



Track Relais ILL requests in RICAT

THE BASICS

When a RILINK member submits a Relais ILL request, RILINK staff works behind the scenes to transfer all relevant information into RICAT so that all of the remaining processing is done in RICAT for your convenience.

You will process all Relais ILL requests in RICAT just as you would any RILINK ILL request, with some differences in data and steps, as outlined below and on the following pages.

THE DETAILS

*You will receive a Relais email to your ILL email account (either directly or forwarded to you by RILINK staff) to acknowledge that the Relais system is processing your request. The email will include your Relais ILL number (RLK-nnnnnnnn)

*The assigned barcode for the Relais ILL title will be RLK-nnnnnnnn. This allows for easy searching of RLK numbers on your Processing Needed page.

*All Relais ILL titles will start with RELAIS ILL before the first word of the title (excluding leading articles)

*The assigned call number for the Relais ILL title will change depending on status. When the request is waiting to be filled, the call number will read "PENDING" and the title will appear in the Pending section of your To be filled by other sites queue.

To be filled by other sites						
Status	Title		Call #	Patron	Requested	
Pending	The RELAIS ILL higher power of Lucky Collaborative and RILINK Interlibrary Loan	Details	(Copy: RLK-10004953) Call #: PENDING	(from East Bay Educational Sharon Webster)	8/16/2011	

*Once the Relais ILL request has been shipped, the call number will change to FROM NNN, where NNN is the 3-letter LORI code of the owning library, and the title will appear in the En Route section of your To be filled by other sites queue.

To be filled by other sites						
Status	Title		Call #	Patron	Requested	
En Route	The RELAIS ILL higher power of Lucky Collaborative and RILINK Interlibrary Loan	Details	(Copy: RLK-10004953 / Call #: FROM CCW)	(from East Bay Educational Sharon Webster)	8/16/2011	<input checked="" type="checkbox"/> Receive <input type="checkbox"/> Remove

*Once you receive the Relais ILL title in your LORI delivery shipment, you must click Receive next to the title on your Processing Needed page. The status of the request will change to Ready.

Status	Title		Call #	Patron	Requested	
Ready	The RELAIS ILL higher power of Lucky RILINK Interlibrary Loan	Details	(Copy: RLK-10004953 / Call #: FROM CCW)	(from East Bay Educational Collaborative and Sharon Webster)	8/16/2011	