



## Interlibrary Loan Process 1 2 3

1) Email the librarians at the other school to request the item

A. At the owning library – check the book out to the school’s ILL borrower profile

i) Owning library book mark placed in book may help borrowing library remember to return to you

ii) Write your school name on existing Book mark or a template is available on LR FAQ

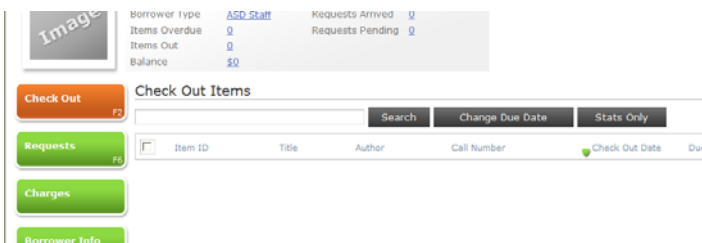
ILL List: PDF Help File address

[http://www.asdk12.org/depts/library\\_resources/help/PDF/ILL%20Codes%20for%20TLC.pdf](http://www.asdk12.org/depts/library_resources/help/PDF/ILL%20Codes%20for%20TLC.pdf)

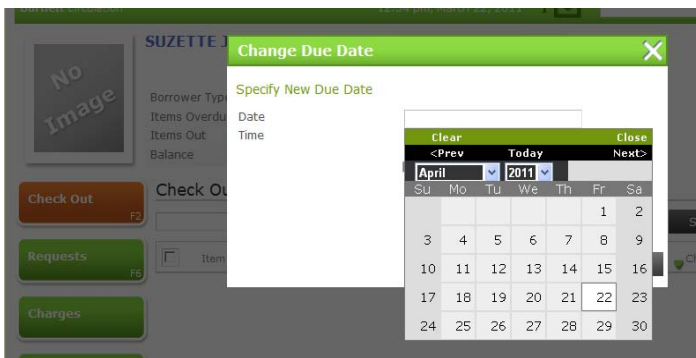
2) When you receive the ILL – Check out to the requesting borrower -

❖ Search for borrower

❖ Click on Change Date

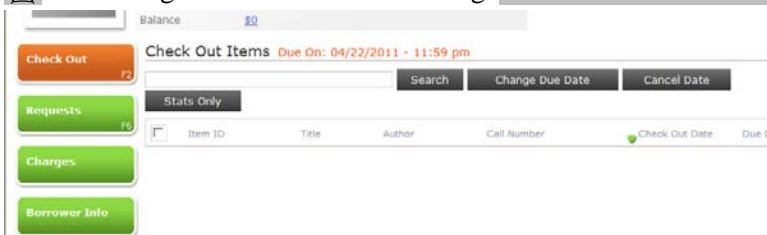


❖ Select the due date you want the item returned



❖ Scan the item barcode to finish check out process.

⚠ Don't forget to cancel the date change or the next borrower will have the same due date



3) When the book is returned: Check it in and return item to the owning library

B. When the owning library receives the book back – check it in

