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

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

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-nnnnnnnnn 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.