

## ILL Checkout

To circulate an ILL item, please use your existing ILL barcodes. If you don't know where these are, or need more, any item barcodes will do. We suggest putting them on index cards and re-using them as ILL items come and go.

Creating new ILL item records:

- Navigate to CARL Connect Items
- Scan an existing ILL barcode or enter in your library's ILL BID – this will bring up your library's ILL title record)
- Select “Add an item” at the top of the title record
- In the “Location information” section:
  - scan or enter the new barcode into the “Scan or enter an item#” field
  - enter a call number, if applicable
  - change the location to “ILL”
  - change the status to “On Shelf”
  - change the owning location to “ILL”
- Under the “Description” section, change the media to Interlibrary Loan, and enter a price if applicable
- Click “Save item” at the bottom of the record

Re-using ILL item records:

- Navigate to Carl Connect Items
- Scan the barcode of the ILL item record you wish to reuse
- This will open your library's ILL title record, the first item record in this list should be the barcode you scanned
- Click on “item information” to expand the item record
- Enter the title and author or other relevant information of the current ILL item in the “Item Call Number” field
- Select “Save item” at the bottom of the item record