

## A Glossary of Interlibrary Loan Terminology as used in Destiny (RICAT)

### *Status of ILL Requests, and Items in Your Collection:*

**Unapproved** This is a request that has been submitted by a student or teacher logged into your Destiny site. You must click on the word Unapproved and take action on this request to place a hold on the item in your collection, send an interlibrary loan request, or delete (deny) the request. On your Processing Needed list, it moves to the [To be filled by other sites] section.

If you delete the request, you should notify the student or teacher that their request is not going forward; Destiny does not make any note of the denied request – it just disappears from their record.



**Pending** This is a request that has been sent to another library for them to take action on your request. They have not yet taken any action – it is sitting as **Pending** in their Processing Needed list, with the option to Ship or Decline the request. If they click on **Ship**, the status of the interlibrary loan changes to **En Route**. If they click on Decline, the request disappears from their Processing Needed list. If there are other available copies (copy) in RICAT, the request will now be **Pending** at another library. If there are no other available copies, the request will sit in the system, waiting for a copy to become available until the expiration date for that request has been reached. Once the expiration date has been reached, the status of the request is **Expired**.



**En Route** This is a request that has been Shipped by the library that owns this item, and is on its way to your library



**Ready** This is a request that has been received at your library for a student or teacher, but has not yet been checked out to them. Once you have checked out the item to the student or teacher that requested it, the status changes to **Checked Out**.



**Checked Out** The item has been checked out to a student or teacher, or, by error, to another library. When it is checked back in, the system prompts you to return it to the loaning library, and its status becomes **Returning**.



**Returning** The item borrowed from another library has been checked back in from the student or teacher who borrowed it, and should be on its way back to the library that owns it.



**Available** Once a borrowed item has been Received (or checked in) at the owning library, its status changes to Available.

**Expired** This is a request that has reached its expiration date. Expiration dates are set for each Patron Type in the Back Office under Library Policies.

**Sections of the Processing Needed List** (*Note: to see only ILLs, go to the bottom of the list, unclick everything except Unapproved and ILL Requests, and then click on the Update button.*)

**Local Requests** - this section covers only Holds placed on the materials in your collection by your students and teachers

**Local materials ready for patron** are Holds that were placed by your students and teachers for items that are on the shelf, or are being held for them at the circulation desk. These requests are listed in order by the patron's last name.

**Local materials expired** are Holds that were placed by your students and teachers that have now passed the expiration date for the hold. These requests are listed in order by the patron's last name.

**Local materials pending** are Holds that were placed by your students and teachers for items that are not available (checked out, etc.). These will wait for a copy to become available until they reach their expiration date. These requests are listed in order by the patron's last name.

**ILL Requests** – this section covers only Holds placed on the materials in your collection by other libraries, or by your students and teachers for items in other library collections.

**To be filled by (your library)** are ILL Requests for items in your library's collection. These requests are sorted by their status, with each sub-section in order by the date that the request was originally made.

Pending – waiting for you to Ship or Decline

En Route – items on their way to another library

Returning – items on their way back from the library that borrowed them

Expired - ???

**To be filled by other sites -**

Pending – waiting for another library to respond to your library's request

Ready – received at your library, ready to be loaned to a teacher or student

En Route – items that have been shipped to your library, not received yet

Returning – items that you have sent back to the owning library

Lost – items that have not been returned, marked as lost

Declined – your library's request was declined by another library

Expired – your library's request expired before it was filled