

Union Catalogue – Interlibrary Loans Tutorial (February 2012)

1. How to make an ILL Request



- Access union catalogue portal link



- Click “Login” (... top right hand corner)

Login

Union: South Central Organization of (School) Library Systems ▼

System: Broome Tioga Boces [BDT] ▼

District: Binghamton City School District [BN] ▼

Library: Binghamton High School [BNA] ▼

Username:

Password:

- Set filters to your school or branch library
 - Enter your username & password
 - Click “Login”

System: - All -
 District: All
 Library: - All -

South Central Organization Of (School) Library Systems

Search Location(s):
 Advanced Search

anywhere: deserts Search

Library Switch

You are logged in as admin to [Binghamton High School](#).

Union: South Central Organization Of (School) Library Systems
 System: Broomfield-Troya Books (BDT)
 District: Binghamton City School District (DN)
 Library: Binghamton High School (BNH)

Switch

1. Login displays your library location
2. Set filters in the search box above it to where you want to search
3. There are options to [search the whole union catalog](#), [a district](#), or [one school of branch library](#)
4. Search the union catalogue as above to locate resources to request... ex “deserts”

Status: ■ ■ ■ Sort by: Relevance Sort order: ascending

551.4
 Ilea



Expanding Deserts
 By: Louise Paul Z.
 Published: 1991
 Holding count:

| System | Library | Status |
|--------|---------|--------|
| BDT | NE | 1 1 |
| DCMO | DC | 0 0 |

- Browse search results and locate an item to request – as above
 - Click the title to expand selected record

Record information

MARC: [View](#) [Request](#) [Edit](#) [Delete](#)

001 \$a 551.4 Ilea

010 \$a \$a

035 \$a Broomfield-Troya Books (BDT)

044 \$a 1991

082 \$a Deserts

100 1 \$1 Paul Z, Louise

245 1 \$1 Expanding deserts

300 1 \$1 1 v. : ill. ; 28 cm.

399 \$a 1991

440 \$a 1991

500 \$a 1991

520 \$a Expanding deserts

650 \$a Deserts

655 \$a Deserts

700 1 \$1 Paul Z, Louise

710 1 \$1 Paul Z, Louise

720 1 \$1 Paul Z, Louise

730 1 \$1 Paul Z, Louise

740 1 \$1 Paul Z, Louise

750 1 \$1 Paul Z, Louise

760 1 \$1 Paul Z, Louise

770 1 \$1 Paul Z, Louise

780 1 \$1 Paul Z, Louise

790 1 \$1 Paul Z, Louise

800 1 \$1 Paul Z, Louise

810 1 \$1 Paul Z, Louise

820 1 \$1 Paul Z, Louise

830 1 \$1 Paul Z, Louise

840 1 \$1 Paul Z, Louise

850 1 \$1 Paul Z, Louise

860 1 \$1 Paul Z, Louise

870 1 \$1 Paul Z, Louise

880 1 \$1 Paul Z, Louise

890 1 \$1 Paul Z, Louise

900 1 \$1 Paul Z, Louise

910 1 \$1 Paul Z, Louise

920 1 \$1 Paul Z, Louise

930 1 \$1 Paul Z, Louise

940 1 \$1 Paul Z, Louise

950 1 \$1 Paul Z, Louise

960 1 \$1 Paul Z, Louise

970 1 \$1 Paul Z, Louise

980 1 \$1 Paul Z, Louise

990 1 \$1 Paul Z, Louise

999 \$a 1991

999 \$b 1991

999 \$c 1991

999 \$d 1991

999 \$e 1991

999 \$f 1991

999 \$g 1991

999 \$h 1991

999 \$i 1991

999 \$j 1991

999 \$k 1991

999 \$l 1991

999 \$m 1991

999 \$n 1991

999 \$o 1991

999 \$p 1991

999 \$q 1991

999 \$r 1991

999 \$s 1991

999 \$t 1991

999 \$u 1991

999 \$v 1991

999 \$w 1991

999 \$x 1991

999 \$y 1991

999 \$z 1991

999 \$aa 1991

999 \$ab 1991

999 \$ac 1991

999 \$ad 1991

999 \$ae 1991

999 \$af 1991

999 \$ag 1991

999 \$ah 1991

999 \$ai 1991

999 \$aj 1991

999 \$ak 1991

999 \$al 1991

999 \$am 1991

999 \$an 1991

999 \$ao 1991

999 \$ap 1991

999 \$aq 1991

999 \$ar 1991

999 \$as 1991

999 \$at 1991

999 \$au 1991

999 \$av 1991

999 \$aw 1991

999 \$ax 1991

999 \$ay 1991

999 \$az 1991

999 \$ba 1991

999 \$bb 1991

999 \$bc 1991

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999 \$bi 1991

999 \$bj 1991

999 \$bk 1991

999 \$bl 1991

999 \$bm 1991

999 \$bn 1991

999 \$bo 1991

999 \$bp 1991

999 \$bq 1991

999 \$br 1991

999 \$bs 1991

999 \$bt 1991

999 \$bu 1991

999 \$bv 1991

999 \$bw 1991

999 \$bx 1991

999 \$by 1991

999 \$bz 1991

999 \$ca 1991

999 \$cb 1991

999 \$cc 1991

999 \$cd 1991

999 \$ce 1991

999 \$cf 1991

999 \$cg 1991

999 \$ch 1991

999 \$ci 1991

999 \$cj 1991

999 \$ck 1991

999 \$cl 1991

999 \$cm 1991

999 \$cn 1991

999 \$co 1991

999 \$cp 1991

999 \$cq 1991

999 \$cr 1991

999 \$cs 1991

999 \$ct 1991

999 \$cu 1991

999 \$cv 1991

999 \$cw 1991

999 \$cx 1991

999 \$cy 1991

999 \$cz 1991

999 \$da 1991

999 \$db 1991

999 \$dc 1991

999 \$dd 1991

999 \$de 1991

999 \$df 1991

999 \$dg 1991

999 \$dh 1991

999 \$di 1991

999 \$dj 1991

999 \$dk 1991

999 \$dl 1991

999 \$dm 1991

999 \$dn 1991

999 \$do 1991

999 \$dp 1991

999 \$dq 1991

999 \$dr 1991

999 \$ds 1991

999 \$dt 1991

999 \$du 1991

999 \$dv 1991

999 \$dw 1991

999 \$dx 1991

999 \$dy 1991

999 \$dz 1991

999 \$ea 1991

999 \$eb 1991

999 \$ec 1991

999 \$ed 1991

999 \$ee 1991

999 \$ef 1991

999 \$eg 1991

999 \$eh 1991

999 \$ei 1991

999 \$ej 1991

999 \$ek 1991

999 \$el 1991

999 \$em 1991

999 \$en 1991

999 \$eo 1991

999 \$ep 1991

999 \$eq 1991

999 \$er 1991

999 \$es 1991

999 \$et 1991

999 \$eu 1991

999 \$ev 1991

999 \$ew 1991

999 \$ex 1991

999 \$ey 1991

999 \$ez 1991

999 \$fa 1991

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999 \$ff 1991

999 \$fg 1991

999 \$fh 1991

999 \$fi 1991

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999 \$fk 1991

999 \$fl 1991

999 \$fm 1991

999 \$fn 1991

999 \$fo 1991

999 \$fp 1991

999 \$fq 1991

999 \$fr 1991

999 \$fs 1991

999 \$ft 1991

999 \$fu 1991

999 \$fv 1991

999 \$fw 1991

999 \$fx 1991

999 \$fy 1991

999 \$fz 1991

999 \$ga 1991

999 \$gb 1991

999 \$gc 1991

999 \$gd 1991

999 \$ge 1991

999 \$gf 1991

999 \$gg 1991

999 \$gh 1991

999 \$gi 1991

999 \$gj 1991

999 \$gk 1991

999 \$gl 1991

999 \$gm 1991

999 \$gn 1991

999 \$go 1991

999 \$gp 1991

999 \$gq 1991

999 \$gr 1991

999 \$gs 1991

999 \$gt 1991

999 \$gu 1991

999 \$gv 1991

999 \$gw 1991

999 \$gx 1991

999 \$gy 1991

999 \$gz 1991

999 \$ha 1991

999 \$hb 1991

999 \$hc 1991

999 \$hd 1991

999 \$he 1991

999 \$hf 1991

999 \$hg 1991

999 \$hh 1991

999 \$hi 1991

999 \$hj 1991

999 \$hk 1991

999 \$hl 1991

999 \$hm 1991

999 \$hn 1991

999 \$ho 1991

999 \$hp 1991

999 \$hq 1991

999 \$hr 1991

999 \$hs 1991

999 \$ht 1991

999 \$hu 1991

999 \$hv 1991

999 \$hw 1991

999 \$hx 1991

999 \$hy 1991

999 \$hz 1991

999 \$ia 1991

999 \$ib 1991

999 \$ic 1991

999 \$id 1991

999 \$ie 1991

999 \$if 1991

999 \$ig 1991

999 \$ih 1991

999 \$ii 1991

999 \$ij 1991

999 \$ik 1991

999 \$il 1991

999 \$im 1991

999 \$in 1991

999 \$io 1991

999 \$ip 1991

999 \$iq 1991

999 \$ir 1991

999 \$is 1991

999 \$it 1991

999 \$iu 1991

999 \$iv 1991

999 \$iw 1991

999 \$ix 1991

999 \$iy 1991

999 \$iz 1991

999 \$ja 1991

999 \$jb 1991

999 \$jc 1991

999 \$jd 1991

999 \$je 1991

999 \$jf 1991

999 \$jg 1991

999 \$jh 1991

999 \$ji 1991

999 \$jj 1991

999 \$jk 1991

999 \$jl 1991

999 \$jm 1991

999 \$jn 1991

999 \$jo 1991

999 \$jp 1991

999 \$jq 1991

999 \$jr 1991

999 \$js 1991

999 \$jt 1991

999 \$ju 1991

999 \$jv 1991

999 \$jw 1991

999 \$jx 1991

999 \$jy 1991

999 \$jz 1991

999 \$ka 1991

999 \$kb 1991

999 \$kc 1991

999 \$kd 1991

999 \$ke 1991

999 \$kf 1991

999 \$kg 1991

999 \$kh 1991

999 \$ki 1991

999 \$kj 1991

999 \$kk 1991

999 \$kl 1991

999 \$km 1991

999 \$kn 1991

999 \$ko 1991

999 \$kp 1991

999 \$kq 1991

999 \$kr 1991

999 \$ks 1991

999 \$kt 1991

999 \$ku 1991

999 \$kv 1991

999 \$kw 1991

999 \$kx 1991

999 \$ky 1991

999 \$kz 1991

999 \$la 1991

999 \$lb 1991

999 \$lc 1991

999 \$ld 1991

999 \$le 1991

999 \$lf 1991

999 \$lg 1991

999 \$lh 1991

999 \$li 1991

999 \$lj 1991

999 \$lk 1991

999 \$ll 1991

999 \$lm 1991

999 \$ln 1991

999 \$lo 1991

999 \$lp 1991

999 \$lq 1991

999 \$lr 1991

999 \$ls 1991

999 \$lt 1991

999 \$lu 1991

999 \$lv 1991

999 \$lw 1991

999 \$lx 1991

999 \$ly 1991

999 \$lz 1991

999 \$ma 1991

999 \$mb 1991

999 \$mc 1991

999 \$md 1991

999 \$me 1991

999 \$mf 1991

999 \$mg 1991

999 \$mh 1991

999 \$mi 1991

999 \$mj 1991

999 \$mk 1991

999 \$ml 1991

999 \$mm 1991

999 \$mn 1991

999 \$mo 1991

999 \$mp 1991

999 \$mq 1991

999 \$mr 1991

999 \$ms 1991

999 \$mt 1991

999 \$mu 1991

999 \$mv 1991

999 \$mw 1991

999 \$mx 1991

999 \$my 1991

999 \$mz 1991

999 \$na 1991

999 \$nb 1991

999 \$nc 1991

999 \$nd 1991

999 \$ne 1991

999 \$nf 1991

999 \$ng 1991

999 \$nh 1991

999 \$ni 1991

999 \$nj 1991

999 \$nk 1991

999 \$nl 1991

999 \$nm 1991

999 \$nn 1991

999 \$no 1991

999 \$np 1991

999 \$nq 1991

999 \$nr 1991

999 \$ns 1991

999 \$nt 1991

999 \$nu 1991

999 \$nv 1991

999 \$nw 1991

999 \$nx 1991

999 \$ny 1991

999 \$nz 1991

999 \$oa 1991

999 \$ob 1991

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999 \$od 1991

999 \$oe 1991

999 \$of 1991

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999 \$oh 1991

999 \$oi 1991

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999 \$pz 1991

999 \$qa 1991

999 \$qb 1991

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999 \$qi 1991

999 \$qj 1991

999 \$qk 1991

999 \$ql 1991

999 \$qm 1991

999 \$qn 1991

999 \$qo 1991

999 \$qp 1991

999 \$qq 1991

999 \$qr 1991

999 \$qs 1991

999 \$qt 1991

999 \$qu 1991

999 \$qv 1991

999 \$qw 1991

999 \$qx 1991

999 \$qy 1991

999 \$qz 1991

999 \$ra 1991

999 \$rb 1991

999 \$rc 1991

999 \$rd 1991

999 \$re 1991

999 \$rf 1991

999 \$rg 1991

999 \$rh 1991

999 \$ri 1991

999 \$rj 1991

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999 \$rl 1991

999 \$rm 1991

999 \$rn 1991

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999 \$rs 1991

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999 \$ru 1991

999 \$rv 1991

999 \$rw 1991

999 \$rx 1991

999 \$ry 1991

999 \$rz 1991

999 \$sa 1991

999 \$sb 1991

999 \$sc 1991

999 \$sd 1991

999 \$se 1991

999 \$sf 1991

999 \$sg 1991

999 \$sh 1991

999 \$si 1991

999 \$sj 1991

999 \$sk 1991

999 \$sl 1991

999 \$sm 1991

999 \$sn 1991

999 \$so 1991

999 \$sp 1991

999 \$sq 1991

999 \$sr 1991

999 \$ss 1991

999 \$st 1991

999 \$su 1991

999 \$sv 1991

999 \$sw 1991

999 \$sx 1991

999 \$sy 1991

999 \$sz 1991

999 \$ta 1991

999 \$tb 1991

999 \$tc 1991

999 \$td 1991

999 \$te 1991

999 \$tf 1991

999 \$tg 1991

999 \$th 1991

999 \$ti 1991

999 \$tj 1991

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999 \$wx 1991

999 \$wy 1991

999 \$wz 1991

999 \$xa 1991

999 \$xb 1991

999 \$xc 1991

999 \$xd 1991

999 \$xe 1991

999 \$xf 1991

999 \$xg 1991

999 \$xh 1991

999 \$xi 1991

999 \$xj 1991

999 \$xk 1991

999 \$xl 1991

999 \$xm 1991

999 \$xn 1991

999 \$xo 1991

999 \$xp 1991

999 \$xq 1991

999 \$xr 1991

999 \$xs 1991

999 \$xt 1991

999 \$xu 1991

999 \$xv 1991

999 \$xw 1991

999 \$xx 1991

999 \$xy 1991

999 \$xz 1991

999 \$ya 1991

999 \$yb 1991

999 \$yc 1991

999 \$yd 1991

999 \$ye 1991

999 \$yf 1991

999 \$yg 1991

999 \$yh 1991

999 \$yi 1991

999 \$yj 1991

999 \$yk 1991

999 \$yl 1991

999 \$ym 1991

999 \$yn 1991

999 \$yo 1991

999 \$yp 1991

999 \$yq 1991

999 \$yr 1991

999 \$ys 1991

999 \$yt 1991

999 \$yu 1991

999 \$yv 1991

999 \$yw 1991

999 \$yx 1991

999 \$yy 1

ILL Requests

Title: Psychology 1000

Author: Wright, David L.

| | System | | Debit | | Library | |
|-------------|--|-------------------|-----------------------------|------------------------------------|-----------------------------|------------------------|
| | Code | Name | Code | Name | Code | Name |
| Requesters: | <input type="checkbox"/> BT | Boston College | <input type="checkbox"/> BT | Boston College Central School Dept | <input type="checkbox"/> BT | Boston College Library |
| | <input checked="" type="checkbox"/> DC | DePaul University | <input type="checkbox"/> DC | DePaul Academy | <input type="checkbox"/> DC | DePaul Academy Library |

Number of Copies:

Expiry Date:

Public Note:

Private Note:

[Submit Request](#)

- System will display the above form

ILL Requests

Title: Psychology 1000

Author: Wright, David L.

| | System | | Debit | | Library | |
|-------------|--|-------------------|-----------------------------|-------------------------------------|-----------------------------|------------------------|
| | Code | Name | Code | Name | Code | Name |
| Requesters: | <input checked="" type="checkbox"/> BT | Boston College | <input type="checkbox"/> BT | Boston College Central School (M&S) | <input type="checkbox"/> BT | Boston College Library |
| | <input checked="" type="checkbox"/> DC | DePaul University | <input type="checkbox"/> DC | DePaul Academy | <input type="checkbox"/> DC | DePaul Academy Library |

Number of Copies:

Expiry Date:

Public Note:

Private Note:

[Submit Request](#)

- Check branches to email requests
- Specify number of copies – Choose expiry date
 - Enter private & public notes
 - Click [“Submit Request”](#)

ILL Requests

Request confirmed: [ILL ID 37](#).

An email will be sent to the following address(es):

| Name | Email Address |
|-------------------|--------------------------|
| Armin Armin | |
| Lynn Anstey | anstey@btboces.org |
| Mary Ann Martin | mmartin@me.shier.org |
| Elina Stankosky | estankos@btboces.org |
| Harriet Rothstein | harriet45@gmail.com |
| Rebecca Dobson | rdobson@dcmcboces.com |
| Nora Mallette | nmallette@dehschools.org |

- System will display a list of those that will receive email ILL requests

```

#####
To: Vernon-Dorson-Sherwill Middle/Senior High [/Union/MO/Ver/DorSheCS/srwh]
#####
Title/Type: Request of the type: Request for an account of the books, videotapes, CD, DVD, CD-ROM, software, audio, video, etc.
Author: Meyer, L. A.
Call Number: PDC MER
#####
Requested on: 2011 12 08 08:40:51, by Amy Cates
Requester: /MO/Wam11111111/whok
#####
Responder:
/MO/Wam11111111/whok [Location: High]
#####
Response(s):
/MO/Wam11111111/whok [Location: High]
/MO/Wam11111111/whok [Location: High]
/MO/Wam11111111/whok [Location: High]
#####

```

- Branches will receive emails with embedded links that will open requests such as the one above... click on the ILL ID link ex. [19953](#)... or check your union catalogue’s branch “Response” list as follows:

2. How to respond to an ILL Request

Library Switch

You are logged in as admin to [Homer Brink Elementary](#).

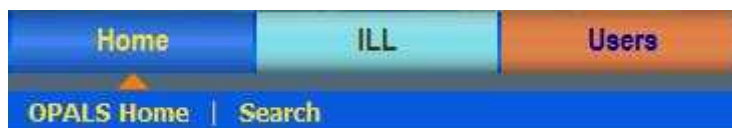
Union:

System:

District:

Library:

Login to the union catalogue and to your branch



Click on the blue “ILL” tab (top left hand side of the command bar)

| ILL Requests | | | | | | |
|--|-------------------|----------------|--------------------------------|-----------|----------|-----------|
| ILL ID | Title/Description | Author | Requester | Status | Date | Requester |
| 50 | Pending document | Wright, Paul B | Requester: abt Cross (6012454) | Requested | 11 13 01 | 19953 |
| Requested on: 07/11/06, by Admin Admin THIS IS A TEST. Please ignore this request | | | | | | |

- System will display any requests that are pending
 - Click on the **ILL ID** number to process



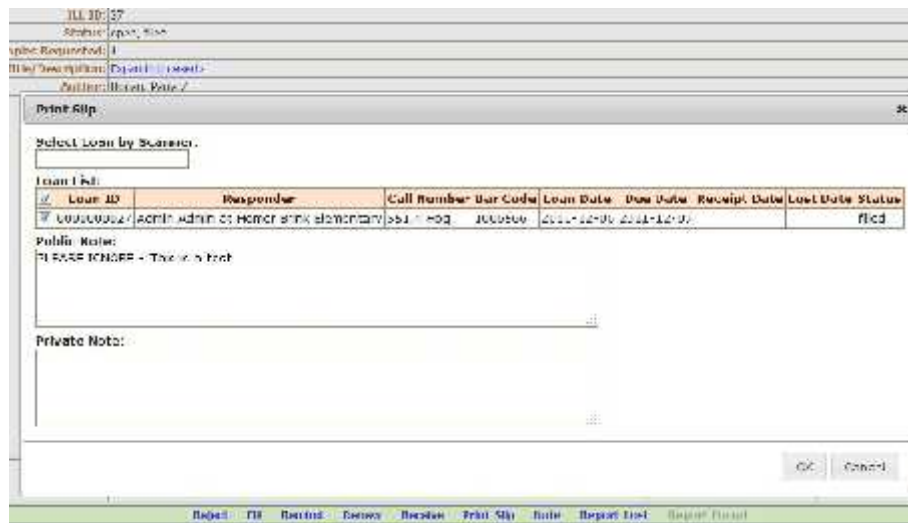
- System displays detailed ILL Request – Click “Fill”



- Scan barcode of item you wish to send, select due dates & add notes



- System displays “filled” detailed ILL form – Note additional options on the bottom
- Click “Print Slip” (this should pop-up as soon as you complete the “Fill” wizard)




- Pop-up displays transaction information to print – Check items to print
 - Click “OK”... system prints a packing slip

INTERLIBRARY LOAN (ILL ID: 37)

From: Homer Bink Elementary
(/BDT/ME/MEL)
3878 Erie Lane
Endwell, NY 13750
Tel.:
Fax:

To: Binghamton High School
(/BDT/BN/SNA)
31 Main St
Binghamton, NY 13905
Tel.:
Fax:

| ILL Information | |
|--|---|
| Title/Desc.: Expanding deserts Author: Hogan, Paula Z Call Number: 551.4 HOG 551.4 HOG 551.4 HOG 551.4 HOG Printing Date: 2011-12-08 | History Requester: GUSTINEBINA Requested on: 2011-12-08 By: ADMIN ADMIN THIS IS A TEST - Please ignore this request. |


 Title: Expanding deserts
 Author: Hogan, Paula Z
 
 Due Date: 2011-12-09

- (1) Packing slip includes ship to and from addresses –
- (2) Adds ILL ID Barcode -
- (3) Prints unique ILL item barcode and
- (4) original item's barcode &
- (5) slip to be used at destination branch for checkout.

3. ILL Response for Multiple Copy Requests

Login into your union catalogue branch

Library Switch

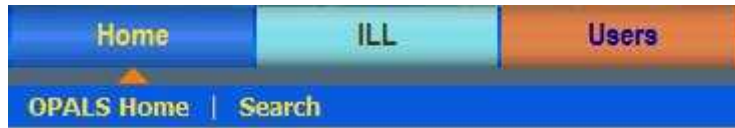
You are logged in as admin to [Delaware Academy Elementary](#).

Union:

System:

District:

Library:



- Click ILL (command bar) – Select Responses from the drop down box

| ILL ID | Title/Description | Author | Requester | Notes | Status |
|--------|---|---------------|---|---|-----------|
| 37 | Please ignore - This is a test Filed on 2/14/08, by Admin Admin PLEASE IGNORE - This is a test | ROSEN, JOSEPH | SPRINGWOOD HIGH SCHOOL (BU - 000000) | Requested on 2/14/08 by Admin Admin This is a test -- please do NOT fill this request. | Requested |
| 38 | Please ignore - This is a test Received on 2/14/08 by Admin Admin | WILSON, JIM | SPRINGWOOD HIGH SCHOOL (BU - 000000) | Requested on 2/14/08 by Admin Admin This is a test -- please do NOT fill this request. | Requested |
| 39 | Please ignore - This is a test Requested on 2/14/08 by Admin Admin This is a test -- please do NOT fill this request. | WILSON, JIM | SPRINGWOOD HIGH SCHOOL (BU - 000000) | Requested on 2/14/08 by Admin Admin This is a test -- please do NOT fill this request. | Requested |

- Click ILL to which you wish to respond (ex. “37”)

ILL ID: 37
 Status: open, free
 Number of Copies Requested: 4

Title/Description: PLEASE IGNORE - THIS IS A TEST
 Author: ROSEN, JOSEPH
 Call Number: 551.4 L66
 551.4 P4
 551.4 L66
 551.4 L66

Requester: System: System - Springfield (BU)
 District: District - Springfield (BU)
 Library: Springfield High School (BU)
 Requested for: Admin Admin
 Requested on: 2/14/08 at 11:45:00
 Expiry Date: 2/14/08

Respondent(s): System: System - Springfield (BU)
 District: District - Springfield (BU)
 Library: Springfield High School (BU)
 System: System - Springfield (BU)
 District: District - Springfield (BU)
 Library: Springfield High School (BU)

History: Requester: Admin Admin
 Requested on: 2/14/08 at 11:45:00 by Admin Admin
 Response: PLEASE IGNORE - THIS IS A TEST
 Requested on: 2/14/08 at 11:45:00 by Admin Admin
 PLEASE IGNORE - THIS IS A TEST

| Loan ID | Loan ID | Requester | Call Number | Bar Code | Loan Date | Due Date | Receipt Date | Cost Date | Status |
|-----------|-----------|---------------------------------------|-------------|----------|-----------|----------|--------------|-----------|--------|
| 000000007 | 000000007 | Admin Admin at Springfield Elementary | 551.4 L66 | 100000 | 2/14/08 | 2/14/08 | | | Open |

subject: HI response: none receipt: none receipt date: none receipt print: none

- Click “Fill” ... (ex. Note that multiple copies are requested)

ILL ID: 37
 Status: open, free

Number of Copies Requested: 4

Title/Description: PLEASE IGNORE - THIS IS A TEST
 Author: ROSEN, JOSEPH
 Call Number: 551.4 L66
 551.4 L66
 551.4 L66
 551.4 L66

Requester: System: System
 District: District
 Library: Library
 Request: Request
 Expt: Expt

Respondent(s): System: System
 District: District
 Library: Library
 System: System
 District: District
 Library: Library

History: Requester: Requester
 Requested: Requested
 THIS IS A TEST
 Respondent: Respondent
 Filled on: Filled on
 RECEIVED

Loan ID: Loan ID
 000000007 000000007 Admin Admin at Springfield Elementary 551.4 L66 100000 2/14/08 2/14/08 000000007

Fill

Barcode:

100000
 000000
 000000

Due Date:

2/14/08

Public Note:

PLEASE IGNORE - THIS IS A TEST

Private Note:

OK Cancel

- Scan the barcodes of the items that you will send

- Add a due date
- Add Public and Private Notes if needed
- Click “OK”

| Loan ID | Responder | Call Number | Bar Code | Loan Date | Due Date | Receipt Date | Lost Date | Status |
|-----------|--|-------------|----------|------------|------------|--------------|-----------|--------|
| 000000028 | Admin Admin of Delaware Academy Elementary | 557.4 00g | W 800300 | 2011-12-06 | 2011-12-10 | | | Hold |
| 000000029 | Admin Admin of Delaware Academy Elementary | 557.4 00g | W 809400 | 2011-12-06 | 2011-12-10 | | | Hold |
| 000000030 | Admin Admin of Delaware Academy Elementary | 557.4 00g | W 809400 | 2011-12-06 | 2011-12-10 | | | Hold |

- System displays ILL Status... and additional options on bottom
 - Click “Print Slip”





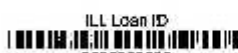

| Loan ID | Responder | Call Number | Bar Code | Loan Date | Due Date | Receipt Date | Lost Date | Status |
|-----------|--|-------------|----------|------------|------------|--------------|-----------|--------|
| 000000028 | Admin Admin of Delaware Academy Elementary | 557.4 00g | W 800300 | 2011-12-06 | 2011-12-10 | | | Hold |
| 000000029 | Admin Admin of Delaware Academy Elementary | 557.4 00g | W 809400 | 2011-12-06 | 2011-12-10 | | | Hold |
| 000000030 | Admin Admin of Delaware Academy Elementary | 557.4 00g | W 809400 | 2011-12-06 | 2011-12-10 | | | Hold |

- System will display items that will appear on a packing slip
 - Check each item to send
 - Click “OK”

INTERLIBRARY LOAN (ILL ID: 37)
0001000

| | |
|---|---|
| From: Deerpark Academy Elementary (DCMC/DDE) 2 Sheldon Dr Delhi, NY 13753 Tel: Fax: | To: Binghamton High School (BDT/BNA) 31 Main St Binghamton NY 13905 Tel: Fax: |
|---|---|

| ILL Information | History |
|--|--|
| Title/Desc.: Expanding deserts Author: Hogan, Paula Z Call Number: SB14 Hsg SB14 Hsg SB14 Hsg SB14 Hsg Printing Date: 2011-12-06 | Requester: BDTM/RNA Requested on: 2011-12-06, by Admin Admin THIS IS A TEST - Please ignore this request! Responder: BDTM/CALL Filed on: 2011-12-06, by Admin Admin PLEASE IGNORE - This is a test Responder: DCM/DDE Filed on: 2011-12-06, by Admin Admin PLEASE IGNORE - THIS IS A TEST |

| | | | |
|--|--|--|--------------------------------|
|  ILL Loan ID 0000000026 | Title: Expanding deserts Author: Hogan, Paula Z |  ILL ID 37 | Due Date: 2011-12-09 |
|  ILL Loan ID 0000000029 | Title: Expanding deserts Author: Hogan, Paula Z |  ILL ID 37 | Due Date: 2011-12-09 |
|  ILL Loan ID 0000000030 | Title: Expanding deserts Author: Hogan, Paula Z |  ILL ID 37 | Due Date: 2011-12-09 |

- (1) Packing slip includes ship to and from addresses
- (2) Adds ILL ID Barcode -
- (3) Prints unique ILL item barcodes
- (4) original items' barcodes
- (5) slips to be used at destination branch for checkout.

4. Returning ILL Items to Branches

Binghamton High School

Search Location(s)
Advanced Search

anywhere

Library Switch

You are logged in as admin to [Binghamton High School](#).

| | |
|------------------|--|
| Union: | South Central Organization Of (School) Library Systems ▾ |
| System: | Droome-Tioga Doces [DDT] ▾ |
| District: | Binghamton City School District [BN] ▾ |
| Library: | Binghamton High School [BNA] ▾ |

- Login to your branch on the union catalog

Highlanden High School Global Location: Delaware State

ILL Requests

List of requests for: 2011-2011

Status: ALL

| ILL ID | Title/Description | Author | Responder | Dates | Status |
|--------|--|----------------|---|--|----------------|
| 37 | 2011-12-06 by Admin Admin PLASL KWON. H. 2011 A. ILSI | Hogar, Paul F. | Admin: Del. Elementary (DELMEM), Delaware Academy Elementary (DAELM), Delaware Academy Elementary (DAELM) | Accepted: 2011-12-06 Last: 2011-12-09 | filed |
| 38 | 2011-12-06 by Admin Admin Request for 2011-12-06 by Admin Admin | Hogar, Paul F. | Delaware Academy Elementary (DAELM), Delaware Academy Elementary (DAELM) | Accepted: 2011-12-06 Last: 2011-12-09 | newly received |

Item Position: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Next Last

- Select the desired ILL transaction number ex. [37](#)

Status: filed

Number of Copies Requested: 1

Title/Description: 2011-12-06
Author: Hogar, Paul F.

Call Number: 551.4-10
551.4-10
551.4-10
551.4-10

Requester: system: system: system: [0]
Delaware Academy Elementary [0]
Library: Delaware Academy Elementary [0]
Requested by: Admin Admin
Requested on: 2011-12-06 at 09:54
Reply date: 2011-12-06

Responder(s): system: system: system: [0]
Delaware Academy Elementary [0]
Library: Delaware Academy Elementary [0]
system: Delaware Academy Elementary [0]
Delaware Academy Elementary [0]
Library: Delaware Academy Elementary [0]

History: **REQUEST RETURN:**
Requested on 2011-12-06 at 09:54 by Admin Admin
FILED - THIS IS A TEST - Please ignore this transaction
REQUEST:
FILED - 2011-12-06 at 09:54 by Admin Admin
551.4-10
551.4-10
FILED - 2011-12-06 at 09:54 by Admin Admin
551.4-10
551.4-10

| Loan ID | Responder | Call Number | Bar Code | Loan Date | Due Date | Receipt Date | Last Date | Status |
|------------|--|-------------|----------|------------|------------|--------------|-----------|--------|
| 0200000027 | Admin Admin at Delaware Academy Elementary | 551.4-10 | 1005580 | 2011-12-06 | 2011-12-09 | 2011-12-06 | | filed |
| 0200000028 | Admin Admin at Delaware Academy Elementary | 551.4-10 | ALX00209 | 2011-12-06 | 2011-12-09 | 2011-12-06 | | filed |
| 0200000029 | Admin Admin at Delaware Academy Elementary | 551.4-10 | DC029428 | 2011-12-06 | 2011-12-09 | 2011-12-06 | | filed |
| 0200000030 | Admin Admin at Delaware Academy Elementary | 551.4-10 | DF029437 | 2011-12-06 | 2011-12-09 | 2011-12-06 | | filed |

Request Request Renewal Return Print Slip Note Report Lost Report Found

- Click the desired option – ex. “Return”

Title/Description: 2011-12-06
Author: Hogar, Paul F.
Call Number: 551.4-10
551.4-10

Return

Select Loan by Scanner:

| Loan ID | Responder | Call Number | Bar Code | Loan Date | Due Date | Receipt Date | Last Date | Status |
|--|--|-------------|----------|------------|------------|--------------|-----------|--------|
| <input checked="" type="checkbox"/> 0200000027 | Admin Admin at Delaware Academy Elementary | 551.4-10 | 1005580 | 2011-12-06 | 2011-12-09 | 2011-12-06 | | filed |
| <input type="checkbox"/> 0200000028 | Admin Admin at Delaware Academy Elementary | 551.4-10 | ALX00209 | 2011-12-06 | 2011-12-09 | 2011-12-06 | | filed |
| <input type="checkbox"/> 0200000029 | Admin Admin at Delaware Academy Elementary | 551.4-10 | DC029428 | 2011-12-06 | 2011-12-09 | 2011-12-06 | | filed |
| <input type="checkbox"/> 0200000030 | Admin Admin at Delaware Academy Elementary | 551.4-10 | DF029437 | 2011-12-06 | 2011-12-09 | 2011-12-06 | | filed |

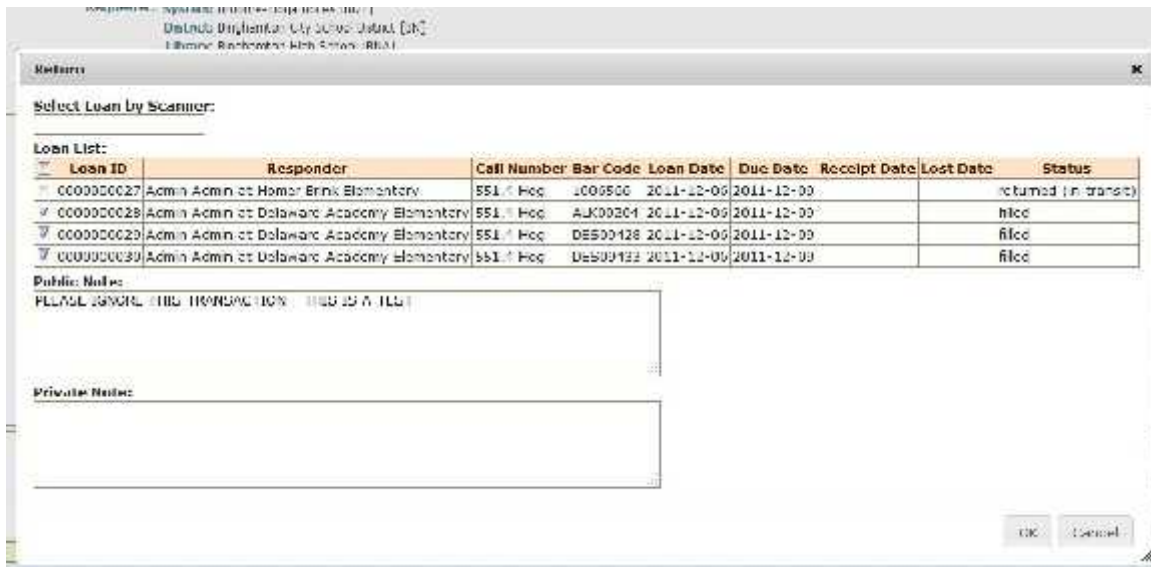
Public Note:
PLEASE IGNORE THIS TRANSACTION - THIS IS A TEST

Private Note:

OK Cancel

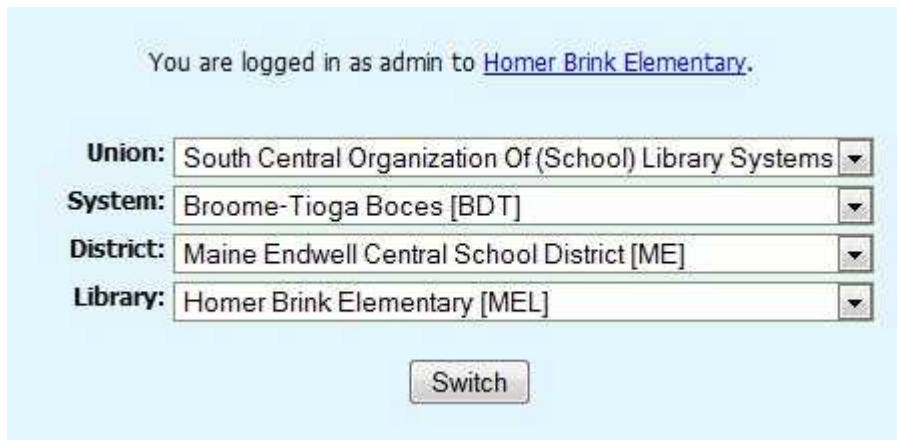
Request Request Renewal Return Print Slip Note Report Lost Report Found

- Click Item to Return
- Click “Print Slip”



- Above illustrates multiple returns
- You can return only 2 of 3 if necessary – system keeps track of items not returned

5. Receiving ILL Items that have been returned



Login to your branch on the union catalog



- Click the [ILL ID number](#) for which items have been returned

| Loan ID | Loan ID | Responder | Call Number | Bar Code | Loan Date | Due Date | Receipt Date | Lost Date | Status |
|---------|-----------|--|-------------|----------|------------|------------|--------------|-----------|-----------------------|
| | 000000027 | Admin Admin at Homer Brink Elementary | 551.4 Hcg | 1000500 | 2011-12-09 | 2011-12-09 | | | returned (in transit) |
| | 000000028 | Admin Admin at Delaware Academy Elementary | 551.4 Hcg | ALJ00204 | 2011-12-09 | 2011-12-09 | | | filed |
| | 000000029 | Admin Admin at Delaware Academy Elementary | 551.4 Hcg | DE500428 | 2011-12-09 | 2011-12-09 | | | filed |
| | 000000030 | Admin Admin at Delaware Academy Elementary | 551.4 Hcg | DE500428 | 2011-12-09 | 2011-12-09 | | | filed |

Click "[Receive](#)" on the bottom of the table



- Check the item that has been returned

| Loan ID | Responder | Call Number | Bar Code | Loan Date | Due Date | Receipt Date | Lost Date | Status |
|-----------|--|-------------|----------|------------|------------|--------------|-----------|----------|
| 000000027 | Admin Admin at Homer Brink Elementary | 551.4 Hqs | 1000500 | 2011-12-09 | 2011-12-09 | 2011-12-09 | | RECEIVED |
| 000000028 | Admin Admin at DeWane Academy Elementary | 551.4 Hqs | A 000004 | 2011-12-09 | 2011-12-09 | 2011-12-09 | | returned |
| 000000029 | Admin Admin at DeWane Academy Elementary | 551.4 Hqs | 00000409 | 2011-12-09 | 2011-12-09 | 2011-12-09 | | returned |
| 000000030 | Admin Admin at DeWane Academy Elementary | 551.4 Hqs | 0000038 | 2011-12-09 | 2011-12-09 | 2011-12-09 | | returned |

Project | Fill | Renewal | Renew | Receive | Print Slip | Note | Report Lost | Report Found

- System records "Received" status

Appendix

Here are some sample copies of notices related to various Interlibrary loan states that branches will receive. Union catalogue administrators can receive copies of all emailed transactions.

```
*****
To: Copenhagen Central School [/union/JL/CCS/JCAJ]
*****
```

```
ILL ID:      19949
Status:      filled
```

```
Title/Desc.: A walk to remember
Author:      Sparks, Nicholas.
Call Number: FIC SPA C.2
```

```
Filled on 2011-12-06 15:16:41, by Elaine Mahaffy
Responder:  /NJ/ACSD/TA17
```

```
Requester:
* /JL/CCS/JCAJ [Copenhagen Central School]
```

```
Responder(s):
/JL/ACSD/TA10 [Adirondack Senior High School]
```

```
*****
To: Carthage Elementary School [/union/JL/CCSD/JC3J]
*****
```

```
ILL ID:      19932
Status:      closed
```

```
Title/Desc.: How & why stories: world tales kids can read & tell
Author:      Hamilton, Martha.
Call Number: 398.2 HAM
```

```
Filled on 2011-12-06 14:50:34, by Sue Ellen Deion
Responder:  /JL/CCSD/JC2C
```

```
Requester:
/JL/GECSO/JG2J [General Brown- Brownville/Glen Park Elementary (General Brown S.D.)]
```

```
Responder(s):
/JL/CCSD/JC2J [Carthage- Black River Elementary School]
* /JL/CCSD/JC3J [Carthage Elementary School]
/JL/LCSD/JL2J [Lowville Elementary School]
```

```
*****
ILL ID:      18920
Status:      returned - overdue 4 day(s)
```

```
Title/Desc.: The copper tin cup
Author:      Schaefer, Carole Lexa.
Call Number: E SCH
```

Thank you!

```
Returned on 2011-12-06 12:45:26, by Jane Aronowsky
Requester:  /MO/StocValleyCS/mstoc
```

```
Requester:
/MO/StocValleyCS/mstoc [Stockbridge Valley Central School]
```

```
Responder(s):
* /OH/Ilion/HBRE [Barringer Road Elementary]
/OH/Ilion/HRES [Remington Elementary]
```

```
*****
ILL ID:      19956
Status:      open
```

```
Title/Desc.: The twelve clever brothers and other fools: folktales from Russia
Author:      Ginsburg, Mirra.
Call Number: 398.2 GIN
```

Please send as soon as you can. thanks, carol

```
Requested on 2011-12-06 14:22:26, by Carol Giaquinto
Requester:  /OH/LittleFalls/HLFMS
```

```
Requester:
/OH/LittleFalls/HLFMS [Little Falls Middle]
```

```
Responder(s):
* /OH/Ilion/HBRE [Barringer Road Elementary]
```