

Rochester School Library System
Interlibrary Loan Manual
2008-2009

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GENERAL DIRECTIONS

Locate and request InterLibrary Loan materials by using the following databases in the order listed:

1. Destiny—Holdings of Rochester School Library System Libraries – all RCSD libraries, plus Aquinas High School, Nazareth Schools, and Rochester School for the Deaf.
2. Textbook Catalog in Destiny—Textbook collections and classroom sets of literature in RCSD Secondary Libraries
3. Email for multiple copies requests
4. Broadcast email within RCSD
5. SchoolCat—Materials belonging to regional school libraries as of September 2007.
6. WorldCat--Holdings of private, public, academic libraries, etc
7. LIBRA—Holdings of Monroe County Public Library System

Destiny is located at <http://destiny.rcsdk12.org>. The School Library System Destiny system allows for direct borrowing between schools in the **Rochester School Library System**. This includes the **three non-public schools** that are part of the School Library System – Aquinas, School for the Deaf and Nazareth Schools. The records of these libraries are on Destiny.

If you are to be out/absent 3 or more days, set up your email with “Out of Office” reply. Also, broadcast a message to all librarians, so that they don’t send a message to you via Destiny.

1. DESTINY

ILL Requests in Destiny--Librarian places Hold for Patron—in Circulation

This is probably the way you will most often place Holds.

1. Be logged in to Destiny in your name
2. Click on *Circulation* tab
3. Key Patron name, click *Find Patron*
4. In patron record, click on Patron barcode number to right of Patron Name
5. In Patron Record, scroll down page to *Add Hold*
6. Click *Add Hold* - [If Patron already has a hold, button will say Edit Hold]
7. Key in title needed
8. Choose *All Participating Libraries* in drop down menu
9. Click *Go*
10. Look through titles listed, choose title wanted, click *Hold It* button next to title
11. Click *Save*
12. Choose *Automatically fulfill request* or select a *specific library*
13. Leave Delivery Method *Unassigned*
14. Click *Save*
15. You are not asked to Approve the Hold. The status in ILL is Pending, until checked out by the loaning library.

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ILL Requests in Destiny--Librarian places hold for self-- in Catalog

Be logged into Destiny as yourself

1. Click *Catalog* tab
2. Key in title needed
3. Choose Rochester City School District in drop down menu, and click *Title* button
4. Look through titles listed, choose item wanted
5. Click *Details* button next to title, or title
6. Click *Hold It*
7. Click *Save*, leaving drop down menu on default As soon as possible
8. You will be asked to Approve the Hold
9. Click on *Red Flag* – Processing needed
10. Click *Unapproved* to left of title
11. Choose Automatically fulfill request or select a specific library
12. Leave Delivery Method *Unassigned*
13. Click *Approve*
14. Status in ILL is Pending, until checked out by loaning library

When you choose default *Automatically fulfill request*, Destiny asks a randomly selected site to fill request. If declined, Destiny asks the other libraries in turn, until the request is approved. Choose *specific library* if you want request to go only to that library.

Multiple copies requests in Circulation

Email is probably the easier and more efficient way to request large numbers of multiple copies. When using email for multiple copies, follow directions in #3, Email for multiple copies requests.

1. Key Patron name, click *Find Patron*
2. In Patron record, click on Patron barcode number to right of Patron Name
3. Scroll down page to *Add Hold* and select it
4. Key in title needed
5. Choose *All Participating Libraries* in drop down menu
6. Click *Go*
7. Look through titles listed, choose title wanted, click *Hold It* button next to title
8. Below *Requesting* and Title, select *Reserve for specific date* from dropdown menu.
9. Page shows schools that own copies; dropdown menu if more than one school
10. Page shows calendar, boxes for number of books reserved, and *from* and *to* dates
11. Fill in number of books, and select dates, refreshing calendar as needed
[Rule of thumb for range of dates: determine how long needed and add a week; when the item is checked out, the due date will be the last date in the range]
12. Leave Delivery method *Unassigned*
13. Click *Save*

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Multiple Copies requests in Catalog

[Remember that this item will be held in name of Patron who is logged in—either in your name or in ILL if you log in as your school's ILL patron]

1. Key in title needed
2. Choose Rochester City School District in drop down menu
3. Look through titles listed, choose item wanted
4. Click *Details* button next to title, or title
5. Click *Hold It*
6. Below *Requesting* and Title, select *Reserve for specific date* from dropdown menu.
7. Page shows schools that own copies; dropdown menu if more than one school
8. Page shows calendar, boxes for number of books reserved, and *from* and *to* dates
9. Fill in number of books, and select dates, refreshing calendar as needed
[Rule of thumb for range of dates: determine how long needed and add a week; when the item is checked out, the due date will be the last date in the range]
10. Leave Delivery method *Unassigned*
11. Click *Save*
12. Click on *Red Flag - Processing needed.*
13. Click *Unapproved* to left of title
14. Choose *Automatically fulfill request* or specific library
15. Leave Delivery Method *Unassigned*
16. Click *Save*

Filling ILL requests:

How to know if you have a request:

When you log into Destiny as a librarian, any requests entered by your staff or other libraries will be “red-flagged” in the upper right-hand corner of your log-on screen. If you see a flag, that means that you have a request.

If you can loan the item:

1. Click on Process Holds/ILLs (red flag in upper right)
2. Get the book off the shelf
3. Click on the binocular/eyeglass icon below the Patron name; this brings up that Patron's record
4. Click on Circulation tab
5. Scan the item out to the Patron
6. Attach ILL Date Due form

If you can't loan the item, or the item is checked out: Click *Decline*

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Filling ILL Multiple Copies Requests

When you receive a multiple copy request, the title will show as Pending, and include the number of copies reserved, dates reserved, Patron name and date requested

[Example: Pending - What have you lost? : poems (for 09 Dr. Martin Luther King, Jr. / 3 Copies Reserved 3/7/2007 to 3/30/2007) Celeste Wilson 3/5/2007]

1. Your choices will be to Click on the eyeglasses below the Patron's name to accept or click on Decline
2. If you can fill the request:
 - Get the items off the shelf
 - Click on eyeglasses
 - Click on the Circulation tab
 - Scan items
 - Quantity requested decreases by number of items you are able to scan that fill the request
[If all copies requested are not available at one time, you can pick and check out copies ready, and then fill rest of reserve as items become available; you continue to be able to decline request for outstanding items even once you begin filling request.]
 - Attach ILL Date Due form, noting number of multiple copies (example: 2 of 3 requested)

Using Destiny to Loan Books to Schools outside of the Rochester School Library System

Schools outside of the Rochester School Library System should not be set up as patrons in your patron database. The School Library System site in Destiny has the names of Monroe County schools that are borrowers/lenders to the RSLS. If the school is not listed in the Destiny system, contact the School Library System Director, who will set up the school as a borrower.

What to do when the material is returned to you: ALWAYS check in the Interlibrary loaned books on the Destiny system when they are returned. This is only way to clear the item from the Patron's record.

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2. TEXTBOOK CATALOG IN DESTINY

Many of the textbook rooms in the high schools have classroom sets of novels available for loan. The textbook sites cannot be viewed on the elementary Destiny sites.

1. Log in to Destiny at <http://destiny.rcsdk12.org>.
2. Choose one of the High School sites
3. Login as Textguest and school number (example: East High login is Textguest61)
4. Password is same as Login Name.
5. From drop down box choose *Rochester City School District*
6. Enter search term
7. Follow the directions given at 1. in the Destiny directions (page 3)

3. EMAIL For Multiple Copies Requests

1. Go to Catalog
2. Select *Look in: Rochester City School District* from dropdown menu
3. Enter title in search box and click Title
4. Select title in Search results
5. When Title information comes up, click on *See All* next to copy information
6. A list of schools with the number of copies and availability comes up
7. Write down schools that have title and number of copies.
8. Look up the librarians' names for school with copies you want to borrow
9. Send an email to **ONLY** the librarians who have the title you want to ILL
10. In your emailed request, give the Title needed, call number and the name of Patron to check the material out to

Librarians receiving email request

- Reply **ONLY** to requesting librarian (Do not "Reply to All")
- Reply that you are sending the books or that you cannot send

4. BROADCAST EMAIL WITHIN THE SCHOOL LIBRARY SYSTEM - Using Email For Materials That Can't Be Found In Destiny

Use Outlook to request items not located in either Destiny or Destiny Textbook

1. The lists for the elementary and secondary libraries are found on the Outlook page. Select the "To" button, type *Librarians* into the text search box, and the Elementary and Secondary Librarian lists should appear.
2. Put the title and call # of the book that you need, and # of copies in the subject line.

5. SCHOOLCAT

The School Library System has an agreement for interlibrary loan with the other School Library Systems in the Rochester region – Genesee Valley, Monroe I, Monroe II, and Wayne-Finger Lakes BOCES. Librarians are able to contact loaning libraries directly, by email, and receive

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books without their having to travel through the School Library System Office. **See “A Caution about Borrowing from Other Institutions” later in this manual.**

SchoolCat– Making Requests

- Go to <http://schoolcat.library.net/> Bookmark this site for future use.
- Search SchoolCat. Click on book title from list of results. Title information will be followed by locations where the title is held.
- Print the page to refer back to the holding list.
- Click on Materials Request.
- **USERNAME:** library
- **PASSWORD:** schoolcat
- On Materials Request Form, fill in the following sections under **Library Information:**
- The following sections must be filled in by the borrowing library.

LIBRARY INFORMATION

<u>Lending Library</u>	Choose a school library from the pull down menu.
<u>Borrowing Library</u>	Choose your school library from pull down menu.
<u>Authorized</u>	Name of ILL contact in your school library
<u>Request No.</u>	Enter today’s date. (mm/dd/yy)
<u>Call number</u>	Cut and paste or type in if available

SERIAL REQUEST

<u>Serial Title</u>	Title of periodical
<u>Volume #</u>	If known
<u>Article Author</u>	If known
<u>Article Title</u>	Title of article requesting
<u>Date, Pages</u>	Date of periodical and pages requesting
<u>Copyright</u>	For Serial Requests only – choose CCG or CCL from the pull down menu (see attachment for explanation)

PATRON INFORMATION

<u>Patron Name</u>	Name of requestor
<u>Need by Date</u>	Enter date needed (not ASAP – mm/dd/yy)

(All other boxes are not required but are available if you have the additional information or choose to use them for your library’s records.)

- Click on Mail Request Form.
- Print a copy of this page, your completed ILL request. The on-line ILL request will not be retained in your “sent” e-mail.
- To make another request, use BACK on your browser. To exit program, click HOME on your browser.

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- When returning the borrowed material, use the mailing labels provided by the School Library System Office. Samples of the labels, with directions for using them, are found in Appendix A. Place the package with the label on it into a larger envelope and send it by courier to the School Library System Office.

SchoolCat –Receiving and Filling Requests

- Answer and fill the request promptly. The request will come through your district email. Reply to the librarian to ask them to confirm when s/he receives the item(s).
- Find the requesting school as a Patron in the Destiny (usually listed as a SLS patron). If the school is not already listed as a patron in Destiny, call the Library Director to have them added. **Do not add them yourself.**
- Refer to *Directions for using the Courier, To Schools in other School Districts* in Appendix A. Make sure to change the due date to a date of at least 4 weeks.
- Print a copy of the ILL request and add due date (28 day loan period). Insert in book as due date reminder.
- When you send the book(s) use the mailing labels provided by the School Library System Office. Samples of the labels, with directions for using them, are found in Appendix A.

6. WORLDCAT

WorldCat, <http://www.worldcat.org/>, provided by the Rochester Regional Library Council, gives locations for materials in colleges and universities, including local colleges. Interlibrary loan with these institutions often involves a fee. Contact the School Library System if you have located material at one of the local colleges, and wish to borrow it.

7. LIBRA

Monroe County Public Library considers the policy for interlibrary loan to be different from that of placing holds for requests from individual borrowers. The intent of the public library is to create a one-on-one relationship with a patron, and encourage him/her to visit the public library.

- Patrons should be encouraged to create user's accounts with MCPL and to request materials individually. Individual patrons can request a hold on materials that are not currently available, and the material will be sent to a branch or suburban library of their choice when it becomes available.
- A school library may borrow a book through interlibrary loan only if the book is verified as currently available on its website - <http://www.libraryweb.org/>. You can not place Holds or request multiple copies.

Universal Borrower's Card - The S.L.S., as a member of the Regional Library Council, has two Universal Borrower's Cards that can be used to borrow materials on-site in any R.R.L.C. member library in the Rochester area. Call the S.L.S. Office for information on how to acquire the card for short-term use.

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APPENDIX A—PROTOCOL

General Procedures

Responsibility of Interlibrary Loan:

Participation in interlibrary loan programs, such as Destiny, is a privilege granted through the establishment of School Library Systems in New York State. The interlibrary loan policy places the responsibility for interlibrary loan with the borrowing or loaning library. If borrowed material is lost, it is the responsibility of the library to replace all lost items. Libraries who misuse the interlibrary loan system may be denied privileges until borrowed/lost items are replaced or paid for.

Librarians MUST check ILL Requests in both Destiny and email at least once daily and respond to each request.

No ILL Request should Expire because the librarian is not checking and responding to requests daily. If a requested book cannot be located within 24 hours, please “Decline” the request so that the borrowing librarian can find another lender, or the request can go back on “queue” for another library to fill.

The School Library System Office will monitor the timeliness of responses to interlibrary loan requests. Failure to respond regularly may result in the denial of further interlibrary loan privileges.

The Destiny system will “flag” your logon screen if an interlibrary loan request via Destiny has been made to your library.

- Suggested Loan period is 28 days.
- The School Library System can provide the full names and contact information for school libraries outside of Rochester.
- In requesting materials through interlibrary loan, the borrowing library assumes responsibility for any lost or damaged materials. The borrowing library will be expected to replace or pay for the lost material, or may risk losing interlibrary loan privileges. Compensation for the material should be negotiated between the building librarians.
- If a book borrowed from outside the District is lost in transit, and correct procedures have been followed, the SLS Director will replace the book or a substitute title.
- The three non-public libraries that are part of the Rochester School Library System have their own borrower identifiers within Destiny:
 - Nazareth – ILLNAZ
 - Aquinas – ILLAQUINAS
 - Rochester School for the Deaf – ILLRSDEAF

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Periodicals

If the material is a periodical article, a complete bibliographic citation is needed – title of periodical, date, title of article and page #'s. Subject requests will not be accepted for periodical articles. Loaning librarians may choose to send a photocopy of the article requested, and it need not be returned.

Holdings of periodical articles can be located on the Rochester Regional Library Council's SchoolCat on-line catalog.

Screening of Student Requests: With online searching of catalogs, students can now locate materials in other libraries that may be of an objectionable nature. The librarian is urged to use caution in approving the borrowing of potentially objectionable materials for students. Although censorship should be avoided, the librarian has the opportunity to function “in loco parentis” to screen materials that students request through interlibrary loan, and to urge the student to borrow the material “on his own” if the material is not appropriate for school work.

Directions for Using the Courier

To Other RCSD Libraries:

RCSD Libraries receive and return materials through the intra-district courier system.

Courier sheet is provided in APPENDIX A. These sheets with the school library number filled in can be attached to envelopes used to send and return materials.

Materials should be placed in envelope or appropriate package, clearly labeled. Cross out any previous addresses that may still be displayed on the package.

Avoid sending large boxes of books through the courier. Boxes considered too large by the courier will be left for pick-up by the Service Center trucks, and have become lost in the District. Cartage Orders can be generated by the librarian to send/receive boxes of books. Cartage Orders require a signature of each person who handles the package as it moves through the district. Contact the School Library System Office if you'd like to use a Cartage Order.

Be sure that all loaned materials are clearly stamped with your school name and number.

Allow four days for receipt/return of materials through the courier system. If you think that materials that were requested/sent have not arrived as anticipated, please contact Mark Snyder, head of the mailroom, at 262-8721.

To the Non-Public Schools in the School Library System:

Mail between the RCSD buildings and the non-public schools will go through the School Library System office. Send the books to the SLS Office (CO-3) with a note **inside the package** noting the nonpublic school to which they're being sent. The SLS will forward the books.

To Schools in Other School Districts:

For schools outside of the city use the mailing labels provided by the School Library System. A sheet of the mailing labels is in Appendix B.

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The label has a place for a “tracking number” on the top. The tracking number is a combination of numbers that will produce a unique tracking number on every package that goes through the mailroom to RPL.

- The tracking number is a combination of: School number (2 digits); Month/day/year (6 digits); and number of the package (2 digits)
- For example, if #44 School sends her/his eighth package to RPL on January 5, 2008, her tracking number will be 4401050808.

The secretaries should have a tracking sheet in your office, and you should note the shipment on the tracking sheet, as well. A copy of the tracking sheet is on page 18 of the manual. Ensure that the package goes into the building mail bin identified for shipment to Central Office mail.

Allow 6-7 school days for delivery of materials between the C.S.D. buildings and non-public schools, or schools outside of the System.

Centralized (S.L.S.) Interlibrary Loan

Definition of Centralized Interlibrary Loan – Interlibrary loan that is coordinated/facilitated by the School Library System Office. Documentation by the S.L.S. Office “tracks” the loan, to ensure that the material is located and sent to the borrowing library.

Centralized Interlibrary Loan

Centralized ILL takes place if:

- the borrowing library cannot locate the material in Destiny Catalog or on SchoolCat from one of the School Library Systems in the region
- additional copies are needed that the District or area libraries can not supply
- materials are located at a local college or university library

Note: Libraries from outside the District will not supply subject requests.

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Procedure:

- Provide all information necessary to the School Library System Office. Include title, author, publisher and date of the material needed. If you have located the material in WorldCat, you can forward that citation to the School Library System Office for action.
- Provide 'Date Not Needed After.' This is last date that your patron could use the book for a project, paper, etc.
- The School Library System will process the request out of the District, and will document the transaction. Materials should be returned to the S.L.S. Office when the patron is finished with them.
- The School Library System guarantees the return of the material borrowed from the loaning library outside the District, or replacement if the material is lost. However, the borrowing library will work with the S.L.S. Office to compensate for the lost material if the library patron has lost the book. Books lost in transit to or from libraries outside the District will be paid for or replaced by the SLS Office. (The same Lost materials policy is followed for items borrowed through SchoolCat).
- If the material is overdue, the loaning library contacts the School Library System Office, which will contact the borrowing library.

Renewal of material is negotiated between the borrowing library and the S.L.S. Office.

A Caution about Borrowing from Other Institutions Occasionally a university library will fill a request that the building librarian generates and sends directly. If the borrowing library loses or damages a book that has been borrowed directly from an institutional library, that library will be responsible for replacing or paying for the lost material. The school library may lose all borrowing privileges if the lost material is not replaced or paid for in a timely manner.

Student Data in Destiny

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(Please refer to a student record while reading this – it'll make more sense.)

1. Barcode – will be populated by the Chancery system, based on this number
2. District ID - will be populated by the Chancery system
3. Last Name - will be populated by the Chancery system
4. First Name - will be populated by the Chancery system
5. Middle Name - will be populated by the Chancery system
6. Nickname – not populated by Chancery
7. Gender - will be populated by the Chancery system
8. Patron Type – will not be populated by Chancery. Destiny will automatically assign the default patron type, as specified by the librarian in System Set-Up.
9. Status - will not be populated by Chancery. Destiny will automatically assign the default patron type, as specified by the librarian in System Set-Up.
10. Homeroom - will be populated by the Chancery system. This data comes from the building's secretary – if no data is entered at the building level, this field will be blank.
11. Grade Level - will be populated by the Chancery system
12. Graduation year - will not be populated by Chancery
13. Birth Date - will be populated by the Chancery system
14. UDF1 - will be populated by the Chancery system. This field should be named "School"
15. UDF2 – is a field that the librarian can use for his/her own purposes. You can name it according to your library's data needs. It will not be over-written.
16. UDF3 – Teacher's Name - will be populated by the Chancery system. This data comes from the building's secretary – if no data is entered at the building level, this field will be blank.
17. UDF 4 – Date of last update. - will be populated by the Chancery system. This field should be named "Date of Last Update." If the date showing on a student record is more than 2 days "old" it means that the student's name has been deleted from your school data by the secretary.
18. UDF5 - is a field that the librarian can use for his/her own purposes. You can name it according to your library's data needs. It will not be over-written.
19. Acceptable Use Policy on File? – Can be kept up by the librarian. At present it is not a field that can be updated through Chancery. It will not be over-written during updates.
20. Card Expires – Should be an empty field. RCSD does not use this field.
21. All remaining fields are at the discretion of the librarian, and will not be over-written by Chancery. At this time, email accounts cannot be generated for students' notices.

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APPENDIX B--FORMS

Mailing Labels to Schools Outside of the RCSD

Deliver via RCSD courier mail:
Tracking # _____ **ssmddy#**
To: Rochester Public Library

Rundel Mailroom

Forward to: (circle one)

B1 M2 GVB WFL

District _____

School _____

Deliver via RCSD courier mail:
Tracking # _____ **ssmddy#**
To: Rochester Public Library

Rundel Mailroom

Forward to: (circle one)

B1 M2 GVB WFL

District _____

School _____

Deliver via RCSD courier mail:
Tracking # _____ **ssmddy#**
To: Rochester Public Library

Rundel Mailroom

Forward to: (circle one)

B1 M2 GVB WFL

District _____

School _____

Deliver via RCSD courier mail:
Tracking # _____ **ssmddy#**
To: Rochester Public Library

Rundel Mailroom

Forward to: (circle one)

B1 M2 GVB WFL

District _____

School _____

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Courier Sheet – Envelope Label for Sending Books Inside the RCSD

TO: Library #	TO: Library #	TO: Library #	TO: Library #
TO: Library #	TO: Library #	TO: Library #	TO: Library #
TO: Library #	TO: Library #	TO: Library #	TO: Library #
TO: Library #	TO: Library #	TO: Library #	TO: Library #
TO: Library #	TO: Library #	TO: Library #	TO: Library #
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TO: Library #	TO: Library #	TO: Library #	TO: Library #

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Tag To Attach To Material Before Sending Through Courier

This item has been checked out to

School # _____

Return this item
to library at School #

The item is due by

DUE DATE

(If sending multiple copies of title, how
many copies? _____)

*Attach to ILL item & send to requesting
library.*

This item has been checked out to

School # _____

Return this item
to library at School # 45

The item is due by

DUE DATE

(If sending multiple copies of title, how
many copies? _____)

This item has been checked out to

School # _____

Return this item
to library at School #

The item is due by

DUE DATE

(If sending multiple copies of title, how
many copies? _____)

*Attach to ILL item & send to requesting
library.*

This item has been checked out to

School # _____

Return this item
to library at School # 45

The item is due by

DUE DATE

(If sending multiple copies of title, how
many copies? _____)

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Tag To Attach To Borrowed Material Before Distributing To Your Patron

Patron Name: _____

Room number: _____

Here are the library materials you requested. They have been checked out to you by the loaning library, and are due

_____ [Due date].

Return these items to this library before the due date so that I can return them on time. If you need the items longer, please contact me so that I can check with the loaning library to extend your checkout.

Thank you, [name], Librarian

Patron Name: _____

Room number: _____

Here are the library materials you requested. They have been checked out to you by the loaning library, and are due

_____ [Due date].

Return these items to this library before the due date so that I can return them on time. If you need the items longer, please contact me so that I can check with the loaning library to extend your checkout.

Thank you, [name], Librarian

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APPENDIX C – PATRON HANDOUT FOR DESTINY

How to Use the Destiny System to Get Great Materials

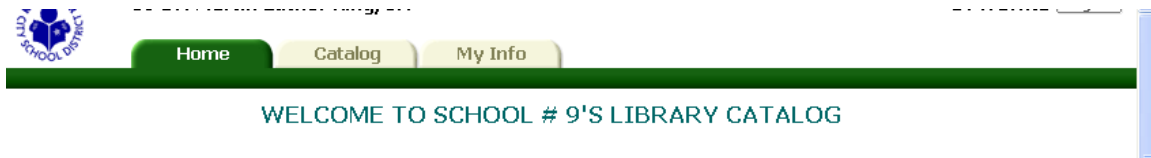
Note: You must have a username and password to request materials from outside your building, or to see the “restricted” . Please see your librarian for your username & password.

Using Destiny to locate material: destiny.rcsdk12.org connects you to all RCSD Libraries, as well as some service sites. Click on your school’s link.

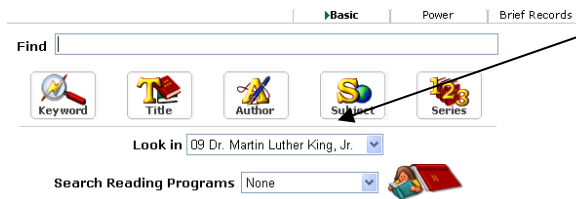
1. **Log** onto Destiny using your user name and password. (You won’t need to use a username/password if you’re looking for materials in your home school.)



2. Click on the **Catalog** tab at the top of the Destiny screen.



3. Use your search terms to first search your own school’s catalog for items you want. (Be sure your school name shows in drop-down menu next to ‘Look in.’)



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4. As you find items of interest, Click on the “Add to My List” button to the right of the title.

	<p>Lionel in the fall Details</p> <p> E KRE Krensky, Stephen. Published 1993</p>	<p>1 of 1 available</p> <p> Add to My List</p>
	<p>Apples and pumpkins Details</p> <p> E ROC Rockwell, Anne F. Published 1994</p>	<p>1 of 1 available</p> <p> Add to My List</p>

Now you can add titles to your list from other school library collections.

5. Once you are finished searching your own school’s catalog, you may expand your search to include all RCSD libraries or only Elementary or Secondary libraries or service centers by clicking on the drop-down arrow in the **Look In** box under the search terms.

If a book is already in your list, it will indicate this to the right of the title by noting **In My List**.

	<p>Fall is here! Details</p> <p> E MON Moncure, Jane Belk. Published 1975</p>	<p>4 of 4 available</p> <p> Add to My List</p>
	<p>The stranger Details</p> <p> E VAN Van Allsburg, Chris. Published 1986</p>	<p>53 of 54 available</p> <p> In My List</p>

6. When you’re finished selecting all of the materials that you want, open **View My List** from options listed on left of screen. Any title that is not in your building will have an **Off-Site** notation above the button to the right of the title.

	<p>Snowsong whistling Details</p> <p> E LOT Lotz, Karen E. Published 1993</p>	<p>In</p> <p> Remove</p>
	<p>Fall is here! Details</p> <p> E MON Moncure, Jane Belk. Published 1975</p>	<p>Off-site</p> <p> Remove</p>

Click on those titles that are **Off-Site**, select [Details](#) and then click the **Hold It!** button to the right of the screen

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7. Your librarian will receive notice from Destiny that you have asked for this book from another library and s/he will need to approve the transaction. Then, if the loaning library can share the book, your request will be approved, and your librarian will receive the book from the lending library within a week and inform you of its arrival.

During certain times of the year specific material are in high demand. For example, requesting Thanksgiving books in November cannot be approved, as librarians would not be able to meet the demand.

8. **Print out** your remaining list and use it to locate your desired items in your own School Library to check out. Be sure to **clear your list** when you are finished to have a clean slate for your next visit.
9. If you need **multiple copies of a title**, your librarian must make the request, as users are permitted only one copy of a title at this time. S/he will e-mail other libraries to fulfill your request.
10. When you receive your material, please note the due date notice attached to the book and adhere to this time limit.

You can review your Holds/Requests & their status, check items you have signed out including dates due, by Clicking on **My Info** tab when you are logged in to Destiny.

Remember, **Destiny can be accessed from any internet-connected computer.**