

# Interlibrary Loan Procedures for libraries not on RICAT

## ➔ 1. Getting ready for Interlibrary loan.

Your students and teachers must be set up with usernames and passwords on the interlibrary loan site, and your holdings must be entered on the site. Please contact Dorothy Frechette to arrange for sending your patron and bibliographic holdings files.

## ➔ 2. Receiving requests from other RILINK libraries.

You will continue to receive requests via your interlibrary loan email account (your library's three-letter LORI code @ride.ri.net, for example, [wwh@ride.ri.net](mailto:wwh@ride.ri.net)). These requests will be generated by Destiny, and copied and forwarded to you by RILINK staff. **Please reply by email to the address on the email, indicating whether or not you are sending each item.**

## ➔ 3. Making Interlibrary Loan Requests to other libraries.

You, your staff, students and teachers can all place requests at RILINK's Interlibrary Loan Site at <http://www.ricat.net/common/welcome.jsp?site=711>. This site is linked from the large RILINK logo on our web site at [www.rilink.org](http://www.rilink.org). Please see the handout for students and teachers for placing interlibrary loan requests. Your library's user name is your three-letter LORI code plus the letters ill, for example, choill. The password is your library's three-letter code, all lower case.

## ➔ 4. Adding new students and teachers.

Log in to the Interlibrary Loan Site, and click on the Back Office tab. Choose Add Patron. Fill in the barcode number, the student's last and first name. Then scroll down to enter a username and password at the bottom of the screen. You must enter the password twice to confirm it. Then click on Save to complete the entry.

## ➔ 5. Deleting a student or teacher record, changing or removing a password.

Log in to the Interlibrary Loan Site, and click on the Back Office tab. Find the patron by searching by last name in the drop down list. (You can search for only the first part of the last name by adding an asterisk after the characters that you type: for example, search for velaz\* to find velazquez-monteiro. To delete an entire entry, click on the trash can to the right of that person's name. To edit their record or change the username and password, click on the pencil and paper symbol to the right of their name. If the student or teacher has forgotten their password, you can only enter a new one - the existing passwords do not display.

## ➔ 6. Checking on the status of requests.

Log in to the Interlibrary Loan Site, and click on the little red flag. Since the Holds and Interlibrary Loan listed are for all of the non-Destiny RILINK members, you will need to use the Edit|Find function of your browser to search for your patron's name or the title of the book and check the status of the request.