This is an outline of an ILL procedure from start to finish. Details of each step are included on the following pages.

1. Access SCOOLS through your Library OPALS integrates ILL loans and returns in OPALS circulation. 
   (actual website is http://scools.org)

2. Requesting: asking for an item to be sent to your library for a patron. This makes you the “REQUESTER” for this item. Start process in OPALS.  
   \textit{ILL > My Requests}

3. Responding: fills a request for an item from your library. This makes you the “RESPONDER”. For this item. Start process in OPALS. \textit{ILL > ILL Responses}.  
   **Automatically creates a Loan in OPALS to requesting library.

4. Requested Item has arrived at your library. Loan this ILL to patron. Start process in OPALS. \textit{ILL > ADD ILL Temp Record}. Then \textit{Circulations > Loans > loan temp items to patron}.

5. Returning ILL. Requester returns ILL items in OPALS circulation. Start return process . 
   \textit{ILL > Requester-Return}.

6. Receiving ILL. ILL Item arrives back to responding library. Start process.  
   \textit{ILL > Responder-Receive} .  
   **Automatically returns items in OPALS.

\textbf{NOTE WORTHY:}

\begin{itemize}
  \item A packing slip should ALWAYS travel with an item. This has ILL ID and school information needed to track the item.
  \item MARK the packing slip “return to: Library Name” if you are going to use the original packing slip.
  \item Address ALL non ONC BOCES schools items to DEB COLE or CHERYL MILLER at OAOC in Milford. We track ALL ILL outside ONC BOCES ILLs and ship them to the corresponding BOCES.
  \item ONC BOCES school items can be addressed directly to them (point—to—point). If you need a list of ONC BOCES school library, please let me know.
\end{itemize}