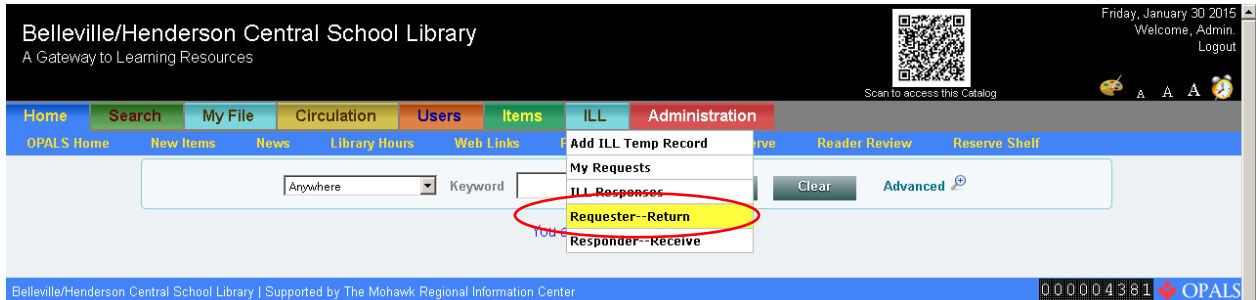


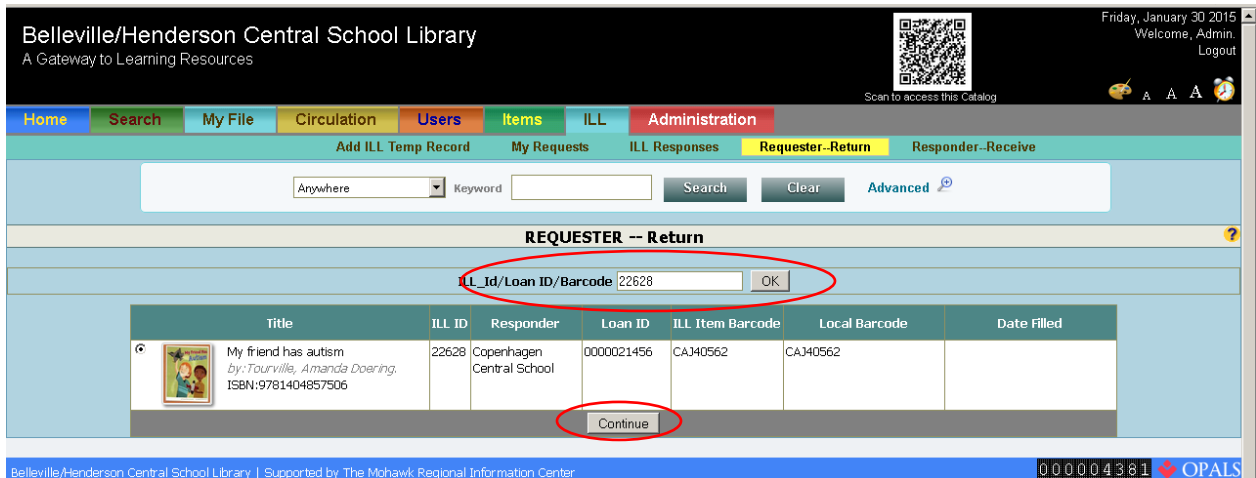
Mohawk Regional Information Center – Library Automation Service

OPALS ILL Returns – sending the item back to lending library

1. First make sure you have returned the item in your OPALS-Circulation>Returns screen from your user.
2. Click on the **ILL** Tab.
3. Click on **Requester - Return**



4. **Scan the ILL ID barcode at the top center of the packing slip.** You may also type in the number, if you type it you must click on OK. The ILL loan information will appear on the screen. Click on **Continue**.



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- The CIDER login screen will open up. Enter your CIDER User Name and Password then click on Login.

- Click on **Return** at the bottom of the screen.

ILL Information																												
ILL ID:	<input type="text" value="26390"/>	View	Previous	Next	Show: <input type="text" value="all ILLs"/>																							
ILL ID:	26390																											
Status:	filled																											
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: JLBHCSDUBHJ Request made on 2015-08-26 at 11:58:25, by Patty Nortz Testing Only Public Note <i>Testing Only Private Note</i> Responder: JLUCCSJCJA Request filled on 2015-08-26 at 12:17:02, by Kate Fazio TESTING ONLY PUBLIC NOTE FIELD																											
Loan List:	<table border="1"> <thead> <tr> <th>Loan ID</th> <th>Responder</th> <th>Call Number</th> <th>Bar Code</th> <th>Loan Date</th> <th>Due Date</th> <th>Receipt Date</th> <th>Lost Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>0000025496</td> <td>Kate Fazio at Copenhagen Central School</td> <td>J 618.92 TOU</td> <td>CAJ40562</td> <td>2015-08-26</td> <td>2015-09-01</td> <td></td> <td></td> <td>filled</td> </tr> </tbody> </table>	Loan ID	Responder	Call Number	Bar Code	Loan Date	Due Date	Receipt Date	Lost Date	Status	0000025496	Kate Fazio at Copenhagen Central School	J 618.92 TOU	CAJ40562	2015-08-26	2015-09-01			filled									
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Remove Request Renewal Return Print Slip Note Report Lost Report Found																												

Mohawk Regional Information Center – Library Automation Service

- The **Return** Popup Window will appear. **Scan or type** in the item barcode from the book. **Check** the boxes in the Loan List and enter any Public or Private Notes. Then click on **OK**.

Return

Select Loan by Scanner:
CAJ40562

Loan List:

<input type="checkbox"/> 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

Public Note:
TESTING ONLY PUBLIC NOTE

Private Note:
TESTING ONLY PRIVATE NOTE

OK Cancel

- The screen will refresh and the **Status** in the lower right hand corner will display **returned (in transit)** Click on **Print Slip** at the bottom. The **Print Slip** popup window will appear, verify the information on the screen and **Check** the box in front of the Loan ID. Then **Click OK**.

Print Slip

Needed # of copies: 1

Select Loan by Scanner:
CAJ40562

Loan List:

<input type="checkbox"/> 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			returned (in transit)

OK Cancel

- Your **Return Packing Slip** will appear, print this slip to place in book upon returning it to the lending library. ILL transaction is now complete.

INTERLIBRARY LOAN RETURN (ILL ID: 26300)

[Barcode]

From: Belleville/Henderson Central School
 (JLJRHCSJGIBHJ)
 PO Box 158
 8372 County Rte. 75
 Belleville, NY 13611
 Tel: (315) 848-5411
 Email: pnortz@bhpanthers.org

To: Copenhagen Central School
 Attn: Kate Fazio
 (JLJCCSJCIAJ)
 3020 Mechanic St
 P.O. Box 30
 Copenhagen, NY 13626
 Tel: (315) 688-4411
 Email:

ILL Information	History
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	Requester: JLJRHCSJGIBHJ Request made on 2015-08-26 at 11:50:25, by Patty Nortz Testing Only Public Note Testing Only Private Note Responder: JLJCCSJCIAJ Request filled on 2015-08-26 at 12:17:02, by Kate Fazio TESTING ONLY PUBLIC NOTE FIELD Requester: JLJRHCSJGIBHJ Loan returned on 2015-9-26, by Patty Nortz TESTING ONLY PUBLIC NOTE Loan ID: 0000025496 TESTING ONLY PRIVATE NOTE