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

1. Librarian conducts reference interview and searches catalog to locate requested item(s) at the other library. If the item is available in the COM Library System, then the librarian may do one of the following. Either:
   a. the librarian places a hold on the item in the Millennium Circulation module of the library catalog under the student's library card number, or
   b. the librarian prints the necessary information from OPAC and takes it to loan desk for the appropriate classified staff member (CSM) to place the selected item on hold for the patron.

2. In either case, the person placing the item on hold will verify the patron's email address is up to date, so as to ensure notification once the item is available for checkout.

3. Each morning, the CSM assigned to the loan desk at each library will print out an Item Paging List, retrieve the paged materials, check-in the items, print the in-transit slip and place the transit slip in the paged item. The CSM will then place the items in the designated location for ILL pickup.

4. CSM will ensure that the status of the paged materials reads “in transit” and that the ILL slip is properly completed before placing the items in local ILL box.

5. Each Wednesday and Friday, a representative from the Maintenance and Operations Department will pick up and deliver ILL items between the libraries at Kentfield and Indian Valley.

6. If any additional visits are necessary, then the CSM from the respective library will contact the Maintenance and Operations Department to schedule a pick up for the following day. The CSM should leave a voice message before the close of business, to ensure next day pickup and delivery.

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

8. The CSM at the receiving branch will email the patron that the books are available.

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

10. 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.

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

12. 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 the Director of Learning Resources, College of Marin.

Updated 10/31/12