Processing an ILL request for an Internet Access Library

An ILL request from an Internet Access Library may appear on your pull list or appear on your computer screen during any checkin process.

Current Status Of Item 31146001543408

ℹ️ Miles Davis in Europe [sound recording] / Davis, Miles.
REC/ MJ/DAVI-M/MDE/D-83   Copy:1   ID:31146001543408

Proposed action
        Route/Transit To ILL_LIBS

Item on hold for: Bremen High School 228, TO: MKS FOR: Bremen H.S. 228
At: ILL_LIBS

Put Item In Transit   Cancel

Note routing information displays Route/Transit To ILL_LIBS

This is a clue that you'll need to checkout this item before it leaves your library

Click "Put Item In Transit"

Library Name includes TO: and FOR: information for RAILS delivery label.   Enter TO: and FOR:
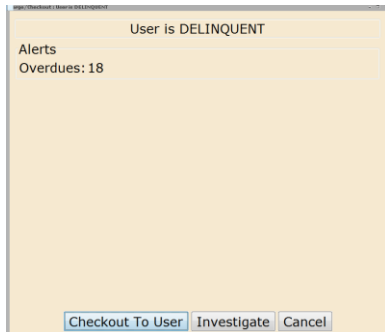   FROM:

Item Checked in - 31146001543408

ℹ️ Item now in transit
    Item ID: 31146001543408
    Call number: REC/ MJ/DAVI-M/MDE/D-83
    Copy: 1
    Title: Miles Davis in Europe [sound recording]
    Author: Davis, Miles.
    Routing Information
    Route/Transit To ILL_LIBS
    Item on hold for:
    User ID: 21140001090710
    Name: Bremen High School 228, TO: MKS FOR: Bremen H.S. 228

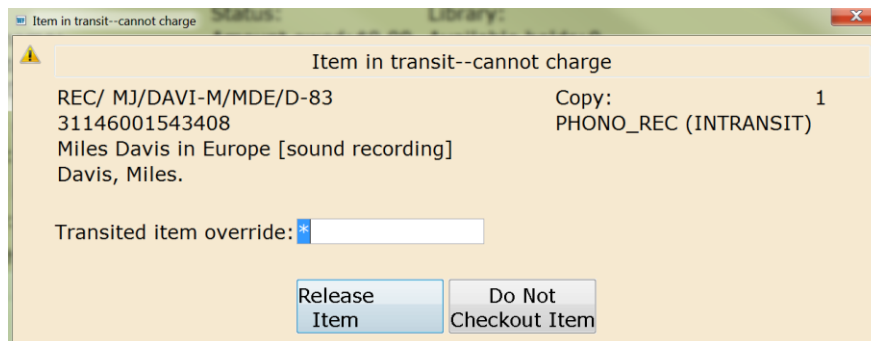   OK

---

rails   Route #_____
                              Optional
TO: MKS
_____
Code or full name of library
FOR: BREMEN HS 228
_____
Code or full name of destination library if different from above

FROM:
your library
_____
NOTES/DATE DUE 4/22/15

New process: Item in Transit to ILL_LIBS are not automatically checked out to the user.   Therefore, you must complete the checkout of the item to the ILL_Libs user library.   Click on "Charge/Checkout wizard" under Common Tasks and enter User ID and the Item ID.

If user is delinquent click on "Checkout To User".   If the user is blocked enter the override.

New pop-up screen appears "Item in transit – cannot charge".   You must enter an override to checkout material as the item is "in transit". After entering the override, click on "Release Item"

Item is now checked out to generic library patron and displays a Date Due. Remember to record the Date Due in the Notes/Date Due field on the RAILS delivery label.

If you should have any questions or concerns, please send an email to migrationhelp@swanlibraries.net