

Borrowing Overview

1. Double click "Awaiting Copyright Clearance." Either Click on "No Problem" or "Save the CCC" payment.
2. Double click on "Awaiting Request Processing."
 - a. Check to see if we own it via: Primo, A-Z List, EDS, Google Search – save the article if you can, route the article or book request Document Delivery to "Awaiting DD Stacks Searching." Follow Document Delivery directions to finish.
 - b. Order the item on OCLC
 - i. Click OCLC Tab
 - ii. Search the title, ISSN, etc.
 - iii. Choose the appropriate result from the list by highlighting
 - iv. Click on Holdings icon in the ribbon, and choose "Custom Holdings."
 - v. Choose LVIS
 - vi. Double click on symbols and choose up to 15
 - vii. Click Create Work Form
 - viii. Click "Send Request"
 - ix. Go back to the Details Tab – Click "Request Sent"
 - c. Or, Cancel a by clicking on "Cancel Request" and choosing the appropriate reason. Checkmark the Send Notification and Edit Notification boxes. Click on Cancel Request. Edit the email if needed and Click on "Send" to send the email.

Receiving a Book

3. Click on Borrowing Tab located along the top menu line
 - a. Click on "Check in From Lending Library"
 - b. Type in the ILL Number in the ILL Number box and hit Enter
 - c. Verify the information is correct (add the library's information if needed)
 - d. Click on "Check In"
 - e. Click the small red "x" located in the middle of the screen
 - f. Click "Print Receives" along the Borrowing ribbon
 - g. Say "yes" or "ok" to both pop-up boxes.
 - h. 2 Word Documents will open
 - i. Print both documents on regular paper
 - j. Go to the Borrowing Ribbon
 - k. Click on the "Check Out" icon
 - l. Type in the ILLiad Transaction number and hit enter
 - i. Items should automatically check out to the patron in ILLiad. If they do not, click on "Auto Process" in the ribbon
 - ii. Click the red "x" to exit this screen
 - m. Band the book with the long horizontal sheet of paper.

- n. Highlight the name of the patron and the due date
- o. Staple any paperwork inside of the item with the square label you printed
- p. Paperwork goes inside the filing cabinet, second drawer down, alphabetically by the book's title.
- q. Place the borrowed item on the Holding Shelf under the student's last name.
- r. **If the book is for a Distance Education student, give the item to the ILL Student worker to make a UPS shipping and return label. Also, informational brochures should be placed inside of the book. (by the student worker's desk).

Receiving an Article:

The article has been sent either via email, fax, or in physical form. The item needs to be saved as .tif or .pdf. Emails you can save directly to a known folder. Print items need to be scanned on the copier and sent to an email and then saved. Follow the copier instructions for scanning.

1. Click on the Borrowing Tab located along the top menu line in the ribbon
2. Click on the "Check in From Lending Library"
3. Click on the ILL Number box. Type in the ILL Number and hit enter
4. Verify the information. Add the library information if needed.
5. Add the length of the article by clicking in the page numbers field and adding the number.
6. Click on "Check in Scan Now," if you have the item already scanned and saved. The odyssey window will open.
7. Import the document if it didn't automatically load
8. Check the pages
9. Click on "Deliver."

Return any borrowed Books

1. Click on the ILLiad Borrowing tab located along the top menu line
2. Click on "Check In"
3. Scan the Transaction Number
4. Click on "Process queue"
5. Exit out of screen
6. Click on Print Returns
 - a. Print the return slips if you like, or just exit out without saving.
7. Pull paperwork from tall white filing cabinet
 - a. Small square goes in the folder "Returned Patron Books"
 - b. All other paperwork goes inside the book
8. Print a UPS return label
9. Package the Book and take to the mail room