



Use RICAT to Check Out a Relais ILL title

THE BASICS

To check out Relais ILL titles, scanning the title's barcode won't work. Check the title out to the patron by finding the patron in the Holds/ILL function of the Circulation tab.

THE DETAILS

1. Click on Circulation, then Holds/ILL
2. Pull up the patron record using the Find Patron field
3. Click the ILL Checkout button next to the hold item listed

Holds				Add Hold
Title	Requested	Quantity	Status	
The RELAIS ILL higher power of Lucky	[LORI] RLK-10004953	1	Ready	ILL Checkout

The item will now appear on your Processing Needed page as Checked Out:

To be filled by other sites					
Status	Title	Requested	Patron	Requested	
Checked Out	The RELAIS ILL higher power of Lucky Details <small>Educational Collaborative and RILINK Interlibrary Loan</small>	(Copy: RLK-10004953) / Call #: FROM CCW) / from East Bay	Sharon Webster		

The Processing Needed page now shows completely updated Checked Out status for this Relais ILL title:

- *The RELAIS ILL at the beginning of the title shows the title is a Relais ILL loan
- *The Copy (barcode) # RLK-nnnnnnnn shows the original Relais request number
- *The Call # FROM NNN shows the 3-letter LORI code of the title's owning library. Use this 3-letter code to ship the book back via LORI delivery.