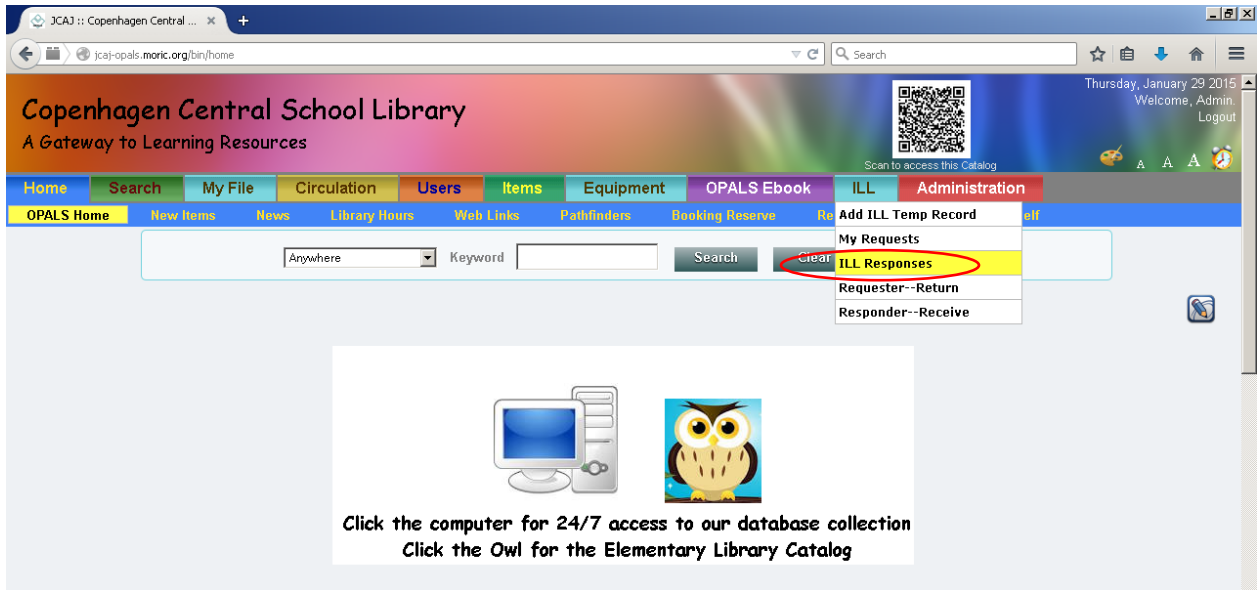


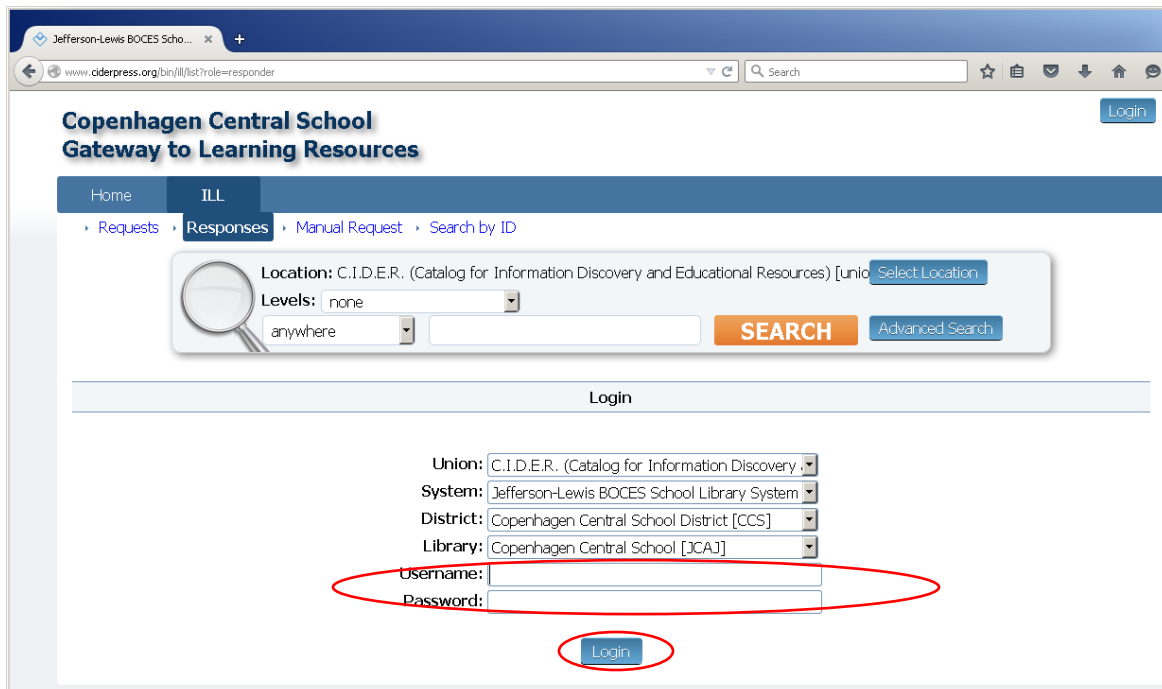
Mohawk Regional Information Center – Library Automation Service

Filling an ILL Request using your OPALS ILL Tab-(Lending)

1. Click on the **ILL** Tab.
2. Click on **ILL Responses**.



3. CIDER will open, Login to CIDER using your CIDER Username and Password. Click on Login.



Mohawk Regional Information Center – Library Automation Service



4. Check for **Open** in the **Status Column** on the right. When you have the item and want to fill the request. Click on the **ILL ID** in the first column.

Copenhagen Central School Gateway to Learning Resources Switch Logout

Home ILL

Portal Search

Location: C.I.D.E.R. (Catalog for Information Discovery and Educational Resources) [unio Select Location]

Levels: none

title **SEARCH** Advanced Search

ILL Responses

List of request(s) from: 2014-09-01

ILL ID: View [Print request\(s\) on the current page](#) Show: all ILLs

First Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Next Last

ILL ID	Title/Description	Author	Requester	Dates	Status
26390	My friend has autism <small>Request made on 2015-08-26, by Patty Nortz Testing Only Public Note</small>	Tourville, Amanda Doering	Belleville/Henderson Central School (JL/BHCSD/JBHJ)	Requested: 2015-08-26 Expiry: 2015-09-01	open

5. The ILL Information screen will appear. Here you will click on **Fill**. If you are unable to fill this request you can also click on Reject.

Levels: none

title **SEARCH** Advanced Search

ILL Information

ILL ID: View [Previous](#) [Next](#) Show: all ILLs

ILL ID:	26390
Status:	open
Copies Requested:	1
Title/Description:	My friend has autism
Author:	Tourville, Amanda Doering
Call Number:	J 618.92 TOU
Requester:	System: Jefferson-Lewis BOCES School Library System (JL) District: Belleville Henderson Central School District (BHCSD) Library: Belleville/Henderson Central School (JBHJ) Borrower: Lisa Addison (ID: LAS12345) Requested by: Patty Nortz Requested on: 2015-08-26 at 11:58:25 Expiry date: 2015-09-01
Responder(s):	System: Jefferson-Lewis BOCES School Library System (JL) District: Copenhagen Central School District (CCS) Library: Copenhagen Central School (JCAJ)
History:	Requester: JLBHCSDJBHJ Request made on 2015-08-26 at 11:58:25, by Patty Nortz Testing Only Public Note

Loan List:

Loan ID	Responder	Call Number	Bar Code	Loan Date	Due Date	Receipt Date	Lost Date	Status
---------	-----------	-------------	----------	-----------	----------	--------------	-----------	--------

Reject **Fill** Remind Renew Receive Cancel Loan Print Slip Note Report Lost Report Found

Mohawk Regional Information Center – Library Automation Service

6. The **FILL** pop up window will appear. Enter the **barcode of the item**, the **Due Date** and any **Public Note** or **Private Note**. Then Click **OK**.

7. The **Print Slip** pop up window will appear. Enter your **“Needed # of copies”** (default will be 1). To **Select Loan by Scanner** click in the box and scan the barcode of the item. In the **Loan List** make sure the boxes are checked. Then click on **OK**.

Loan ID	Responder	Call Number	Bar Code	Loan Date	Due Date	Receipt Date	Lost Date	Status
<input checked="" type="checkbox"/>	0000025496 Kate Fazio at Copenhagen Central School	J 618.92 TOU	CAJ40562	2015-08-26	2015-09-01			filled

8. The **Print Slip** will appear on your screen, I suggest printing 2 copies, 1 copy to place in the book to send out and the other copy to keep in a folder at your library.

INTERLIBRARY LOAN (ILL ID: 26390)					
<p>From: Copenhagen Central School (JLCCSUCA) 3020 Mechanic St. P.O. Box 30 Copenhagen, NY 13626 Tel.: (315) 688-4411 Email:</p>	<p>To: Belleville/Henderson Central School Attn: Patty Nortz (JLBHCSUJBJ) PO Box 158 8372 County Rte. 75 Belleville, NY 13611 Tel.: (315) 846-5411 Email: pnortz@bhpantners.org</p>				
<p>Borrower: Lisa Addison Borrower ID: LAS12345 Title/Desc.: My friend has autism Author: Tourville, Amanda Doering Call Number: J 618.92 TOU Printing Date: 2015-08-26</p>	<table border="1"> <thead> <tr> <th>ILL Information</th> <th>History</th> </tr> </thead> <tbody> <tr> <td> <p>Requester: JLBHCSUJBJ Request made on 2015-08-26 at 11:58:25, by Patty Nortz Testing Only Public Note Responder: JLCCSUCAJ Request filled on 2015-8-26, by Kate Fazio TESTING ONLY PUBLIC NOTE FIELD TESTING ONLY PRIVATE NOTE FIELD</p> </td> <td></td> </tr> </tbody> </table>	ILL Information	History	<p>Requester: JLBHCSUJBJ Request made on 2015-08-26 at 11:58:25, by Patty Nortz Testing Only Public Note Responder: JLCCSUCAJ Request filled on 2015-8-26, by Kate Fazio TESTING ONLY PUBLIC NOTE FIELD TESTING ONLY PRIVATE NOTE FIELD</p>	
ILL Information	History				
<p>Requester: JLBHCSUJBJ Request made on 2015-08-26 at 11:58:25, by Patty Nortz Testing Only Public Note Responder: JLCCSUCAJ Request filled on 2015-8-26, by Kate Fazio TESTING ONLY PUBLIC NOTE FIELD TESTING ONLY PRIVATE NOTE FIELD</p>					

Mohawk Regional Information Center – Library Automation Service

After you have printed the **Print Slip**. The item is automatically checked out and a loan transaction is created.

The screenshot shows a web browser window displaying the Copenhagen Central School Library website. The page features a navigation menu with categories like Home, Search, My File, Circulation, Users, Items, Equipment, OPALS Ebook, ILL, and Administration. Below the menu is a search bar with the keyword "My friend has Autism" entered. The search results show one item: "My friend has autism" by Tourville, Amanda Doering, published in 2010. The item's status is displayed as "AVAIL: 0" and "ON LOAN: 1", with the latter circled in red. The page also includes a QR code, a date of Thursday, January 29, 2015, and a "Refine Search" section with a language filter set to English (1).

Updated 9-8-15