

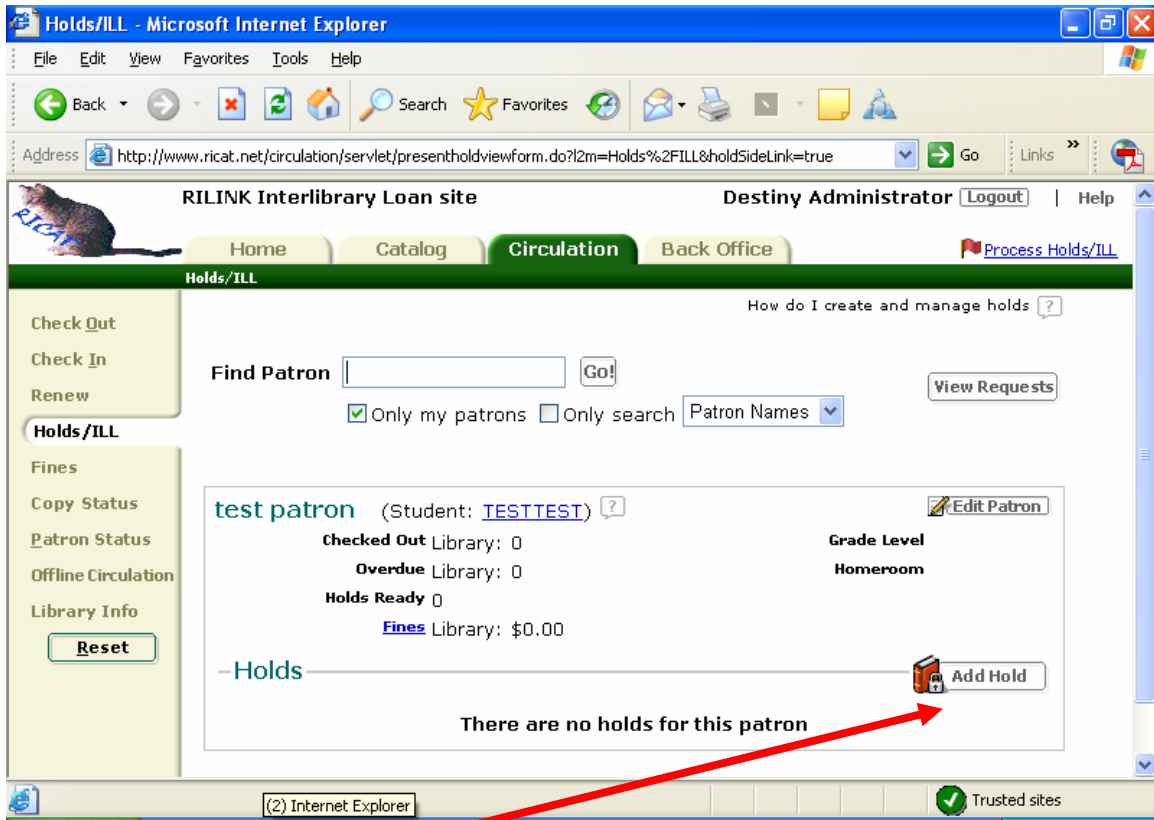
## Placing an ILL request for a student or teacher at the Circulation Desk:

1. Log in on your Destiny/RICAT site (or on the Interlibrary Loan site if your library is not using Destiny.)
2. On the Circulation tab, Find the patron that is asking for an item on Interlibrary Loan.

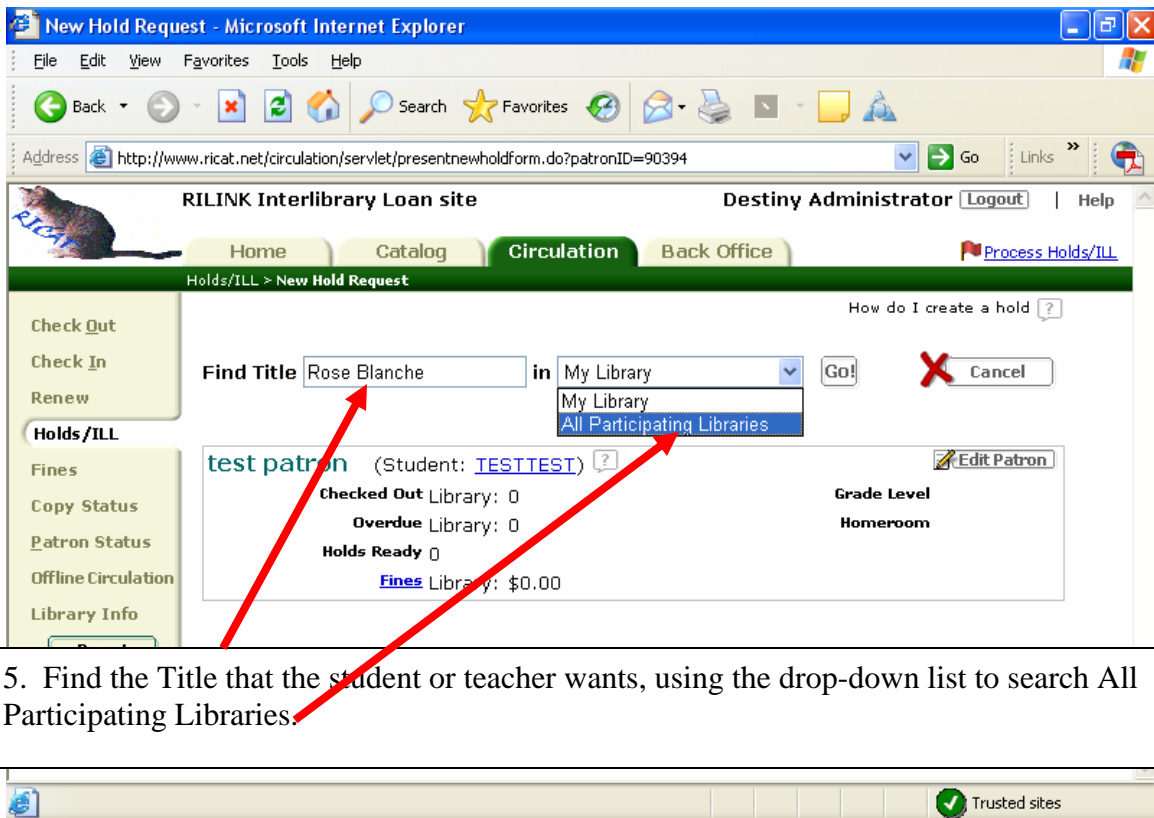
The screenshot shows the RICAT Circulation Desk interface in Microsoft Internet Explorer. The browser address bar shows the URL: <http://www.ricat.net/circulation/servlet/handlecheckoutform.do?restoreFromCrumb=1&tm=Circulation&l2m=Ch>. The page title is "RILINK Interlibrary Loan site" and the user is logged in as "Destiny Administrator". The "Circulation" tab is selected in the navigation menu. The "Check Out" section is active, and the "Patron name" search form is displayed. The search input field contains "test", and the "Find Patron" button is highlighted. A red arrow points to the "Patron name" label above the search field. Another red arrow points to the "Find Patron" button. Below the search form, there are checkboxes for "Only my patrons" (checked) and "Only search", and a dropdown menu for "Patron Names".

The second screenshot shows the same interface after the search. The browser address bar shows the URL: <http://www.ricat.net/circulation/servlet/handlecheckoutform.do?searchLocalPatronsOnly=true&collectionType=>. The "Check Out" section is still active, but the "Holds/ILL" option in the left sidebar is highlighted with a red arrow. The search results for "test patron" are displayed, showing details such as "Checked Out Library: 0", "Overdue Library: 0", "Holds Ready 0", and "Fines Library: \$0.00". The "Items Out" section shows "There are no materials checked out to this patron".

3. Click on Holds/ILL.



4. Click on Add Hold.



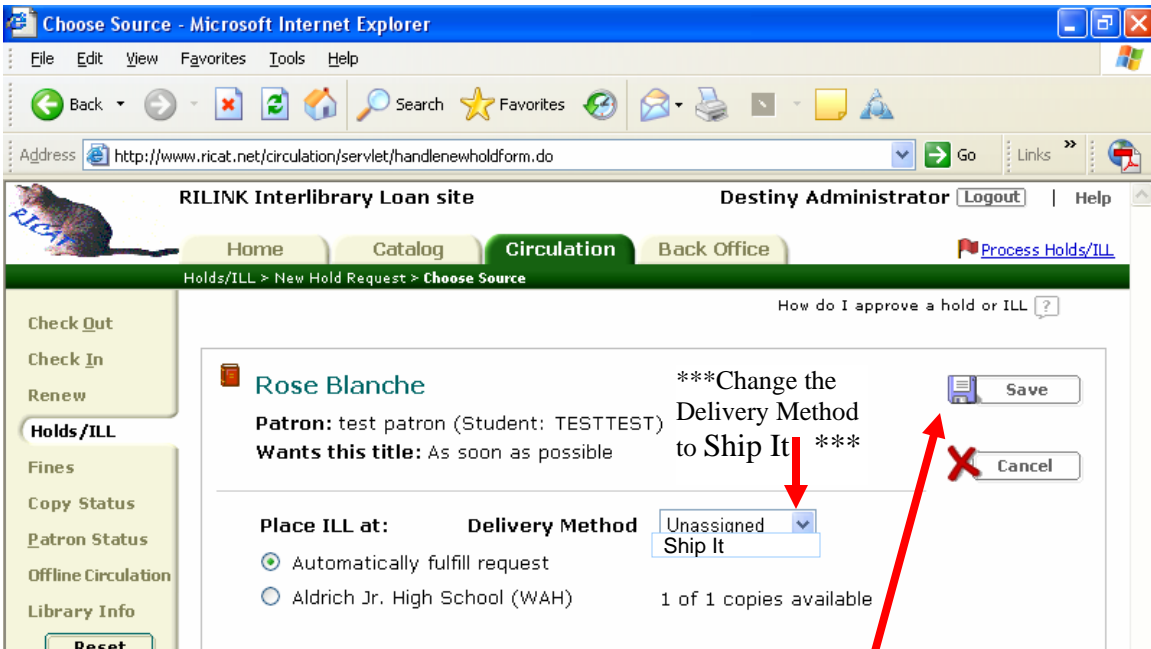
5. Find the Title that the student or teacher wants, using the drop-down list to search All Participating Libraries.

The screenshot shows the RILINK Interlibrary Loan site interface. At the top, there's a navigation bar with 'Home', 'Catalog', 'Circulation', and 'Back Office' tabs. The 'Circulation' tab is active. Below the navigation bar, there's a search area with a 'Find Title' input field, a dropdown menu set to 'All Participating Libraries', and 'Go!' and 'Cancel' buttons. The search results list three entries for 'Rose Blanche' by Innocenti, Roberto. The first entry shows 'No local copies' and '0 of 1 available off-site'. The second entry shows 'No local copies' and '1 of 1 available off-site'. The third entry shows '1 of 1 available locally' and '2 of 3 available off-site'. Each entry has a 'Hold It' button next to it. A red arrow points from the text in the instruction box to the 'Hold It' button of the first entry. Another red arrow points from the text in the instruction box to the 'Save' button in the 'Requesting' section of the second screenshot.

6. Find an entry that matches the item that you are looking for, and click on the Hold It button next to the entry that you want to choose. (If there is one that matches what you are looking for in the list that has available copies, choose that one. You may also discover that your library owns an available copy, in which case you can check the shelves to see if it is actually there.) Note: If the title does not appear in the result list (it only shows the first page), you will need to place the hold by logging out and logging in as the student or teacher to place the hold from the Catalog tab.

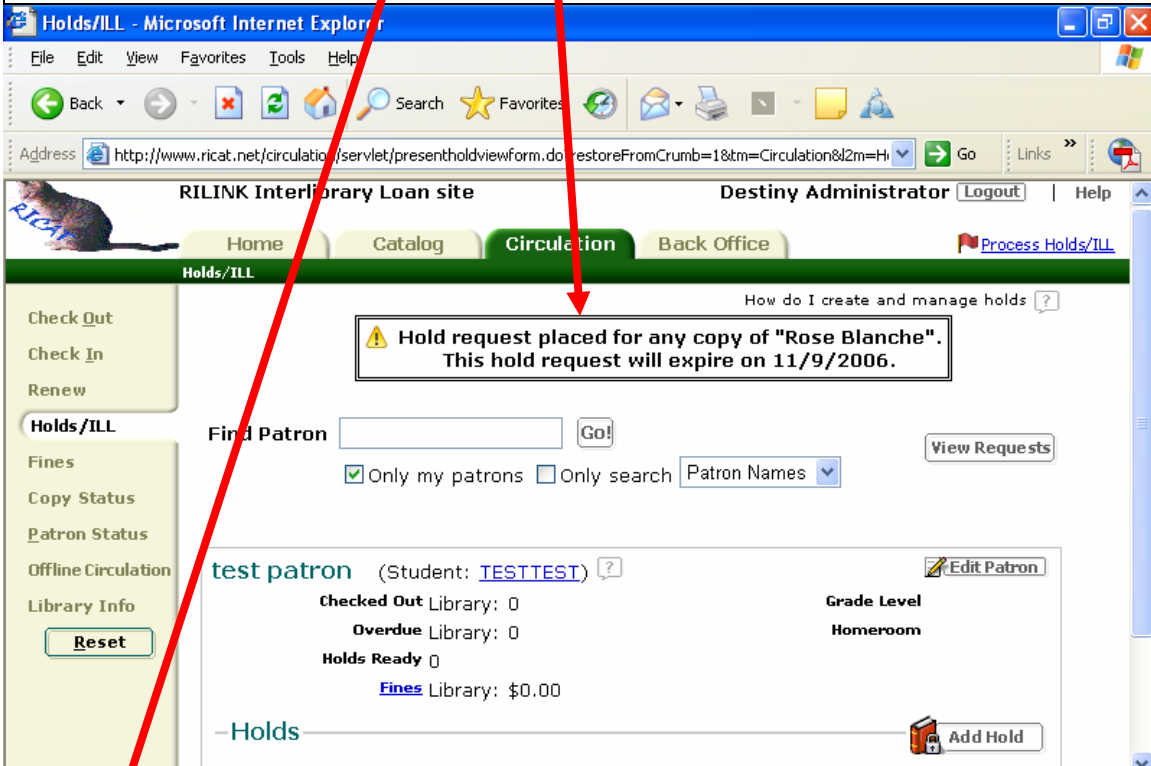
7. Request the item by clicking on the Save button.

The screenshot shows the 'Requesting' form for the item 'Rose Blanche' by Innocenti, Roberto. The form includes fields for 'Checked Out Library', 'Overdue Library', 'Holds Ready', and 'Fines Library'. There are also fields for 'Grade Level' and 'Homeroom'. The 'Requesting' section has a 'Save' button and a 'Cancel' button. A red arrow points from the text in the instruction box to the 'Save' button. The footer of the page indicates '©2002-2006 Follett Software Company'.



8. Change the Delivery Method to Ship It. Let the system automatically select a library by clicking on Save.

9. The Request is now listed as a Hold for the Patron, and will appear on your



Pending Rose Blanche (Copy: T 8459 / Call #: E Inn) (from Aldrich Jr. High School (WAH)) test patron 10/19/2006

10. To see someone's holds, bring up their record in the back office, and then click on the eyeglasses to the right of their name:

RILINK Interlibrary Loan site  
Destiny Administrator Logout Help

Home Catalog Circulation **Back Office** Process Holds/ILL

Find Patron

Find test in Last Name Search

Searched All for "test" Printable

Patrons 1 - 1 out of 1

Last	First	Middle	Barcode
test	patron		TESTTEST

View Status Edit Delete

Patrons 1 - 1 out of 1

You can also bring up their record in Circulation, and then click on Holds/ILL (or Patron Status):

Holds/ILL - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.ricat.net/circulation/servlet/presentholdviewform.do?l2m=Holds%2FILL&holdSideLink=true

Home Catalog **Circulation** Back Office Process Holds/ILL

How do I create and manage holds?

Find Patron Go! View Requests

Only my patrons  Only search Patron Names

test patron (Student: TESTTEST) Edit Patron

Checked Out Library: 0 Grade Level  
Overdue Library: 0 Homeroom  
Holds Ready 0  
Fines Library: \$0.00

Holds Add Hold

Title	Requested	Quantity	Status
Rose Blanche	[WAH] T 8459	1	Pending

Adobe Acrobat Standard - [Req for student or teacher.pdf] tes