

## JASI circulation of borrowed Interlibrary Loan Items

JASI members take advantage of SirsiDynix WorkFlows to streamline their daily circulation and cataloguing tasks. Being able to circulate and track borrowed interlibrary loan items can be useful.

This article explains how to temporarily add borrowed ILL items to your collection and circulate them using WorkFlows, increasing your circulation statistics and ability to track ILL items.

Essentially, when an ILL item is received, library staff create a 'brief title record' and add the item to it as you normally would when cataloguing in WorkFlows. The difference is that you are creating a 'brief title record' meaning this title record will only exist as long as the item is circulated at your library. Once it is returned to the owning library, you can simply delete the record or keep it for statistical purposes.

### Steps to add an ILL item in WorkFlows:

1. In Workflows, select 'Circulation>Items>Add Brief Title'
2. Complete the simple bib record 'Title info' area.
3. Complete the 'Call number' field. This can be a dummy call number such as 'ILLO' if you wish. Since the item is temporary, you have more flexibility when cataloguing then with permanent items.
4. Add the item ID. (a.k.a. the barcode). Since you are borrowing another library's item, you do not want to mark it up with your own item barcode. One solution is to use the ILL request number. For example, an item ID might look like this: VDX#12456798
5. Complete the Item type field. This could be "Interlibrary Loan". Using this as the item type will allow you create ILL specific reports. This may be useful for Collection Development.

If you do not create an ILL circulation rule, your default circulation rule will apply. Use "Modify Due Dates" function to enter the appropriate due date based on due back date specified by lending library.

6. Once the item is catalogued it is ready to be circulated to the patron.

NOTE: It is possible to configure JASI to email the patron for item pick-up, which can save you time making phone calls to patrons. Contact [jasisupport@olsn.ca](mailto:jasisupport@olsn.ca) for details.

## Generic Method - circulating borrowed ILL item through JASI without doing an 'Add Brief Title'

You can get a circulation statistic and keep things simple with a generic method of circulating a borrowed ILL item through JASI without doing an 'Add Brief Title'. It is minimal work, providing a circulation statistic and a "heads up" to patron that there is an ILL item for pickup if they have not yet received their notification phone call.

1. Have a set of 3x5 index cards with barcodes on them. The title is a generic "Interlibrary Loan Item". The barcodes are re-usable.
2. ILL item arrives at library and is processed with "Received" action in VDX and the VDX Received report is printed, which gives you a slip of paper with requesting patron's name, due date etc.

<b>Patron Name:</b> Jane Doe 271-3127	<b>Barcode:</b> OFF
<b>Phone:</b>	<b>Pickup Point:</b> Fort Frances
<b>Email:</b>	<b>Entered By:</b> STAFF Fort Frances
<b>Req. No.:</b> 15538918	<b>Cost:</b>
<b>Title:</b> Consilience ; The Unity of Knowledge	
<b>Supplier:</b> Powassan & District Union	<b>Due to Supplier:</b> 31-AUG-2017

3. Clip a generic "Interlibrary Loan Item" 3x5 index card inside the borrowed item with this received slip.
4. Check it out to the patron in question. Use the due to supplier date on the VDX slip, backing it off by a few days to allow for return time to the lending library.
5. Phone the patron to come to library to pick up their ILL item. Then place the item on the pick-up shelf.
6. Before getting the pickup notification phone call, should the patron be looking at their user record online from home or happen to be in the library checking out other items, staff can alert them that there is an "Interlibrary Loan Item" awaiting pick-up. They won't be able to tell them the title, just that it is an interlibrary loan item. This saves the patron a return trip to the library.
7. When patron returns the ILL item, discharge it from the patron's record. The 3x5 index card with barcode is saved/recycled for re-use.