Sharing is Caring:
Interlibrary Loans in Evergreen

Interlibrary Loan Methods

	Data Entry Required	Automatic Notifications	3rd Party ILL System Required	Additional Barcode Required
Pre-Cats	by circ staff	no	yes	yes
MARC Records	by ILL staff	yes	yes	yes
Interlibrary Connect	no	yes	no	no

Tips

Pre-Cats
- make sure you know and use the circulation modifier your library has chosen to use for ILL
- don't use the item's physical barcode as it may already be in the Sitka database
- delete pre-cat records if you don't reuse the barcodes

Temporary MARC Records and Items
- easily track your temporary items by utilizing Evergreen's copy bucket functionality
- make sure to place a hold for the patron before checking the item in in order to take advantage of automatic email or text notification
- use a OPAC invisible shelving location for these items to prevent patrons from finding them in the OPAC
- don't use the item's physical barcode as it may already be in the Sitka database

Interlibrary Connect
- items follow the policy of the check out library
- pre-due and overdue notices are generated by the check out library
- you must use the item's physical barcode

Useful Reports
(Don't forget to clone the template into your own folders before running the reports.)
Shared Folders -> Templates -> SITKA_templates -> Holds
- Unfulfilled & Uncancelled ILC Holds Placed within Time Span
Shared Folders -> Templates -> SITKA_templates -> Intra-federation ILL stats
- Monthly Holds Transit Among Selected Libraries
- Holds Transit Among Selected Libraries within Time Span
- Items received from other libraries via intra-federation ILLs within time span
- Items sent to fill intra-federation ILLs within time span