Student: 4801113468)
Wants this title: 11/3/2006 to 11/7/2006

Place ILL at: **Delivery Method** Unassigned

 Millennium High School

 Approve
 Cancel

To approve a reserve request, click  **Approve** on the Hold/ILL Approval page.

Processing Interlibrary Loan Requests

When your library receives a request for an interlibrary loan, users with the rights to add, edit, and delete holds for patrons will see [Process Holds/ILL](#) to the right of the main tabs.

Click this link or go to **Circulation > Holds/ILL** and click to open the **Requests** list.

ILL Requests

To be filled by Millennium High School

Status	Title	Patron	Requested	
Pending	Recordings for A history of western music, 3rd ed. and Norton anthology of western music (for P.S. 41 Greenwich Village School / 1 Copy Reserved 11/3/2006 to 11/7/2006)	Ashley Lynn Green	11/2/2006	
Ready	The sign of the beaver (Copy: T 5475157 / Call #: [Fic]) (for P.S. 41 Greenwich Village School)	Ashley Lynn Green	10/27/2006	

On the **Requests** list, all interlibrary loan requests—the ones you have been asked to fill and the ones you are asking other libraries to fill—are listed under **ILL Requests**.

From this section, you can either process or decline the requests you've been asked to fill.

The **Delivery Method** specified by the requesting library determines how you process each request.

- If the library indicated that the patron would pick up the copy, only the button follows the request. Click it and set the copy aside so that it can be checked out to the patron when they arrive. The status of the request changes to *Ready*.
- If the library indicated that they would like the copy to be shipped to them, only the button follows the request. Click it and send the copy to the requesting library. It will be checked out to the patron when they receive it. The status of the request changes to *En Route*.
- If the library did not request a particular delivery method, a drop-down for the delivery method is offered after choosing . The delivery method choice is yours but you may want to inform them of your decision.

If you're unable or choose not to fulfill a request, click the button. The status of the request changes to *Declined* and the request is removed from your list.

Monitoring Requests & Processing Loaned Copies

To monitor and receive your requests, go to **Circulation > Holds/ILL** and click . On the **Requests** list, all the interlibrary loan requests you've placed are listed under **ILL Requests**.

If a request hasn't been processed yet, it has a status of *Pending*.

When a copy has been sent, the status of the request is *En Route*.

As copies arrive, click . The status of the request becomes *Ready*. If a copy doesn't arrive, clicking marks that copy "Lost".

ILL Requests

To be filled by other sites

Status	Title	Patron	Requested	
Ready	The sign of the beaver (Copy: T 5475157 / Call #: [Fic]) (from Millennium High School)	Ashley Lynn Green	10/27/2006	
En Route	Recordings for A history of western music, 3rd ed. and Norton anthology of western music (Copy: T 5475167 / Call #: CD NORTON) (from Millennium High School / 1 Copy Reserved 11/3/2006 to 11/7/2006)	Ashley Lynn Green	11/2/2006	

Note: You don't have to click before checking out the copy.

Green, Ashley Lynn (Student: 4801113468)

Checked Out Library: 3

Overdue Library: 0

Holds Ready 1

Fines Library: \$0.00

Grade Level 9

Homeroom 201



Holds

Title	Requested	Quantity	Status	
The sign of the beaver	[Millennium] T 5475157	1	Ready	
Recordings for A history of western music, 3rd ed. and Norton anthology of western music	[Millennium] T 5475167 (11/3/2006 to 11/7/2006)	1	En Route	

Note: If a request has a status of *Ready* but no button, the copy is being held for the patron at the lending library.

Once you have the copies in hand, you can check them out to the patron that requested them in any of the following ways:

- Go to **Circulation > Holds/ILL** (as shown), select the patron, and click .
- Go to **Circulation > Patron Status**, select the patron, and click .
- Go to **Circulation > Check Out** and check out the copy just as you would any other copy.

Returning Loaned Copies

The method for returning loaned copies depends upon the method by which it was received.

- If the patron picked up and checked out the copy at the lending library, the copy needs to be checked in at the lending library.
- If the copy was sent to and checked out at the requesting library, it can be checked in by the requesting library.

⚠ This item must be returned to Millennium High School. It will be marked as "Returning" until it has been received.

When a shipped copy is checked in at the receiving library, a message informs you where the copy should be sent. The status of the request changes to *Returning*.

Note: It's also all right to simply check in the copy at the lending library.

Find Copy Record in-library use

Most Recently Checked In

Recordings for A history of western music, 3rd ed. and Norton anthology of western music (Copy: T 5475167) Due 11/7/2006 **Hold**
 Checked out 11/2/2006 to Green, Ashley Lynn (Student: [4801113468](#))

As copies arrive back at the lending library, you can either:

- Go to **Circulation > Check In** and check them in.
- Go to **Circulation > Holds/ILL** and click to open the **Requests** list (as shown) and click .

If a copy doesn't arrive, clicking marks that copy "Lost".

ILL Requests To be filled by Millennium High School

Status	Title	Patron	Requested
Ready	The sign of the beaver (Copy: T 5475157 / Call #: [Fic]) (for P.S. 41 Greenwich Village School)	Ashley Lynn Green	10/27/2006
Checked Out	Coyote and the sky : how the sun, moon, and stars began (Copy: T 66456 / Call #: 398.2089 Gar) (for P.S. 41 Greenwich Village School)	Ashley Lynn Green	
Returning	Recordings for A history of western music, 3rd ed. and Norton anthology of western music (Copy: T 5475167 / Call #: CD NORTON) (for P.S. 41 Greenwich Village School)		<input checked="" type="button" value="Receive"/> <input checked="" type="button" value="Remove"/>

Note: The and options are only available after a shipped copy has been checked in by the requesting library.