

## Documentation of the Mastery: Interlibrary Loan for Circulation

1. When a patron wants a book that is not in our system, they can ask a librarian to start an Out of System Inter-Library Loan (ILL) request. The librarian confirms that the book is not available in our system, then fills out the form online through the Worldcat.org website. Patrons can submit requests through that site also.
2. When the item comes in it will be processed by the ILL clerks and placed on the hold shelf under the patron's name, with a cover sleeve explaining to the patron about ILLs and a date due slip. (Some are placed in a bag that has all of the same information.)
3. **Patrons must use their own cards.** Confidentiality rules require that we discuss library transactions with the patron of record only.
4. **Special conditions of loan:** Please warn patrons about these special conditions at checkout.
  - They need to return the item in a timely fashion in good condition.
  - Renewals are not guaranteed. See #6 for Renewal procedures.
  - The default amount for "lost" ILL items is \$75.00—the actual charges may exceed \$75.00. An ILL can be made "lost" at any time after the item is overdue and that will trigger a UMS charge as well.
5. Loan Period for ILLs: Due Dates are set by the lending library. The due date noted on ILL item is the due date that should be used (**ILL items check out for 1 day only, so you have to use 'special' or 'reset' date in Polaris to change it**). Use either of these methods:
  - Special date check out is chosen before you check the item out: Choose 'special', select the date and choose "for next item only".
  - Date reset is done after check-out: check the item out, then highlight it, right-click and choose 'reset', then choose your date.
6. **Can ILL Materials Be Renewed?** Maybe. Some libraries allow renewals, some don't. Not all renewal requests are granted.
  - Encourage patrons to use the materials in the time allotted.
  - Advise patrons to request renewals prior to the due date—we cannot request renewals for overdue items.
    - **If a renewal is needed and the BPL ILL people are not available, you can call downtown (435-1882) to request a renewal.**
7. **When ILLs are returned** they should be checked in and placed in the box for ILL returns under Norene's desk.

### Proof of Mastery:

- Demonstrate to a Training Proctor that you know how to do a "special date check-out" using the Dummy ILL item on the holds shelf.
- Then check it in and put it where ILL items go upon return. (Currently in a box on the cart just inside the Workroom.)

### Current Training Proctors for this Mastery: ILL for Circ

- Cathy Johnson
- Norene Saccone
- Julia Schult

### Resources:

**This task is estimated to take approximately 10 minutes to master.**

**They will need:** the documentation above and a Polaris terminal