



Use RICAT to Check In and Return Relais ILL title

THE BASICS

To Check In Relais ILL titles, scanning the title's barcode won't work. You must locate the patron name or book title and the RLK # on your Processing Needed page. You will then use the Check In function in the Circulation tab to check the book back in.

THE DETAILS

1. In Processing Needed, find the record for the title in the Checked Out section of the To be filled by other sites queue.

2. Write down the Relais ILL request ID # (the full RLK-nnnnnnnn number) or highlight and copy it. Write down the call number. It will always look like this (example): FROM CCW.

3. Click on the Circulation tab, then click the Check In function on the left side - your cursor should then be blinking in an empty "Find Copy" box

4. Paste or type in the full Relais ILL request ID # in the "Find Copy" box (example: RLK-10004953). This number must EXACTLY match what is on the record, including the hyphen and the correct number of zeroes.

5. Click "Go" and the following messages should appear:

This item must be returned to East Bay Educational Collaborative and RILINK Interlibrary Loan. It will be marked as "Returning" until it has been received.

Find Copy Record in-library use

Most Recently Checked In

The RELAIS ILL higher power of Lucky (Copy: RLK-10004953)	Due 9/20/2011	Hold
<small>Checked out 8/16/2011 to Webster, Sharon (Faculty: P.85)</small>		
<small>Library copies still checked out: 0</small>		

6. The record for the Relais ILL title will move to the Returning section of your To be filled by other sites queue. RILINK staff will complete the Relais ILL process and remove the item, pending verification of delivery back at the owning library.

Status	Title	Patron Requested
Returning	The RELAIS ILL higher power of Lucky Details (Copy: RLK-10004953 / Call #: FROM CCW) (from East Bay Educational Collaborative and RILINK Interlibrary Loan)	

7. Pack up the Relais ILL title as you would any ILL return, and make sure to indicate the correct 3-letter LORI code (from the Call # FROM NNN, where NNN is the owning library's 3-letter code) on the delivery slip.