Receiving Books From Other Libraries

ILL Borrowing is when Loyola asks other libraries if we can borrow something from their collection. When the item arrives, we must process the book and put it on the interlibrary loan hold shelf for pick-up. This task is called "receives" because we are receiving a book from another library.

Doing receives consists of 3 basic steps:

1. Using ILLiad to process the incoming material.
2. Printing out and attaching paperwork to each book.
3. Putting the books on the ILL hold shelf.

Here are instructions for each step:

1. **ILLiad Processing**

   - Select a pile of 5 books for processing. Incoming receives are located on the low shelf across from the student workstation in the ILL office.
   - In ILLiad, click on the "Borrowing" ribbon tab, then "Check In From Lending Library." A new tab will open with a processing screen.

   - Locate the book's paperwork and identify the 9-digit ILL number, which should start with a 1. Type/scan this number into the box labeled "ILL number" at the top of the screen. When you hit enter, the field at the bottom of the screen will display information about the book request.
   - **There are several fields to verify before you check the book in. If you find a problem, give the book to a supervisor.**
     1. Make sure the title on the screen matches the title in your hand.
     2. Check that the book is a loan, not an article.
     3. Verify that the due date isn't already past or coming up extremely fast.
     4. See that the 3-letter lending symbol displayed in the address box is also selected in the lending string.
     5. If the library has multiple addresses, be sure the correct branch is highlighted.
     7. Note if book is "No Renewal" or "Library Use Only"
     8. If there are multiple separate items associated with TN#, list the number of pieces (this prints a book strap for each item)
If all these conditions are met, click on "Check In" at the top of the screen. Repeat this process for all the books in your pile.

2. Paperwork

Once the books are all checked in, return to the "Borrowing" ribbon tab and click on "Print Receives."
ILLiad will automatically print two sets of paperwork:

1. Long bookstraps to be affixed to the front cover of the book (portrait orientation). Affix "No Renewals" & "Library Use Only" stickers as needed
2. Short check-out slips to be signed by the patron (landscape orientation)

Separate the paperwork into bookstraps and check-out slips and take them to a paper cutter. Because they print two-per-sheet, you will need to cut each set in half. Bookstraps should be 4.25" wide; slips should be 5.5" wide.

Return to your pile of books. Matching by title and TN number, match a book with its strap and slip.
- Affix the bookstrap to the front cover of the book.
- Locate any loose paperwork inside the book and staple it to the check-out slip. Place the slip inside the book so it sticks out the top
  - If there are special return instructions like "Return UPS", take a blue "Shipping Instruction" slip and attach with the other paperwork.
Repeat this process for all the books in your pile.

3. Hold Shelf

- Once all the books have straps and check-out slips, they are ready to be put on the hold shelf. Separate by IAL & Lewis.
- Shelve IAL books alphabetically by last name; verify that the check-out slip is sticking out the top of the book for easy access.
- Lewis books go on shelf labeled "Route to Lewis Material"
- Note: Customers are notified by email that the Cudahy items are available for pick up when the paperwork is printed.