

Setting up your site for interlibrary loan



In **Site Configuration**, Back Office tab:

If your library is participating in interlibrary loan, **REGARDLESS OF WHETHER OR NOT STUDENTS AND TEACHERS WILL BE PLACING REQUESTS DIRECTLY**, the box to the left of

Allow library materials to circulate to all patrons in the district must be checked. If you are making this change, remember to Save the new Site Configuration at the bottom of the page.

Library Policies, Back Office tab:


Look carefully at the following settings for each Patron Type, and edit and make changes, and Save accordingly.

Patron Types		Circulation Types	
Faculty  			
Max Checkouts	10	Max Holds	5
Fixed Due Date	6/1/2007	Ready Holds Expire in	7 days
Ceiling Date	6/1/2007	Pending Holds Expire in	21 days
Block on Fines/Overdues	No	Default Hold Priority	Standard

- **Max Holds** determines the number of current holds that each patron of that type may have.
- **Ready Holds Expire in XX days** determines how long the system will keep the hold on file once the book is ready to be picked up at the circulation desk.
- **Pending Holds Expire in XX days** determines how long a pending hold will be kept on file.

Access Levels, Back Office tab:

For each Access Level that will be able to place holds and interlibrary loan requests and/or check their current status, the following options in the Patron tab for that Access Level must be checked:

Library Materials	Patrons	General
Patron Management 		Self-Empowered Patron Access 
<input type="checkbox"/> Find/add/edit/delete patrons	<input checked="" type="checkbox"/> View own status	
<input type="checkbox"/> Update patrons	<input type="checkbox"/> Renew own library materials	
<input type="checkbox"/> Import patrons	<input checked="" type="checkbox"/> Place hold for self from Catalog	