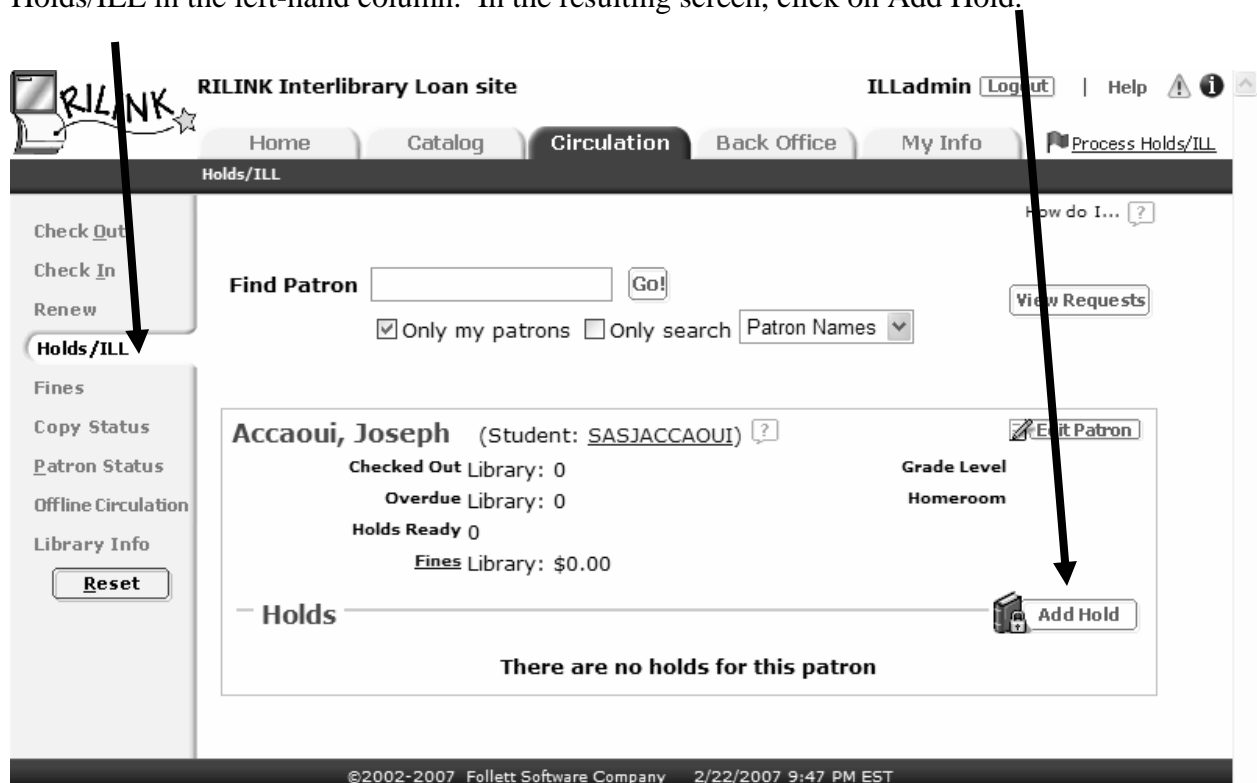
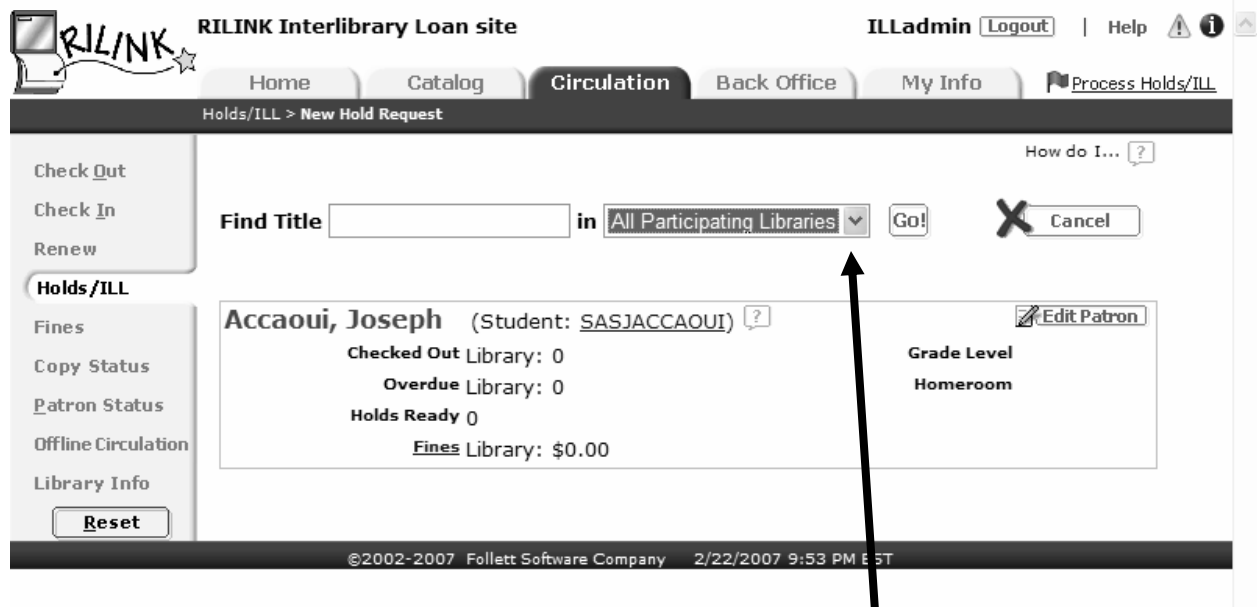


Requesting multiple copies of the same title

This function can only be done from the Circulation tab. Look for the patron record for the teacher that wants the multiple copies, and click on the record to choose this patron. Click on Holds/ILL in the left-hand column. In the resulting screen, click on Add Hold.



The screenshot shows the RILINK Interlibrary Loan site interface. The user is logged in as ILLAdmin. The navigation menu includes Home, Catalog, Circulation (selected), Back Office, and My Info. The left sidebar contains links for Check Out, Check In, Renew, Holds/ILL (selected), Fines, Copy Status, Patron Status, Offline Circulation, and Library Info. The main content area displays the patron record for Accaoui, Joseph (Student: SASJACCAOUI). The record shows 0 Checked Out, 0 Overdue, 0 Holds Ready, and \$0.00 in Fines. There are no holds listed for this patron. An 'Add Hold' button is visible in the bottom right corner of the patron record area. A black arrow points from the 'Holds/ILL' link in the sidebar to the 'Add Hold' button.



The screenshot shows the RILINK Interlibrary Loan site interface for the 'New Hold Request' page. The user is logged in as ILLAdmin. The navigation menu includes Home, Catalog, Circulation (selected), Back Office, and My Info. The left sidebar contains links for Check Out, Check In, Renew, Holds/ILL (selected), Fines, Copy Status, Patron Status, Offline Circulation, and Library Info. The main content area displays the patron record for Accaoui, Joseph (Student: SASJACCAOUI). The record shows 0 Checked Out, 0 Overdue, 0 Holds Ready, and \$0.00 in Fines. The 'Find Title' field is empty, and the 'in' dropdown menu is set to 'All Participating Libraries'. A 'Go!' button and a 'Cancel' button are visible. A black arrow points from the 'All Participating Libraries' dropdown menu to the 'Add Hold' button in the previous screenshot.

In the resulting screen, use the drop-down box to choose in “All participating libraries”. Put the title that you are looking for in the box after the words Find Title. Find an entry that matches the item that you are looking for, and click on the Hold It button next to the entry that you want to choose. (If there is one that matches what you are looking for in the list that has available copies, choose that one. You may also discover that your library owns an available copy, in which case you can check the shelves to see if it is actually there.)



- Check Out
- Check In
- Renew
- Holds/ILL**
- Fines
- Copy Status
- Patron Status
- Offline Circulation
- Library Info

Reset

How do I... ?

Find Title in All Participating Libraries

Accaoui, Joseph (Student: SASJACCAOUI)

Checked Out Library: 0 **Grade Level**

Overdue Library: 0 **Homeroom**

Holds Ready 0

Fines Library: \$0.00

Requesting

From Carey School Library (NCS)

Delivery Method Ship it

The country artist : a story about Beatrix Potter

Collins, David R.

Reserve for specific date

1 copy owned

Reserve

From to

<< March 2007 >>

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Reserve 1 copy
- Not Available
- Closed

Double click to change security settings Trusted sites 100%



The next thing to do in requesting multiple copies is to change to the "Reserve for specific date" option, which will bring up a calendar display. You must enter a From and to date in the boxes on the bottom left. If the library owns more than one copy, you can change the number in the Reserve box to the number owned by From library listed. You can type in the dates, or click on the desired From and to dates in the calendar. (Use the >> next to the name of the month to move forward.) You must pick a from and to date that are not blocked off in red or gray. Remember to change the Delivery method to Ship It. Then click on Save.



This is what the resulting page will look like. You may want to copy the exact title that you chose so that you can use it to request additional copies.

RILINK Interlibrary Loan site ILLAdmin Logout | Help

Home Catalog **Circulation** Back Office My Info Process Holds/ILL

Holds/ILL

Check Out
Check In
Renew

Holds/ILL
Fines
Copy Status
Patron Status
Offline Circulation
Library Info
Reset

How do I... ?

**Reserve requested for "The country artist : a story about Beatrix Potter" at Carey School Library (NCS).
A request for 1 copy has been placed from 3/1/2007 to 3/30/2007.**

Find Patron Go! Only my patrons Only search Patron Names

Accaoui, Joseph (Student: SASJACCAOUI)

Checked Out Library: 0
Overdue Library: 0
Holds Ready 0
Fines Library: \$0.00

Grade Level
Homeroom

Holds

Title	Requested	Quantity	Status
The country artist : a story about Beatrix Potter	[NCS] (3/1/2007 to 3/30/2007)	1	Pending

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What you will need to do to request additional copies is to repeat the process again, starting by clicking on the Add Hold button. You will then need to repeat the steps between the stars on the previous page. Use the drop down list below From to choose a new library if copies are not available when you need them. Continue adding holds, repeating the process, until you have reserved the number of copies that you need, or have run out of available copies to reserve. Remember that red blocks on the calendar indicate when a copy is not available; it may be because you have already reserved copies at the From library currently indicated in the box, and you need to use the drop-down list to move on to the next library. Or, it could be that you need to move a little further along in the calendar.

Reserves will look a little different on the Holds/ILL list of the library that is receiving the reserve request, but the owning library will still have the options to send or decline.

Home Catalog Circulation Back Office Process Holds/ILL

View Requests

How do I... ?

[Customize View]

ILL Requests

To be filled by Carey School Library (NCS)

Status	Title	Patron	Requested
Pending	The cat in the hat (for RILINK Interlibrary Loan site / 1 Copy Reserved 3/1/2007 to 3/9/2007)	Joseph Accaoui	2/22/2007
	Returning A journey to the New World : the diary of Remember Patience Whipple (Copy: 3NCS00000009W / Call #: FIC LAS) (for Thompson Middle School Library (NTM))		
	Returning The journal of Jasper Jonathan Pierce : a pilgrim boy (Copy:		

If you are sending the reserve, you will need to click on Pick Copy. You will then see a screen that will ask you to wand or enter the barcodes for each copy that you are sending.

Carey School Library (NCS) Destiny Administrator Logout | Help

Home Catalog Circulation Back Office Process Holds/ILL

View Requests > Pick List

To be picked... Save Cancel

The cat in the hat Details Quantity 1

Scan picked copies Go!

For Joseph Accaoui ... Printable

Delivery Method Ship it

*The Delivery Method selected applies to all copies in the pick list.

Call #	Title	Barcode
--------	-------	---------

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Once you have scanned the barcode(s) and clicked Save, you are ready to put the items in the delivery system. The Holds/ILL list will now look like this:

Carey School Library (NCS) Destiny Administrator Logout | Help

Home Catalog Circulation Back Office Process Holds/ILL

View Requests How do I... ?

[Customize View] Printable

ILL Requests ?

To be filled by Carey School Library (NCS)

Status	Title	Patron	Requested
En Route	The cat in the hat (Copy: 3NSS000202625D / Call #: E SEU) (for RILINK Interlibrary Loan site / 1 Copy Reserved 3/1/2007 to 3/9/2007)	Joseph Accaoui	2/22/2007
Returning	A journey to the New World : the diary of Remember Patience Whipple (Copy: 3NCS000000009W / Call #: FIC LAS) (for Thompson Middle School Library (NTM))		Receive Remove
Returning	The journal of Jasper Jonathan Pierce : a pilgrim boy (Copy: 3NCS000000322U / Call #: FIC RIN) (for Thompson Middle School Library (NTM))		Receive Remove
Returning	Apples (Copy: 3NCS000201253- / Call #: 634 GIB) (for Coggeshall School Library (NCO))		Receive Remove
Returning	The battle of Jericho (Copy: 3NCS000060065/ / Call #: F Dra) (for East Providence High School Library (EPH))		Receive Remove
Returning	Amerigo Vespucci (Copy: 3NCS000010510U / Call #: 92 VES) (for Eldredge Elementary Library (EDM))		Receive Remove
Returning	Nathanael Greene : military leader (Copy: 3NCS000010613Y / Call #: 92 GRE) (for Portsmouth High School Library (POH))		Receive Remove

Trusted sites 100%