

SCOOOLS Union Catalog Inter Library Loan (ILL)

This is an outline of an ILL procedure from start to finish. Details of each step are included on the following pages.

1. Access SCOOOLS through your Library OPALS integrates ILL loans and returns in OPALS circulation. (actual website is <http://scools.org>)
2. Requesting: asking for an item to be sent to your library for a patron. This makes you the “REQUESTER” for this item. Start process in OPALS. *ILL > My Requests*
3. Responding: fills a request for an item from your library. This makes you the “RESPONDER”. For this item. Start process in OPALS. *ILL > ILL Responses*. **Automatically creates a Loan in OPALS to requesting library.
4. Requested Item has arrived at your library. Loan this ILL to patron. Start process in OPALS. *ILL > ADD ILL Temp Record*. Then *Circulations > Loans > loan temp items to patron*.
5. Returning ILL. Requester returns ILL items in OPALS circulation. Start return process . *ILL > Requester-Return*.
6. Receiving ILL. ILL Item arrives back to responding library. Start process. *ILL > Responder-Receive* . **Automatically returns items in OPALS.

NOTE WORTHY:

- ⇒ A packing slip should ALWAYS travel with an item. This has ILL ID and school information needed to track the item.
- ⇒ MARK the packing slip “return to: Library Name” if you are going to use the original packing slip.
- ⇒ Address ALL non ONC BOCES schools items to DEB COLE or CHERYL MILLER at OAOC in Milford. We track ALL ILL outside ONC BOCES ILLs and ship them to the corresponding BOCES.
- ⇒ ONC BOCES school items can be addressed directly to them (point—to—point). If you need a list of ONC BOCES school library, please let me know.

SCOOLS Union Catalog Inter Library Loan (ILL)

ILLs can be processed directly through OPALS. This will automatically create Loans and Returns in OPALS as well as automatically returning ILLs in SCOOLS. This method will help track ILLs seamlessly.

Wednesday, June 10 2015
Welcome, Admin
Logout

Home Search My File Circulation Textbooks Users Items Equipment ILL Administration

OPALS Home New Items News Library Hours Web Links Pathfinders Booking Reserve Add ILL Temp Record My Requests ILL Responses Requester--Return Responder--Receive

Location: All Anywhere Keyword Search

Click ILL . My Requests to begin an ILL request
The SCOOLS union Login Screen will appear

You are logged in as admin

Supported by Otsego-Northern Catskills BOCES School Library System, Milford, NY 000000873 OPALS

Login

Home ILL Requests Responses Manual Request Search by ID

Location: South Central Organization Of (school) Library Systems [union] Select Location

Levels: none anywhere SEARCH Advanced Search

Login

Union: South Central Organization Of (school) Librar
System: ONC BOCES SLS [ONC]
District: ONC BOCES [ONCD]
Library: Otsego Northern Catskills BOCES School Libr

Username:
Password:

Login

Using the down arrows , filter down to your school library.

Login

The ILL Request screen will appear with the Search Box and your list of previous ILL Requests.

Otsego Northern Catskills BOCES School Library System
Gateway to Learning Resources

Home ILL Items Administration

Portal Search

Location: South Central Organization Of (school) Library Systems [union] [Select Location](#)

Levels: none

anywhere [SEARCH](#) [Advanced Search](#)

ILL Requests

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	Responder	Dates	Status
81734	Year Zero <small>Item received on 2015-06-10, by Lisa Page Loan ID: 0000065641.</small>	Long, Jeff.	Greene High (DCMO/G/GRH)	Requested: 2015-05-14 Expiry: 2015-06-13	received by responder
81610	The house <small>Item received on 2015-06-01, by Teana Lauth Received book 05/26/15. Thanks Loan ID: 0000065518.</small>	Little, Bentley.	Binghamton High School (BDT/BN/BNA)	Requested: 2015-05-07 Expiry: 2015-06-06	received by responder
81443	Corduroy goes to the fire station <small>Request rejected on 2015-05-05, by Anita Barra</small>	Freeman, Don.	Laurens Central (ONC/LAD/LA)	Requested: 2015-04-30 Expiry: 2015-05-30	rejected

Search Features:

Basic Search:

Change the search field from ANYWHERE by clicking the down arrow & selecting a new field
Enter the criteria in the search box & click the Search button.

Refined Search:

Use any of the features below to refine the search

Location: South Central Organization Of (school) Library Systems [union] [Select Location](#)

Levels: none

anywhere [SEARCH](#) [Advanced Search](#)

Where you are searching

Levels: Lexile ;
Fountas & Pinnell ;
Accelerated Reader ;
Reading Counts

Advanced Search

anywhere

AND subject

AND title

OR author

Formats:

- Artifact
- Audiobook
- Blu ray
- Book
- CD Music
- Compact Disc
- DVD
- Electronic Media
- Internet
- Journal
- Library Kit
- Manuscript Book
- Manuscript Map
- Manuscript Music
- Map
- Mixed Material
- Movie
- Music Cassette
- Photo, Poster
- Serial
- Sheet Music
- Video Cassette

[Search](#) [Cancel](#)

Location

System: - All -

District: - All -

Library: - All -

[Search](#) [My Location](#) [Reset](#) [OK](#) [Cancel](#)

Select Location allows you to filter to a specific BOCES (ie; ONC) all the way down to a specific library.

Requesting ILL

ILL Requests							
Title:	The Fault in our Stars						
Author:	Green, John						
Responders:	# of Holdings	System		District		Library	
		Code	Name	Code	Name	Code	Name
<input type="checkbox"/>	1	BDT	Broome-Tioga Boces	BN	Binghamton City School District	BNE	East Middle School
<input type="checkbox"/>	1	BDT	Broome-Tioga Boces	BN	Binghamton City School District	BNF	West Middle School
<input type="checkbox"/>	1	BDT	Broome-Tioga Boces	CS	Chenango Forks Central School District	CSA	Chenango Forks High School
<input type="checkbox"/>	1	BDT	Broome-Tioga Boces	CS	Chenango Forks Central School District	CSH	Chenango Forks Middle School
<input type="checkbox"/>	3	TST	Tompkins-Seneca-Tioga BOCES	ISD	Ithaca School District	ITB	Boynton Middle
<input type="checkbox"/>	5	TST	Tompkins-Seneca-Tioga BOCES	ISD	Ithaca School District	ITH	Ithaca High
<input type="checkbox"/>	2	TST	Tompkins-Seneca-Tioga BOCES	LSD	Lansing School District	LAH	Lansing High
<input type="checkbox"/>	1	TST	Tompkins-Seneca-Tioga BOCES	LSD	Lansing School District	LAM	Lansing Middle
<input type="checkbox"/>	1	TST	Tompkins-Seneca-Tioga BOCES	SSSD	South Seneca Schools District	SOH	South Seneca High
<input type="checkbox"/>	1	TST	Tompkins-Seneca-Tioga BOCES	TCSD	Trumansburg Central School District	TBM	Trumansburg Middle
Number of Copies:	<input type="text" value="1"/>						
Expiry Date:	<input type="text"/>						
Borrower's Name:	<input type="text"/>						
Borrower's ID:	<input type="text"/>						
Public Note:	<input type="text" value="Public note as needed"/>						
Private Note:	<input type="text" value="Private note as needed show only in detail of ILL & packaging slips"/>						
Submit Request							

Check the Responder box(es) you want to borrow from.

NOTE: the more copies you request the more boxes you can check. Up to 3 for 1 copy

of copies you need

Borrowers information will show only on slips & detail of ILL (optional)

Date Needed By (optional will use default)

Click to complete request

Confirmation ILL ID and list of emails sent.

ILL Requests	
Request confirmed: : ILL ID 81847. An email will be sent to the following address(es):	
Name	Email Address
Admin Admin	
Maria Johnson	mjohnson@roxburycs.org
Deb Cole	ill@mail.oncboces.org

ILL ID is important as it drives the process of the item.

Responding to an ILL Request It's recommended to check ILL Requests once a day. Login to OPALS

ILL Responses

Click ILL ID to respond

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

OPEN: a response is needed

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
81848	The Fault in our Stars Request made on 2015-06-10, by Cheryl Miller Public note	Green, John	Otsego Northern Catskills BOCES School Library System (ONC/ONCD/SL)	Requested: 2015-06-10 Expiry: 2015-09-30	open
81847	The Fault in our Stars Request made on 2015-06-10, by Cheryl Miller	Green, John	ONC BOCES SLS (ONC)	Requested: 2015-06-10 Expiry: 2015-07-10	open
81779	Fantastic Mr. Fox. Request cancelled on 2015-06-10, by Jessica Ewing	Dahl, Roald.	Gilboa-Conesville Central (ONC/GCD/GC)	Requested: 2015-05-19 Expiry: 2015-06-18	cancelled

Responding to an ILL Request Con't

ILL Information

ILL ID: View Previous Next Show: all ILLs

ILL ID: 81848
Status: open
Copies Requested: 1
Title/Description: [The Fault in our Stars](#)
Author: Green, John

Call Number: F Gre
 F Gre
 F Gre
 F Gre
 F Gre
 F Gre

Requester: **System:** ONC BOCES SLS (ONC)
District: ONC BOCES (ONCD)
Library: Otsego Northern Catskills BOCES School Library System (SL)
Borrower: Cheryl Miller (ID: P1)
Requested by: Cheryl Miller
Requested on: 2015-06-10 at 15:51:38
Expiry date: 2015-09-30

Responder(s): **System:** ONC BOCES SLS (ONC)
District: Roxbury CSD (ROD)
Library: Roxbury Central (RO)

History: **Requester:** /ONC/ONCD/SL
 Request made on 2015-06-10 at 15:51:38, by Cheryl Miller
 Public note
 Private Note

Note if needed

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								

Will go to next listed responder

Fill

Fill

Barcodes:
 1R000010288
 1R000010286

Due Date:

Public Note:
 As Needed

Private Note:
 As Needed

Scan item barcode(s) you are loaning

Select Due Date (default 30 days if not changed)

Print Slip

Needed # of copies: 1
Select Loan by Scanner:

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"/>	0000065688	Cheryl Miller at Roxbury Central	F Gre	1R000010288	2015-06-11	2015-06-30			filled
<input checked="" type="checkbox"/>	0000065689	Cheryl Miller at Roxbury Central	F Gre	1R000010286	2015-06-11	2015-06-30			filled

Select Box(es) to print packing slip

Responding to an ILL Request Con't

Print Package slip. ALWAYS travels with an item

INTERLIBRARY LOAN (ILL ID: 81848)

From: Roxbury Central (/ONC/ROD/RO) 53729 State Hwy 30 P.O. Box 207 Roxbury, NY 12474 Tel.: Email: mjohnson@roxburycs.org	To: Otsego Northern Catskills BOCES School Library System Attn: Cheryl Miller (/ONC/ONCD/SL) 1914 County Rt. 35 P.O. Box 57 Milford, NY 13807 Tel.: Email:
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ILL Information															
Borrower: Cheryl Miller Borrower ID: P1 Title/Desc.: The Fault in our Stars Author: Green, John Call Number: F Gre F Gre F Gre F Gre F Gre F Gre F Gre Printing Date: 2015-06-11	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Requester:</th> <th style="text-align: left;">History</th> </tr> </thead> <tbody> <tr> <td>/ONC/ONCD/SL</td> <td>Request made on 2015-06-10 at 15:51:38, by Cheryl Miller</td> </tr> <tr> <td></td> <td>Public note</td> </tr> <tr> <td></td> <td>Private Note</td> </tr> <tr> <td>/ONC/ROD/RO</td> <td>Request filled on 2015-6-11, by Cheryl Miller</td> </tr> <tr> <td></td> <td>Public Note responding as needed</td> </tr> <tr> <td></td> <td>Private Note responding as needed</td> </tr> </tbody> </table>	Requester:	History	/ONC/ONCD/SL	Request made on 2015-06-10 at 15:51:38, by Cheryl Miller		Public note		Private Note	/ONC/ROD/RO	Request filled on 2015-6-11, by Cheryl Miller		Public Note responding as needed		Private Note responding as needed
Requester:	History														
/ONC/ONCD/SL	Request made on 2015-06-10 at 15:51:38, by Cheryl Miller														
	Public note														
	Private Note														
/ONC/ROD/RO	Request filled on 2015-6-11, by Cheryl Miller														
	Public Note responding as needed														
	Private Note responding as needed														

ILL Loan ID 0000065688	Title: The Fault in our Stars Author: Green, John	ILL ID 81848	Due Date: 2015-06-30
ILL Loan ID 0000065689	Title: The Fault in our Stars Author: Green, John	ILL ID 81848	Due Date: 2015-06-30

**** You can now logout of SCOOLES. The ILL loan transaction will automatically be circulated in your OPALS**

Name of school requesting ILL

Loans

To switch user, press Escape key or click on this button Switch user

User Info	Homeroom: n/a Grade: n/a Teacher: n/a Otsego Northern Catskills BOCES School Library Sys ILL Show Unpaid Transactions ILL library name: Otsego Northern Catskills BOCES School Library System, ILL library ID 338	Process Loan Item: Quick item entry Quick Title Search View Due Date List Item Barcode Set Session Due Date <input checked="" type="radio"/> daily <input type="radio"/> hourly [] [] 12 AM : 00 Loan
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Loans	Overdue	Reserves	Unpaid amount
2	0	0	\$0 Pay

Loan List							
Title	Author	Call Number	Barcode	Price	Loan Date	Due Date	
The fault in our stars	Green, John	F Gre	1RO00010288	p15.34usd	Thu Jun 11, 2015	Tue Jun 30, 2015 11:26 AM	<input type="checkbox"/>
The fault in our stars	Green, John	F Gre	1RO00010286	p15.34usd	Thu Jun 11, 2015	Tue Jun 30, 2015 11:26 AM	<input type="checkbox"/>

Renew
 Standard
 Select date
 Damaged
 Lost
 Return

Receiving a requested ILL item

In OPALS loan the ILL to the patron

Otago Northern Catskills BOCES School Library System
A 21st Century Virtual Electronic Library

Thursday, June 11 2015
Welcome, Admin.
Logout

Home Search My File Circulation Textbooks Users Items Equipment ILL Administration

OPALS Home New Items News Library Hours Web Links Pathfinders Booking Reserve

Reserve Shelf

Location All Anywhere Keyword Search Clear

To begin select ILL > Add ILL Temp Record

Add ILL Temp Record
My Requests
ILL Responses
Requester--Return
Responder--Receive

Add ILL Temp Record

Load ILL MARC editor blank Scan (or type) ILL ID from Packing Slip

by ILL_id/Loan ID 81848

Load

Title: The Fault in our Stars

Author: Green, John

ISBN: 0525478817

Item type: G

Location (Subfield 852\$a): ONC

Sublocation or collection (Subfield 852\$b): SL

Barcode: 1R000010288 (Loan Id:0000065688)
1R000010286 (Loan Id:0000065689)

Save New Record

Enter item(s) Barcode(s)
OR ILL Loan ID (in blue)
can be used

Barcode Selector

Vendor: Manual Entry

The First Barcode: 1R000010288

OK Cancel

Complete the loan in OPALS circulation. Using the Temp record you just created

to switch user, press Escape key or click on this button Switch user

User Info: Cheryl Miller P1

Process Loan Item: Quick item entry Quick Title Search View Due Date List

Item Barcode: Set Session Due Date: daily hourly

Loan completed. Due date Thu Jul 23, 2015

Title	Author	Call Number	Barcode	Price	Loan Date	Due Date
The Fault in our Stars	Green, John		1r000010286		Thu Jun 11, 2015	Thu Jul 23, 2015
The Fault in our Stars	Green, John		1r000010288		Thu Jun 11, 2015	Thu Jul 23, 2015

Renew Standard Select date Damaged Lost Return

Returning an ILL item

Returns

Item Barcode

Condition: OK Damage

Return

In OPALS return ILL item as usual.

NOTE: Future upgrade to alert as ILL Transaction

Green, John **The Fault in our Stars**

Item returned successfully

Home Search My File Circulation Textbooks Users Items Equipment ILL Administration

Loans Renewals Returns Quick Return Reserve Payments Notices In-Library Use Add ILL Temp Record Pending Items

Booking Reserve

Location: All Anywhere Keyword Search

Returns

Item Barcode

Condition: OK Damage

Return

Green, John **The Fault in our Stars**

Item returned successfully

Return ILL item in SCOOLS

REQUESTER -- Return

ILL_Id/Loan ID/Barcode

Title	ILL ID	Responder	Loan ID	ILL Item Barcode	Local Barcode	Date Filled
 The Fault in our Stars by: Green, John ISBN:0525478817	81848	Roxbury Central	0000065688	1R000010288	1R000010288	

Review & Continue

Requested on: 2015-06-10 at 15:51:38
Expiry date: 2015-09-30

Responder(s): System: ONC BOCES SLS (ONC)
District: Roxbury CSD (ROD)
Library: Roxbury Central (RO)

History:
Requester: /ONC/ONCD/SL
 Request made on 2015-06-10 at 15:51:38, by Cheryl Miller
 Public note
 Private Note
Responder: /ONC/ROD/RO
 Request filled on 2015-06-11 at 11:26:03, by Cheryl Miller
 Public Note responding as needed
 Private Note responding as needed

Return

Loan List:	Loan ID	Responder	Call Number	Bar Code	Loan Date	Due Date	Receipt Date	Lost Date	Status
	0000065688	Cheryl Miller at Roxbury Central	F Gre	1R000010288	2015-06-11	2015-06-30			filled
	0000065689	Cheryl Miller at Roxbury Central	F Gre	1R000010286	2015-06-11	2015-06-30			filled

Remove Request Renewal Return Print Slip Note Report Lost Report Found

Returning an ILL item Con't

Return

Select Loan by Scanner: Select box(es) of items begin returned OR scan ILL ID

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"/> 0000065688	Cheryl Miller at Roxbury Central F Gre		1RO00010288	2015-06-11	2015-06-30			filled
<input checked="" type="checkbox"/> 0000065689	Cheryl Miller at Roxbury Central F Gre		1RO00010286	2015-06-11	2015-06-30			filled

Public Note:

Private Note:

OK Cancel

Status will change from "Filled" to "Returned (in transit)"

Loan ID	Responder	Call Number	Bar Code	Loan Date	Due Date	Receipt Date	Lost Date	Status
0000065688	Cheryl Miller at Roxbury Central	F Gre	1RO00010288	2015-06-11	2015-06-30			returned (in transit)
0000065689	Cheryl Miller at Roxbury Central	F Gre	1RO00010286	2015-06-11	2015-06-30			returned (in transit)

Receiving an ILL back to your library

Mark ILL item “Received” when it is returned to your library. This will “close” the ILL transaction. Login into OPALS.

Roxbury Central School Library Media Center
A 21st Century Virtual & Digital Library

Home Search My File Circulation Users Items Equipment ILL Administration

OPALS Home New Items News Library Hours Web Links Pathfinders

Anywhere Keyword Search

Select ILL > Responder-Received →

- Add ILL Temp Record
- My Requests
- ILL Responses
- Requester--Return
- Responder--Receive**

Enter ILL ID or Loan ID or Barcode

RESPONDER -- Receive

ILL_Id/Loan ID/Barcode

	Title	ILL ID	Requester	Loan ID	Barcode	Date Filled
	The Fault in our Stars by: Green, John ISBN:0525478817	81848	Otsego Northern Catskills BOCES School Library System	0000065688	1R000010288	2015-06-11 11:26:01

Loan List:	Loan ID	Responder	Call Number	Bar Code	Loan Date	Due Date	Receipt Date	Lost Date	Status
	0000065688	Cheryl Miller at Roxbury Central	F Gre	1R000010288	2015-06-11	2015-06-30			returned (in transit)
	0000065689	Cheryl Miller at Roxbury Central	F Gre	1R000010286	2015-06-11	2015-06-30			returned (in transit)

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

Receiving an ILL back to your library Con't

Receive

Select Loan by Scanner:

Select box(es) of items begin returned OR scan ILL ID

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"/> 0000065688	Cheryl Miller at Roxbury Central F Gre	1R000010288	2015-06-11	2015-06-30				returned (in transit)
<input checked="" type="checkbox"/> 0000065689	Cheryl Miller at Roxbury Central F Gre	1R000010286	2015-06-11	2015-06-30				returned (in transit)

Public Note:

Private Note:

OK Cancel

Status will change from "Returned (in transit) to "Received"

Loan List:	Loan ID	Responder	Call Number	Bar Code	Loan Date	Due Date	Receipt Date	Lost Date	Status
	0000065688	Cheryl Miller at Roxbury Central	F Gre	1R000010288	2015-06-11	2015-06-30	2015-06-11		received
	0000065689	Cheryl Miller at Roxbury Central	F Gre	1R000010286	2015-06-11	2015-06-30	2015-06-11		received

Loans

To switch user, press Escape key or click on this button

User Info

Homeroom: n/a Grade: n/a Teacher: n/a

Otsego Northern Catskills BOCES School Library Sys ILL

Show Unpaid Transactions

ILL library name: Otsego Northern Catskills BOCES School Library System, ILL library ID 338

Loans	Overdue	Reserves	Unpaid amount
0	0	0	\$0 <input type="button" value="Pay"/>

Process Loan Item:

Quick item entry Quick Title Search View Due Date List

Item Barcode Set Session Due Date daily hourly

12 AM : 00

III Loan will automatically be returned in OPALS

Roxbury Central School Library Media Center | Supported by Otsego-Northern Catskills BOCES School Library System 000006149 OPALS