



Make a Request –

- Log into **OPALS**, Click on ILL Tab. Click on My Requests (union screen pops up)
- In **CIDER** type Username and Password (a list of your ILL requests pops up)
- Click on **CIDER** under quick search location
- Type in title desired (or ISBN, author, etc), click *Search* (a list of books pop up, check mark the desired book)
- Click on *Request ILL*, Click on RID #. Select up to 3 responders, enter the borrowers name and ID
- Click on responder library, Fill in name, number of copies
- Click on **Submit Request** (note it will now have an ILL ID)
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To See Requests others have made –

- In **OPALS** – ILL – ILL Responses
- In **CIDER** login, click on ID, at bottom click on reject, fill etc.
- Scan in barcode, fill in due date, notes etc. click **OK**

Print Slips

- Scan book barcode, checkmark box for book click OK (item processed will show on loan)

Check Status of Requests

- In **OPALS** - ILL – My Requests

Loaning to Patron

- In **OPALS** Click ILL - Add ILL Temp Record
- Type or Scan loan ID from Packing Slip, (the ILL No located on the top center of the packing slip) click on LOAD
- Enter book barcode, it is now loaned to patron.

Return ILL (to borrowed from library)

- Click ILL – Requester return
- Scan in barcode (or ILL ID on packing slip), click OK (note: status will change to returned in transit).(Note: – temp record is deleted from your catalog.)

Library Receiving ILL item that had been loaned

- In **OPALS** click on Responder Receive – scan in or type barcode from packing slip. Click *OK*.
- Click *CONTINUE, RECEIVE*, enter item barcode, click OK (Note status will change to received.)