

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 request 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 loans 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 conditions at checkout:
 - They need to return the item in a timely fashion and in good condition.
 - 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 must use 'Special Loan' to change it**). Set the due date before you scan the item barcode:
 - Choose 'Special Loan',
 - select the date from the calendar and
 - choose "Apply to next item only".
 - If you accidentally check an ILL out without setting a new due date: In Leap, go to the patron record, check the item you need to change, then click the Reset Due Date button.
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 at least a week 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 ILL Returns box on the cart just inside the Workroom.

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.
- Check the item in and put it where ILL items go upon return.

Current Training Proctors for this Mastery: ILL for Circ

- Norene Saccone
- Julia Schult

Resources:

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

They will need: This documentation and access to Leap