

Rural Libraries Queensland

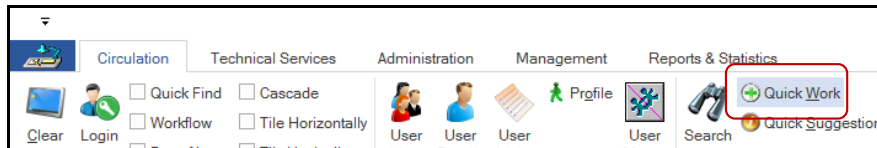
your local library network

Adding Inter Library Loan Items

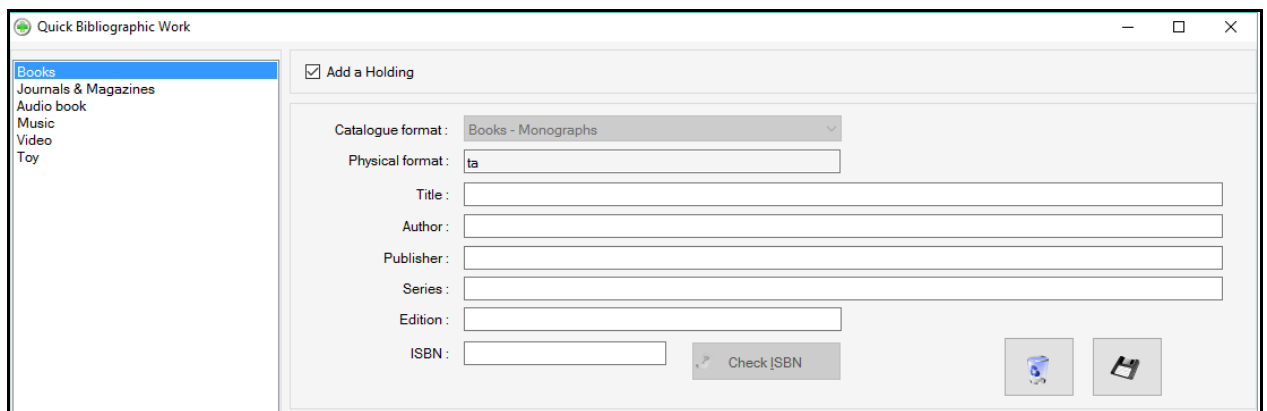
This procedure applies to Interlibrary Loan (ILL) items received from libraries outside the RLQ network, including requested items from SLQ's Southbank Information Collections (IC) and Independent library services.

To add ILL items select the following options:

1. Circulation / Quick Work

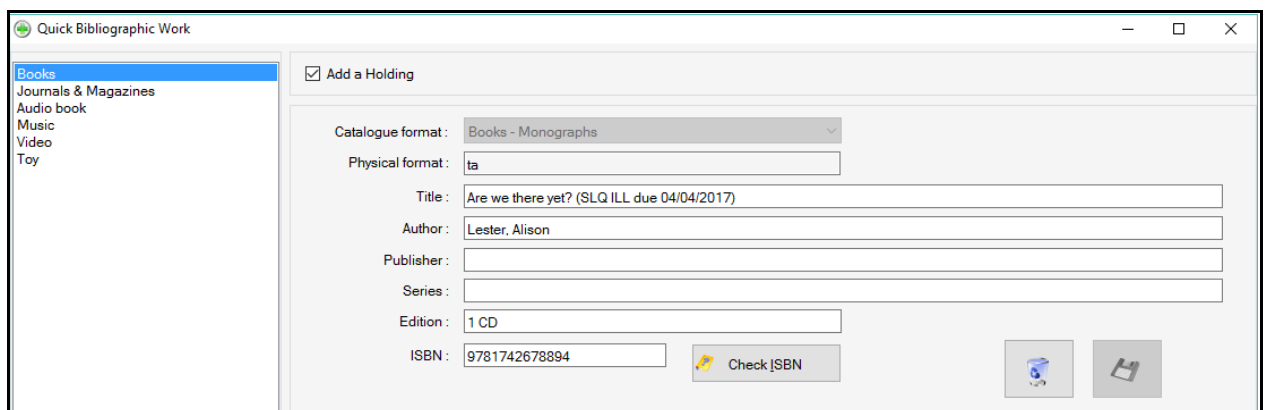


2. The **Quick Bibliographic Work** screen will be activated

A screenshot of the 'Quick Bibliographic Work' window. On the left is a sidebar with a tree view containing 'Books', 'Journals & Magazines', 'Audio book', 'Music', 'Video', and 'Toy'. The 'Books' item is selected. The main area has a checkbox labeled 'Add a Holding' which is checked. Below this are several input fields: 'Catalogue format' (a dropdown menu set to 'Books - Monographs'), 'Physical format' (a text box containing 'ta'), 'Title', 'Author', 'Publisher', 'Series', 'Edition', and 'ISBN'. There is a 'Check ISBN' button and two icons at the bottom right.

3. **Bibliographic Details** – minimal details are required for an ILL record.

- **Catalogue Format** – the default of **Books – Monographs** is to be retained regardless of the actual format of the item
- **Title** – add some identification regarding the owning library and the return date: e.g. (SLQ ILL due 04/04/2017).
- **Author** information – entered as *Surname, First name or Initials*).
- Use the **Edition** field to identify non-typical formats – e.g. CD, KIT, DVD
- Include the **ISBN** if required.

A screenshot of the 'Quick Bibliographic Work' window, similar to the previous one, but with example data entered into the fields. The 'Title' field contains 'Are we there yet? (SLQ ILL due 04/04/2017)', the 'Author' field contains 'Lester, Alison', the 'Edition' field contains '1 CD', and the 'ISBN' field contains '9781742678894'. The 'Check ISBN' button is highlighted with a yellow background.

4. Item/Holding details

- **Barcode** – use the owning library’s item barcode
- **Call number** – use ILL to assist in identification
- **Item Format** – select **InterLibrary Loan** (this will ensure statistics are accurate)
- **Physical Location** – ensure your library is selected
- **Loan Category** – this defaults to a normal 28 days loan, with the option of selecting 3 additional categories if required

5. If selected the option to proceed directly to the Loans screen once the record has been saved. If desired select the **Go to Loans after Save** checkbox before saving the record.

6. Click on **Save Work and Item** icon



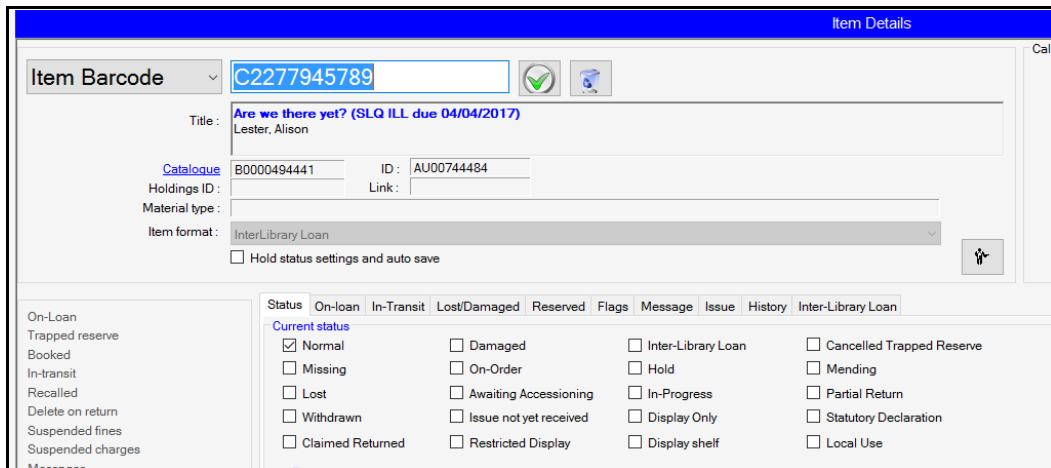
7. If the **Go to Loans after Save** option was not selected and there were no errors you will receive the **Save was successful** message. Additional items can be added as outlined in the steps above or click on the **Exit** icon.



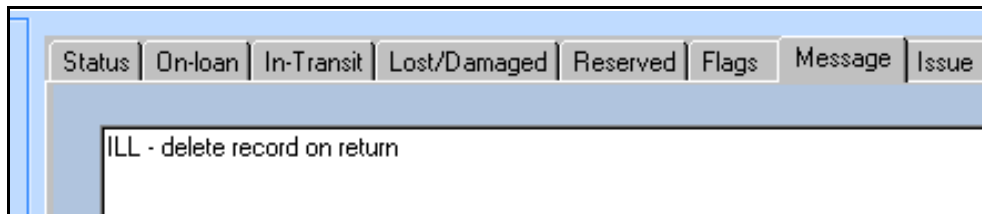
8. If the **Go to Loans after Save** option was selected the **Loan an Item** screen will be presented and the loan can be processed.

Add a reminder prompt to the item to alert the operator of an ILL at the time of return & that further action is needed.

9. Circulation / Item Details (or press F6 function key)



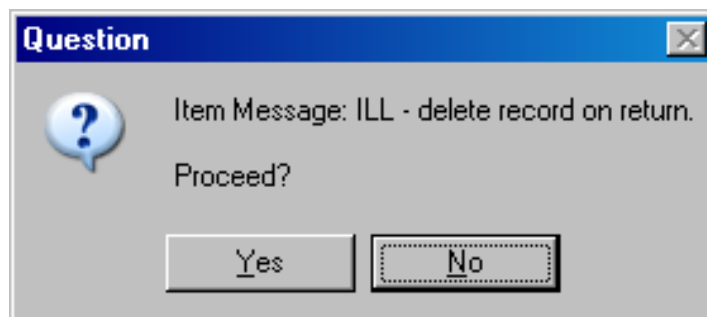
10. Select the **Message** tab – add a message to indicate the item is an ILL and that the record should be deleted.



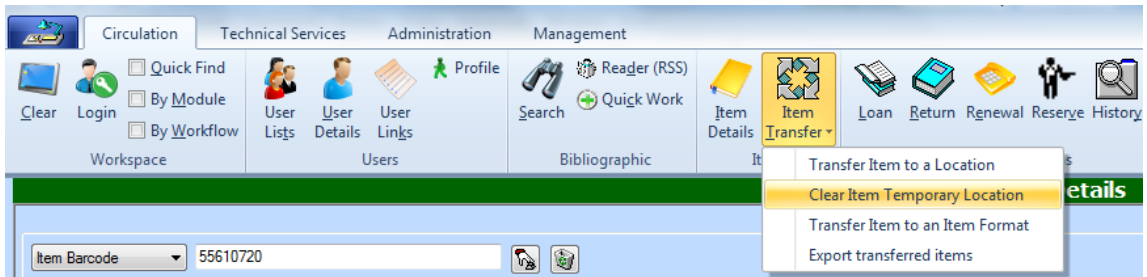
11. Click on the **Save** icon (bottom right of screen)



12. When the item is returned the message will alert the operator to remove the record and return the item to the owning library.

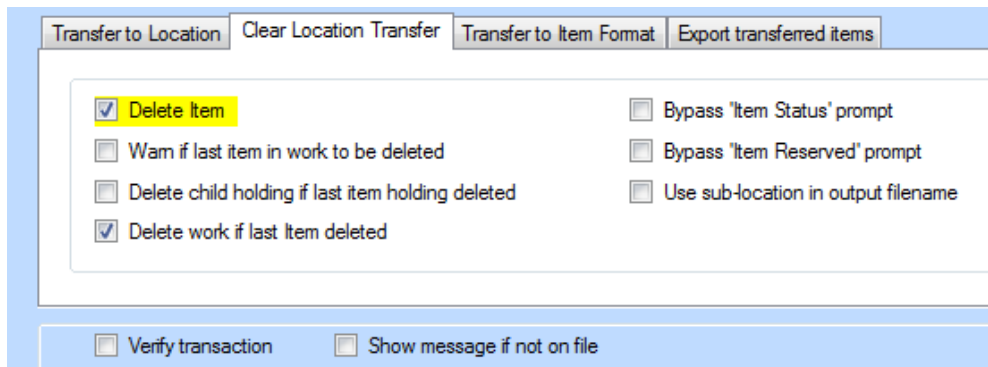


13. Select **Item Transfer / Clear Item Temporary Transfer Location.**

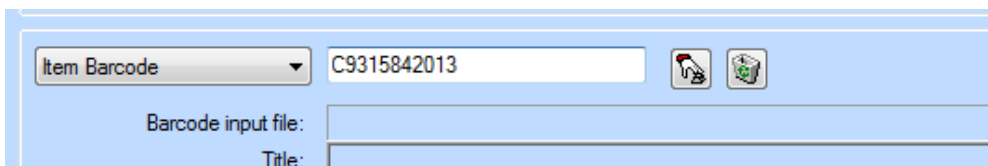


14. At the **Clear Location Transfer screen** select:

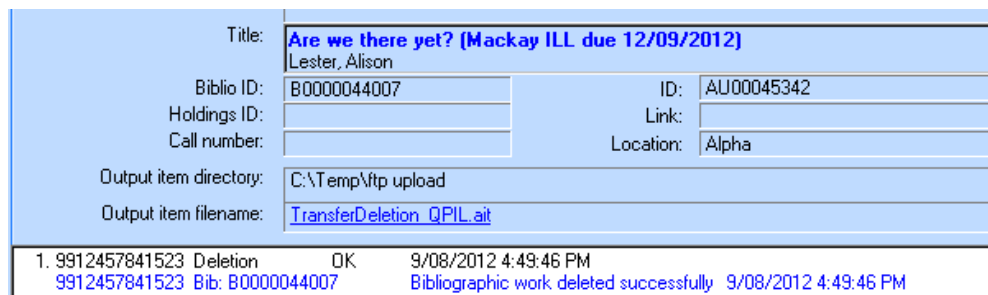
- Delete Item
- Delete work if last item deleted
- uncheck the Verify transaction



- The barcode will automatically transfer to this screen from the Return screen.



15. Scan the item barcode – this will remove both the item record and the bibliographic record from the database.



16. Close the Item Transfer screen. The item can now be sent back to the owning library.