

Documentation of the Mastery: Interlibrary Loan for Librarians

ILL General Info:

- A. When the item comes in it will be processed by the ILL clerks and put on Hold for the patron through a special Polaris temporary record. They receive the usual Hold notice.
- B. **Patrons must use their own cards to check out ILL items.** Confidentiality rules require that we discuss library transactions with the patron of record only. They need to return the item in a timely fashion in good condition. The default amount for “lost” ILL items is \$75.00 –the actual charges may exceed \$75.00.
- C. 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; the person who checks the item out to the patron has to use ‘special’ or ‘reset’ date in Polaris to change it when checking the item out.
- D. **Can ILL Materials Be Renewed?** Maybe. Some libraries allow renewals, some don’t. Not all renewal requests are granted.
 - a. Encourage patrons to use the materials in the time allotted.
 - b. **Advise patrons to request renewals prior to the due date**—we cannot request renewals for overdue items.
- E. **ILLs should be returned at BPL.** They will be checked in and placed in the ILL returns box next to the intercom system in the Work Room.

ILL Procedures for Librarians: How to initiate an “out-of-system Interlibrary Loan”:

1. Check Polaris carefully.
 - Double-check the exact title and author by Googling it or using Amazon.com
 - Try all ways of searching: Title, Author, Keyword
 - Double-check that you are searching All Branches and All Formats.
2. Open a web browser window (such as Chrome or Firefox) and type in the address worldcat.org
3. A window will pop up asking:

Would you like to:

- Go to onondagacountyp.l.on.worldcat.org/discovery (recommended)
- Stay on www.worldcat.org

Click “Continue” to go to the Onondaga County-specific Worldcat.

4. In the search box, type the title that the patron wants.
 - Note: whatever you type is searched as a word in the Title of the item.
 - If you need to search using more than title words, use Advanced Search.
5. If the item you found shows “Held by: Onondaga County Public Library” you will not be able to use the OCLC ILL form. You must find a record for an edition of the item that does not say “Held by: Onondaga County Public Library”.
6. Once you have identified a suitable record, look for the button under Availability:

Availability

Request Item through Interlibrary Loan 

Fill out the form, and when you click Submit, the system will give you an ILL Request # and send the request to the Central Library ILL department. (You do not need to note the ILL Request #, but it does provide a way to track down the request later if needed.)

FILLING OUT THE REQUEST FORM:

About my request

PATRONS WITH MORE THAN \$5.00 IN FINES CANNOT PLACE REQUESTS. * **Service Type:**

Book/Media - Loan

Needed before (yyyymmdd)(optional)

If patron provides a date, otherwise leave blank

* **Amount willing to pay:**

You must enter at least 2 digits: use 00 if patron does not want to pay.

* **Pickup Location:**

Comments:(optional)

This may be left blank if the request is normal. Any information that the ILL department might need goes here. For instance, if the patron wants a specific edition, or if the request is for an article or issue of a magazine, provide details here.

My contact information

* **First Name:**

* **Last Name:**

* **Library Card Number:**

You can scan in the barcode or enter it by hand.

* **E-mail Address:**

Telephone:(optional)

* **Mailing Address:**

* **City:**

* **Zip Code:**

You are library staff, so **DO fill out this box:**
Example:
Julia/Baldwinsville

Staff Use Only (Name/Library) (optional)

When you Submit the form, it may ask if you want to remember the password – it thinks the Library Barcode is a password; just say No.

Proof of Mastery:

- Fill out the ILL Request form on the Onondaga County site for Worldcat, per the instructions above. **For the Mastery, DO NOT click SUBMIT** at the end of the form.
- You can use the title *Offa's Dyke : history and guide* for this exercise (it is not in OCPL).
- Print out the filled in form. Write "For Mastery ILL for Librarians" and your initials on the printout, and put it in the box of one of the proctors listed below.

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
- a computer with internet access that can print.