

Checking Out an Out-of-System Interlibrary Loan (ILL) Item

Out-of-System Interlibrary Loan items will have a different loan period than regular items. Steps 1-4 of the process below should be completed **BEFORE** you scan the item.

Please Note: Do not renew ILL items. If a patron would like to renew an ILL item, the member library should contact ill@flls.org to request a renewal. If the request is approved by the lender, the ILL department will update the due date. Please direct all ILL emails to ill@flls.org to ensure you receive a timely response.

1. Open the Check Out window. Scan the patron's card or locate them using the **Find** button.
2. Click on the **Special...** button in the Check Out window.
3. Locate the correct due date on the item's **yellow book band**. Select the due date using the calendar.

Special Loan

Enter a loan period or specify the due date:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 7/13/2022

Loan period: [dropdown]

Apply to next item only

Apply to all items for this patron

Apply to all check-outs

OK Cancel Help

4. Make sure that "apply to next item only" is selected and click **OK**.
5. Scan your item. You may now check out regular items for the patron or hit **Enter** on your keyboard to complete the transaction.

Questions? Comments? Contact:

ILL Department

Finger Lakes Library System

1300 Dryden Rd., Ithaca, NY 14850

ill@flls.org

