

TLC Module

Instructions are general, configurations may differ, for additional support contact Library Resources 742-6091



Introduction: TLC borrower type ILL is used as the "In-transit location" when an item is "In-transit" to another location. Additional information on the exact steps to process an inter library loan item can be reviewed in help file: *How to ILL*. http://www.asdk12.org/depts/library_resources/help/PDF/ILL_process.pdf

Create a new borrower; ILL type

1. Look up a known borrower – in the lower right corner select "New Borrower"

A screenshot of a web application interface for managing borrowers. At the bottom right, there is a button labeled "New Borrower" which is highlighted with a red arrow. Other buttons visible include "Save Changes", "Cancel Changes", "Delete Borrower", and "Delete Photo". The form above contains fields for Gender, D.O.B., Resp. Party, Comment, Secondary Phone, Address Correction Request, and E-mail.

New Borrower window opens

2. Enter information
 - Last: All locations = school name space ILL (see screen shot below)
 - First: All locations = blank (see screen shot below)
 - Home: Your location
 - Type: All locations = ILL profile (see screen shot below)
 - ID: All locations = 2 letter code + ILL (see screen shot below)
 - PIN: All locations = ILL
 - Expiration date: All locations = 06/04/2021 or later
 - Save Changes
 - Review ILL borrower record – the default card expiration date is one year
 - The card expiration date has to be entered again = 6-4-2021 or later
 - Save Changes

Example of ILL borrower fields

A screenshot of a borrower record for "Trailside ILL TSILL". The record shows the following details:

- Borrower Type:** Trailside ILL
- Requests Arrived:** 0
- Items Overdue:** 0
- Requests Pending:** 0
- Items Out:** 2
- Balance:** \$0.00

The "Borrower Info" section includes:

- Name Last:** Trailside ILL
- Home:** Trailside
- Type:** Trailside ILL
- Exp. Date:** 06/04/2025
- ID:** TSILL
- PIN:** ●●●
- Status:** Good
- Gender:** Select
- D.O.B.:** / /
- Resp. Party:** Choose
- Comment:** Add

The "Contact Info" section includes:

- Address 1:** Address
- Address 2:** Address
- City:**
- State:**
- Zip Code:**
- Primary Phone:**
- Secondary Phone:**
- Address Correction Request:**
- E-mail:**

Buttons at the bottom include "Save Changes", "Cancel Changes", "Delete Borrower", "Delete Photo", and "New Borrower".

