

# Submitting an ILL Request

The screenshot shows the BLS School Library Consortium website for Elmwood Park Middle/High School. The top navigation bar includes links for Home, Dashboard, Catalog, Circulation (highlighted with a red circle), Reports, and Back Office. On the left sidebar, the Holds/ILL link is also highlighted with a red circle. The main content area is titled 'Holds/ILL' and features a 'Find Patron' search form. The form includes a text input field, a 'Go' button (indicated by a red arrow), and a dropdown menu currently set to 'Patron Names'. There are also checkboxes for 'Only my patrons', 'Only search' (checked), and 'Only Active Patrons'. A 'View Requests' button is located on the right side of the form. The footer contains copyright information for Follett School Solutions, Inc. and the date 12/28/2016.

**Step 1:** Go to the **Circulation** tab and click **Holds/ILL**.

**Step 2:** Enter the **patron name** or **barcode** and adjust **drop down menu** accordingly.

**Step 3:** Click **Go!** button.

BLS

School Library Consortium

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Abacon

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Holds/ILL

Find Patron

Go

☒ Only my patrons

☒ Only search

Patron Names

☐ Only Active Patrons

How do I...?

View Requests

	Barcode	Homeroom	Grade Level
Bacon, Abigail	P 1		

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Step 4: Choose the appropriate patron.

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Holds/ILL

Find Patron

Go

☒ Only my patrons

☒ Only search

Patron Names

☐ Only Active Patrons

How do I...?

View Requests

Bacon, Abigail

(Faculty: P 1)

Checked Out Library: 0

Overdue Library: 0

Holds Ready 0

Fines

Library: \$0.00

Patron: \$0.00

Grade Level

Homeroom

Edit Patron

Holds

There are no holds for this patron

Add Hold

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Step 5: Click **Add Hold**.

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Holds/ILL > New Hold Request

Check Out  
Check In  
Renew





Holds/ILL  
Fines  
Copy Status  
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Reset

Find  in

Searched Titles for "unwind" in BELS Consortium

Titles: 1 - 6 of 6 Sort By

	<b>The dark unwinding</b> Cameron, Sharon, 1970- Published 2012	<input type="button" value="Hold It"/>	No local copies 1 of 1 available off-site
	<b>Stories from the Unwind world : Unwind dystology</b> Shusterman, Neal. Published 2015	<input type="button" value="Hold It"/>	No local copies 2 of 3 available off-site
	<b>Unwind</b> Shusterman, Neal. Published 2009	<input type="button" value="Hold It"/>	No local copies 1 of 2 available off-site
	<b>Unwind</b> Shusterman, Neal. Published 2009	<input type="button" value="Hold It"/>	No local copies 1 of 1 available off-site

**Step 6: Search for a book title or keyword – make sure to select All Participating Libraries in the drop down menu. Click Go! button.**

**Step 7: Choose the title you would like to borrow and click Hold It.**

**BELS** School Library Consortium  
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Holds/ILL > New Hold Request

Check Out  
Check In  
Renew


Holds/ILL  
Fines  
Copy Status  
Patron Status  
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Reset

Find **Title** in All Participating Libraries Go Cancel

How do I... ?

**Bacon, Abigail** (Faculty: P 1)

**Requesting**

 The dark unwinding  
Cameron, Sharon, 1970-  
As soon as possible ▼

Save Cancel

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**Step 8:** Choose **As soon as possible** from the **drop down menu** (or reserve a specific date if the material is not needed immediately).

**Step 9:** Click **Save** button.

**BLS** School Library Consortium  
List All Sites

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Holds/ILL > New Hold Request > Choose Source

Check Out  
Check In  
Renew  
**Holds/ILL**  
Fines  
Copy Status  
Patron Status  
Offline Circulation  
Library Information

Reset

**The dark unwinding**  
Patron: Bacon, Abigail (Faculty: P 1)  
Wants this title: As soon as possible

Place ILL at:  
☒ Automatically fulfill request  
☐ Westwood Regional Jr./Sr. High School

Delivery Method **Ship it**

1 of 1 copies available

How do I... ?

**Save**  
Cancel

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**Step 10: Choose a specific fulfillment library if so desired. Change **Delivery Method** to **Ship It** if you have not set up your default in the Back Office (there's a guide for that!).**

**Step 11: Click **Save** button.**



When you want to review your requests, go to the **Circulation** tab, choose **Holds/ILL** and then click **View Requests** button.

**\*You can also add ILL request info to load on your dashboard!\***

ILL Requests ?						
To be filled by Elmwood Park Middle/High School						
Status	Title		Patron	Requested	Expires	
En Route	Francis Marion Crawford. <a href="#">Details</a> (Copy: 37902000131403 / Call #: 813.52 PIL) (for Northern Valley Old Tappan High School)		Lauren Lee	12/20/2016	2/27/2017	<a href="#">Packing List</a>
Checked Out	The history of the English novel... / by Ernest A. Baker. <a href="#">Details</a> (Copy: 37902000140511 / Call #: 823.09 BAK V. 1) (for Northern Valley Old Tappan High School)		Janice Cooper			
Returning	The miracle worker; a play for television. <a href="#">Details</a> (Copy: 37902000049258 / Call #: 812 GIB) (for Alfred Faust School)					<a href="#">Receive</a>
						<a href="#">Remove</a>
Returning	The miracle worker; a play for television. <a href="#">Details</a> (Copy: 37902000128375 / Call #: 812.5 GIB) (for Alfred Faust School)					<a href="#">Receive</a>
						<a href="#">Remove</a>
Returning	The miracle worker <a href="#">Details</a> (Copy: 37902000049266 / Call #: 812 GIB) (for Alfred Faust School)					<a href="#">Receive</a>
						<a href="#">Remove</a>
Returning	The miracle worker <a href="#">Details</a> (Copy: 37902000089361 / Call #: 812 GIB) (for Alfred Faust School)					<a href="#">Receive</a>
						<a href="#">Remove</a>
Returning	The miracle worker <a href="#">Details</a> (Copy: 37902000291090 / Call #: 812 GIB) (for Alfred Faust School)					<a href="#">Receive</a>
						<a href="#">Remove</a>
Returning	Hide and shriek <a href="#">Details</a> (Copy: 37902000290308 / Call #: YP FIC MOR) (for North Bergen High School)					<a href="#">Receive</a>
						<a href="#">Remove</a>
Returning	Number 7, Alexander Hamilton's secret attempts to control American foreign policy, with supporting documents, <a href="#">Details</a> (Copy: 37902000018451 / Call #: 327.73 B) (for Dumont High School)					<a href="#">Receive</a>
						<a href="#">Remove</a>
To be filled by other sites						
En Route	The dark unwinding <a href="#">Details</a> (Copy: 36974000652382 / Call #: FIC CAMERON) (from Westwood Regional Jr./Sr. High School)		Abigail Bacon	12/28/2016	1/25/2017	<a href="#">Receive</a>
						<a href="#">Remove</a>
Customize View ?						

**Step 12: After the request is approved by the lending library and they ship the book to you, the status of the book will be “En Route.”**

**Step 13: When the book arrives, go to your Holds/ILL requests and click Receive. Note the condition of the book you receive and visually document any existing damage.**



**B.E.L.S.** School Library Consortium  
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Check Out

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Reset

How do I... ?

To Patron By Homeroom

Find  Go Find Patron Find Copy

☒ Only my patrons ☒ Only search Patron Names ☐ Only Active Patrons Due Dates

Name	Barcode	Homeroom	Grade Level
Bacon, Abigail	P 1		

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**Step 14:** When the patron is ready to check out the book, go to **Check Out** in the **Circulation** tab and enter the patron **name** or **barcode**, and click the **Go!** button.

**Step 15:** Open the patron record.

ELS

School Library Consortium

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Holds/ILL

How do I...?

• Abigail Bacon (Barcode: P 1)  
Ready holds: 1

Find PatronGo☐ Only my patrons☒ Only search Patron Names☐ Only Active PatronsView Requests

Bacon, Abigail (Faculty: P 1)

Checked Out Library: 0  
Overdue Library: 0  
Holds Ready 1  
Fines Library: \$0.00  
Patron: \$0.00

Grade Level  
Homeroom

Edit Patron

Holds

Add Hold

Title	Requested	Quantity	Status ?	
The dark unwinding	[WEWDSH] 36974000652382	1	Ready	<div>ILL Checkout</div>

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Step 16: Click **ILL Checkout** button. The item is now checked out to the patron.

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List All Sites

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Check In

Check In

Find Copy 36974000652382 Go ☒ Record in-library use

View Today Checkins

Reset

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**Step 17:** When the patron is ready to return the book, go to the **Circulation** tab and choose **Check in**, as per usual. Scan the book and click **Go!** button if it does not register automatically.

**BELS** School Library Consortium  
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Check In

Check Out

**Check In**

Renew

Holds/ILL

Fines

Copy Status

Patron Status

Offline Circulation

Library Information

Reset

Find Copy  Go ☒ Record in-library use




User entered: 36974000652382

**⚠ This item must be returned to Westwood Regional Jr./Sr. High School. It will be marked as "Returning" until it has been received.**

How do I... ?

View Today's Checkins

**Most Recently Checked In**

	 <b>The dark unwinding</b> (Copy: 36974000652382)	Due 2/27/2017	Hold 
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Checked out 12/28/2016 to Bacon, Abigail (Faculty: P 1)  
Library copies still checked out: 0

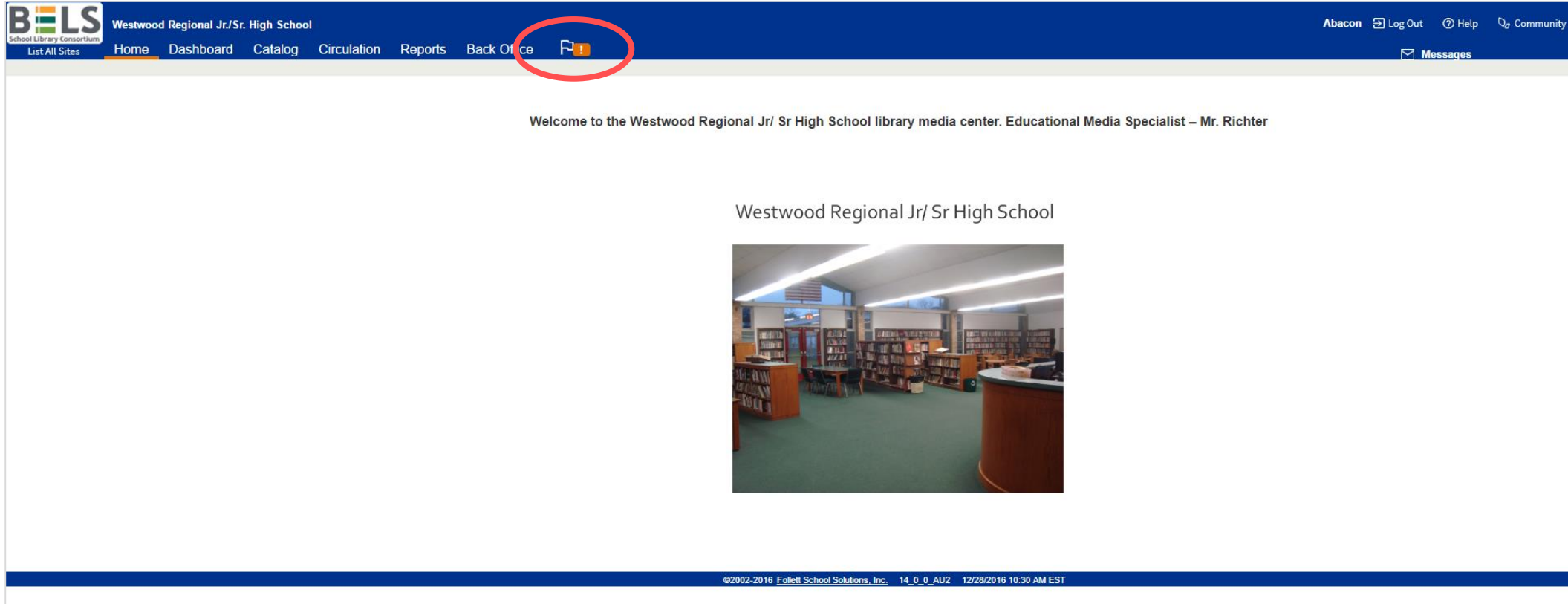
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**Step 18: The book will now be marked as “Returning” in your ILL status on your Holds/Requests page. Set aside the book for return delivery to the lending library.**

**You’re Done!**

**Keep reading for info on Receiving an ILL Request**

# Receiving an ILL Request



**Step 1:** You will see a **Processing Needed** flag appear with an exclamation point when you have an ILL request. These flags do not go away until any and all your materials are returned to you (so be sure to check them daily for new requests).

Westwood Regional Jr./Sr. High School

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How do I...?

[ Customize View ]

Printable

ILL Requests ?

To be filled by Westwood Regional Jr./Sr. High School

Status	Title	Patron	Requested	Expires	
Pending	The dark unwinding <a href="#">Details</a> (Copy: 36974000652382 / Call #: FIC CAMERON) (for Elmwood Park Middle/High School)	Abigail Bacon	12/28/2016	1/25/2017	<a href="#">Decline</a> <a href="#">Ship It</a> <a href="#">Packing List</a>
En Route	Green River, running red : the real story of the Green River killer, America's deadliest serial murderer <a href="#">Details</a> (Copy: 36974000089775 / Call #: 364.15 RUL) (for Dumont High School)	Kara Jonson	12/21/2016	1/18/2017	<a href="#">Packing List</a>
Checked Out	Monster <a href="#">Details</a> (Copy: 36974000165997 / Call #: [Fic] Myers) (for North Bergen High School)	Lisa J Auriemma			
Checked Out	Sundays at Tiffany's <a href="#">Details</a> (Copy: 36974000119325 / Call #: FIC PATTERSON) (for Northern Valley Demarest High School)	Heidi Bang			
Checked Out	The creation of the U.S. Constitution <a href="#">Details</a> (Copy: 36974000084040 / Call #: 342.73 CRE) (for Northern Valley Old Tappan High School)	Sophie Greenberg			
Returning	The miracle worker, a play for television. <a href="#">Details</a> (Copy: 36974000129449 / Call #: 812 GIB) (for Alfred Faust School)				<a href="#">Receive</a> <a href="#">Remove</a>
Returning	The miracle worker <a href="#">Details</a> (Copy: 36974000157648 / Call #: 812.52 GIB) (for Alfred Faust School)				<a href="#">Receive</a> <a href="#">Remove</a>

To be filled by other sites

Status	Title	Patron	Requested	Expires
Checked Out	The inferno <a href="#">Details</a> (Copy: 36420000817138 / Call #: 851 DAN) (from Northern Valley Demarest High School)	Peter Richter		
Returning	Sonia Sotomayor : first Hispanic U.S. Supreme Court justice <a href="#">Details</a> (Copy: 37615000200800 / Call #: BIOG SOTOMAYOR) (from Leonia Middle School)			

Customize View ?

Use the following options to create a customized holds transaction list.

View the details for items requested
after the date

Include:
☒ Local Pending
☒ Local Ready
☒ Local Expired
☒ Local Reserved
☒ Unapproved Requests
☒ ILL Requests

Update

Step 2: Choose to either **Decline** (and provide an explanation in the pop up window) or **Ship It**. Make sure the item you send matches the **barcode** of the copy requested.

Step 3: (optional) Include the **Packing List** to help the borrower identify the item.

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View Requests

How do I... ?

[ Customize View ] Printable

### ILL Requests ?

To be filled by Westwood Regional Jr./Sr. High School

Status	Title	Details	Patron	Requested	Expires	
En Route	Green River, running red : the real story of the Green River killer, America's deadliest serial murderer	(Copy: 36974000089775 / Call #: 364.15 RUL) (for Dumont High School)	Kara Jonson	12/21/2016	1/18/2017	Packing List
Checked Out	Monster	(Copy: 36974000165997 / Call #: [Fic] Myers) (for North Bergen High School)	Lisa J Auriemma			
Checked Out	Sundays at Tiffany's	(Copy: 36974000119325 / Call #: FIC PATTERSON) (for Northern Valley Demarest High School)	Heidi Bang			
Checked Out	The creation of the U.S. Constitution	(Copy: 36974000084040 / Call #: 342.73 CRE) (for Northern Valley Old Tappan High School)	Sophie Greenberg			
Returning	The miracle worker, a play for television.	(Copy: 36974000129449 / Call #: 812 GiB) (for Alfred Faust School)				Receive Remove
Returning	The dark unwinding	(Copy: 36974000652382 / Call #: FIC CAMERON) (for Elmwood Park Middle/High School)				Receive Remove
Returning	The miracle worker	(Copy: 36974000157648 / Call #: 812.52 GiB) (for Alfred Faust School)				Receive Remove

To be filled by other sites

Status	Title	Details	Patron	Requested	Expires
Checked Out	The inferno	(Copy: 36420000817138 / Call #: 851 DAN) (from Northern Valley Demarest High School)	Peter Richter		
Returning	Sonia Sotomayor : first Hispanic U.S. Supreme Court justice	(Copy: 37615000200800 / Call #: BIOG SOTOMAYOR) (from Leonia Middle School)			

Customize View ?

Use the following options to create a customized holds transaction list.

The status of your book can be seen on your ILL requests page. The item will go from **En Route** to **Checked Out** and then to **Returning** when the borrowing school checks the book in again.

**Step 4:** When the item arrives back to you, choose **Receive** – the item will disappear from your screen.