



Sitka

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

http://docs.libraries.coop/policy/inter_library_loan.html#_using_pre_cats_for_incoming_ill

- 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

http://docs.libraries.coop/policy/using_brief_marc_records_for_incoming_ill.html

- easily track your temporary items by utilizing Evergreen's item 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

http://docs.libraries.coop/policy/bc_inter_library_connect_policies.html

http://docs.libraries.coop/policy/spruce_inter_library_connect.html

- 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 -> Intra-federation ILL stats

- FEDERATION Monthly Outbound Holds Count for SINGLE Branch Libraries
- FEDERATION Monthly Inbound Holds Count for SINGLE-branch Libraries
- FEDERATION Monthly Outbound Holds Count for MULTI-branch Libraries
- FEDERATION Monthly Inbound Holds Count for MULTI-BRANCH Libraries
- LIBRARY: Outbound ILC holds count for selected month
 - http://docs.libraries.coop/sitka/report_definition_examples.html#_library_outbound_ilc_holds_count_for_selected_month
- LIBRARY: Inbound ILC holds count for selected month
 - http://docs.libraries.coop/sitka/report_definition_examples.html#_library_inbound_ilc_holds_count_for_selected_month
- 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

Additional Resources

- Holds Filling Explained - http://docs.libraries.coop/sitka/holds_filling_explained.html
- Library Patron Accounts - http://docs.libraries.coop/policy/using_patron_accounts_for_outgoing_ill.html
- Hopeless Holds - http://docs.libraries.coop/sitka/hopeless_holds.html
- Transit List - http://docs.libraries.coop/sitka/transit_list_2.html