Intralibrary Loan (ILL) Procedures
Between the Kentfield and Indian Valley Campuses
of the College of Marin Libraries

Book Requests:

1. Librarian conducts reference interview and searches OPAC to locate requested item(s) at the other library. LTA/LRA/ISL prints out title from OPAC and takes it to loan desk with the patron and their library card, then clicks Search/Holds button in Millennium Circ. LTA/LRA/ISL then performs a title search using the printout, places a hold on the selected item, scans patron library card, and verifies the best way to contact patron (phone or email).

2. Each morning and afternoon, the LRA/LTA/ISLR assigned at each library will print out the Item Paging List, retrieve the paged materials and check-in, print the in-transit slip and place the transit slip in the paged item. Then s/he will place the items in the local ILL box.

3. Each morning (before 9:25am @ KTD and before 9:50am @ IVC), the LTA/LRA takes the outgoing materials to the ILL box in the mailroom on that campus and picks up any books that were sent from the other campus. Books should be picked up from the mailroom every day.

4. LTA/LRA/ISL at the owning branch will retrieve item(s) from stacks and will place an ILL slip with the item(s). Upon their arrival at the receiving branch, check in the in-transit books and place the books with holds on the hold shelf.

5. LTA/LRA/ISL will give the book(s) to and ILL slip to LTA/LRA at Loan Desk.

6. LTA/LRA/ISL marks book(s) status in OPAC as “in transit,” ensures that the ILL slip is completed, and places the items in local ILL box.

7. Each morning, the LTA/LRA takes the ILL box to mailroom on that campus, deposits it in the appropriate transit box or location, and picks up any books that have been sent from the other campus. “Books will be picked up from the mailroom on the KTD campus and from the library desk at the IVC campus by the Receiving Clerk every day between ___ and ___ (times). At the same time, books from the home libraries will be returned.

8. Upon arrival at the receiving branch, books will be held behind the loan desk, in a designated ILL area.

9. If it has been requested on the ILL slip, the LTA/LRA at the receiving branch will email the patron that the books are available.

10. Books not picked up within 3 days will be returned to the home library.

11. All books loaned via ILL are checked out to students at the receiving library. Students may return any loaned books to either branch, at which time the Loan Desk staff will check in the items locally and mark the status as “in transit” when applicable.

12. Books collected at one branch will be returned to the loan desk of the home branch for reshelving into the collection.

13. All ILL requests should be documented on the Library Reference Service Statistics Log for analysis.
Questions or concerns regarding these procedures should be directed to Susan Andrien, Director of Learning Resources, College of Marin.

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