

ILL: Recommended way to handle the ILL process within each TST BOCES school library:

* TST BOCES SLS office, Michele Barr, ILL coordinator: illtst@tstboces.org, will provide and maintain the most current list of ILL email addresses specific to each school within the region, entitled: TST BOCES INTERLIBRARY LOAN Contact Information sheet.

*Each school library should have one person identified as the ILL contact person. This person should be responsible for loaning, requesting, and compiling ILL stats for their school.

*When **filling** requests received in your ILL email account, please:

- Respond to the requestor, via email, regarding the status of/action relating to the request, i.e. “sending out the book in tomorrow’s mail” or “unable to locate the book on the shelf.”
- Check out the materials in DESTINY to the correct ILL user’s account. Simply input ILL in the checkout window. Please uncheck “only my patrons” before hitting **GO**. A list of the users’ prefixes is located in the back of the ILL guide, which is provided to each teacher librarian each fall. Additional copies are available.
- Please put a blue ILL checkout card in the pocket of the book along with the due date for the materials. If you need more blue cards, please request more from illtst@tstboces.org.
- Materials should be sent via BOCES mail in an envelope addressed to the requesting library. Also include the name of the school district on the envelope.
- Please print out the email request and make notes on the email about the status of the request i.e. “sent on 9/2.” The request should be kept in a notebook or folder or spreadsheet on a computer. This action will help you keep track of materials loaned as well as when compiling monthly ILL stats to later send to Michele Barr @ TST BOCES.

When **requesting** a book for your school library, please do the following:

- Email the appropriate school library requesting the titles you wish to borrow. The email should provide: the title, author and call number of the book. Please ensure this information is provided when requesting a book. The lender generally cannot take the time to gather this information before searching for the title.
- The lender should send email confirmation of the request. You may choose to print this email for recordkeeping purposes.
- When you receive the book from the loaning school library, please make a note of the due date on the recordkeeping system you are using. Don’t forget to include the transaction in monthly stats.
- You may then choose to check out the materials, in DESTINY, to your patron (in order to keep track of the materials. To check out in DESTINY, please type in the patron’s name, click **GO**, and then click on “add a title”. Input title, author, and barcode of the book; “**leave title is deleted**” checked and then save. This action will check out the book as a temporary record to your patron. When the book is returned, you can check it in and return it to the lending school.
- Remember to email the loaning school if you need an extension on the due date or if the materials become lost or damaged.