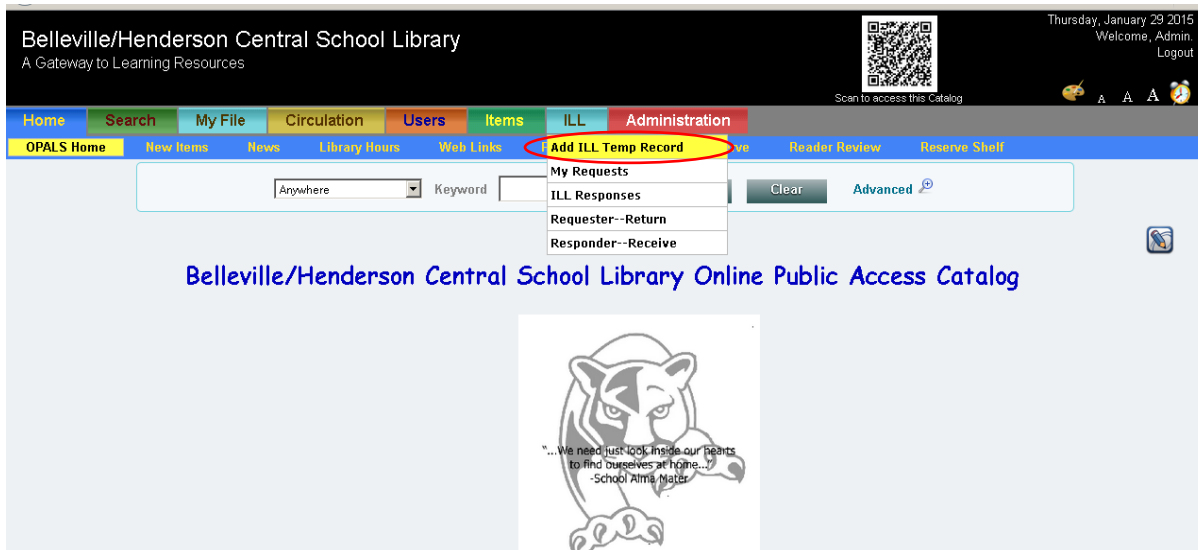


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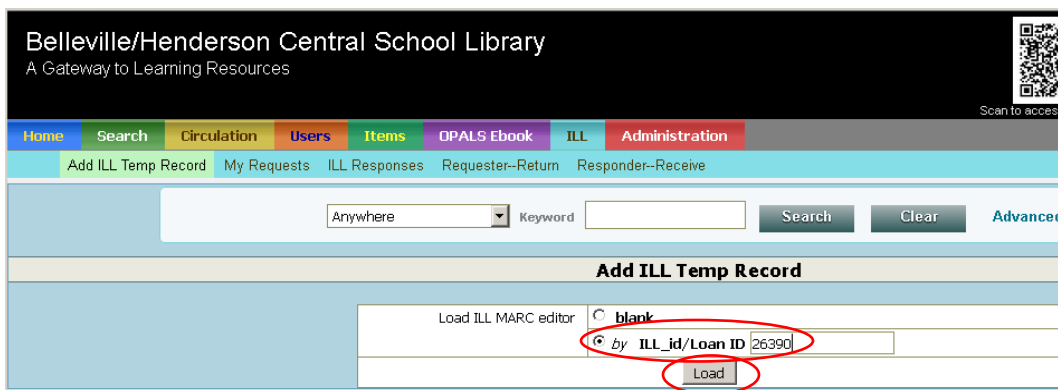
Receive Requested Item and loaning to your Teacher/Student

First step is to create a temporary record for the item you just received.

1. Click on the **ILL** Tab.
2. Click on **Add ILL Temp Record**.



3. The screen will change to the **Add ILL Temp Record** screen. Click in the box next to **“by ILL_ID/Loan ID”** and scan the **ILL ID Barcode** located at the **top center** of the Packing Slip. You can also type the ILL ID number in if you do not have a scanner attached to that computer. Then, click **Load**.



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- The subfields will appear for you to complete the ILL Temp Record. You will want to verify/enter the following information: Verify **Item Type**, in the **Call Number Prefix (852k)** type **ILL** then type the lending schools code in the **Item Part (852i)** ex. JCAJ.

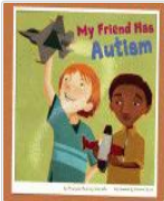
Anywhere Keyword Search Clear Advanced

Add ILL Temp Record

Load ILL MARC editor blank

by ILL_id/Loan ID 26390

Load

	Title My friend has autism *
Author Tourville, Amanda Doering	
Date of publication	
Name of publisher	
Place of publication	
Item type G *	
ISBN 9781404857506	
Location (Subfield 852\$a) JL	
Sublocation or collection (Subfield 852\$b) JBHJ	
Call number prefix (Subfield 852\$k) ILL	
Classification part (Subfield 852\$h)	
Item part (Subfield 852\$i) JCAJ	
Barcode <small>(Loan Id:0000025496)</small>	

Save New Record

- Click in the box next to **Barcode**, the Barcode Selector window will appear. **Scan** (or type) the item barcode from the book, Click **OK** to return to the **ILL Temp Record** screen.

Barcode Selector

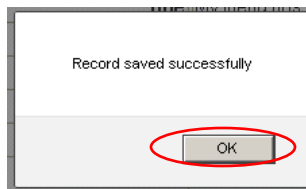
Vendor Manual Entry

The First Barcode CAJ40562

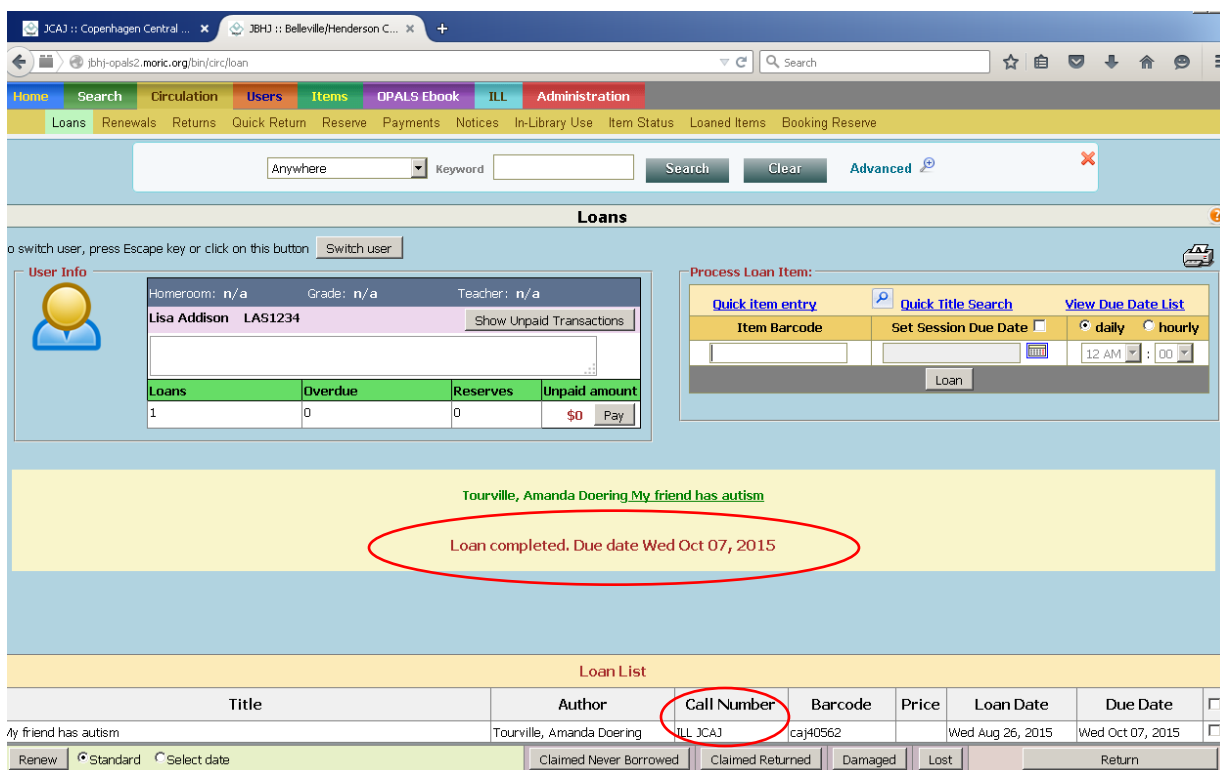
OK Cancel

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6. Click on **Save New Record** and the **ILL Temp Record** will be completed. Then Click **OK**.



7. Open **Circulation – Loans** Scan the User 's barcode or type in the Student/Teacher's last name, then scan the book barcode to check the item out. You have successfully created your Temp ILL record and loaned it to your Student/Teacher.



The screenshot shows the 'Loans' section of a library automation system. At the top, there is a navigation menu with 'Loans' highlighted. Below the menu is a search bar with a dropdown menu set to 'Anywhere' and a 'Search' button. The main content area is titled 'Loans' and contains several panels. On the left, there is a 'User Info' panel for 'Lisa Addison' with a 'Show Unpaid Transactions' button. In the center, there is a table with columns 'Loans', 'Overdue', 'Reserves', and 'Unpaid amount'. On the right, there is a 'Process Loan Item' panel with fields for 'Item Barcode', 'Set Session Due Date', and a 'Loan' button. A yellow banner across the middle of the page displays the text 'Loan completed. Due date Wed Oct 07, 2015', which is circled in red. Below the banner is a 'Loan List' table with columns: Title, Author, Call Number, Barcode, Price, Loan Date, Due Date, and a checkbox. The first row of the table shows the title 'My friend has autism', author 'Tourville, Amanda Doering', call number 'ILL JCAJ', barcode 'caj40562', loan date 'Wed Aug 26, 2015', and due date 'Wed Oct 07, 2015'. The 'Call Number' column is circled in red. At the bottom of the table, there are buttons for 'Renew', 'Standard', 'Select date', 'Claimed Never Borrowed', 'Claimed Returned', 'Damaged', 'Lost', and 'Return'.

Title	Author	Call Number	Barcode	Price	Loan Date	Due Date	
My friend has autism	Tourville, Amanda Doering	ILL JCAJ	caj40562		Wed Aug 26, 2015	Wed Oct 07, 2015	<input type="checkbox"/>

Updated 9-8-15