

Sierra Interlibrary Loan (ILL)

Interlibrary Loan (ILL) enables your library to request, receive, and maintain interlibrary loans.

Underlined topics below are hyperlinks to the Sierra documentation

(<https://documentation.iii.com/sierrahelp/Default.htm>) and other resources. Click on the link to open on browser, or right-click the text, select Copy Hyperlink and paste the URL directly into a browser.

A copy of the Sierra documentation is located on your own server and can be opened from within the Sierra staff application: **Admin** | **Manual**. Hyperlinked text can be used to search for topics in the local copy of the documentation.

This schedule is flexible and subject to change.

Introduction

- Introduction of trainer and trainees
- [Logging in to the Sierra Desktop Application](#) or [Sierra Web](#)
- Review of [setting up ILL](#)

Overview of ILL workflow

- [ILL request flowchart](#)
- [How ILL creates virtual records](#)

Placing ILL requests

- [Creating ILL requests](#) in the SDA - Enter Requests function
- Patron-placed ILL requests

Reviewing new ILL requests

- Search for bibliographic information to verify data
 - [Local searching in ILL](#)
 - [Remote searching in ILL](#) (Z39.50)
- [Viewing a patron record from an ILL request](#)
- [Editing requests in ILL files](#)
- [Notifying ILL patrons](#)
- [Notifying ILL suppliers](#)
 - [Creating predefined texts for ILL notifications](#)
- [Cancelling new ILL requests](#)

Acquiring ILL items

- [ILL acquisition methods](#)
 - [Acquiring ILL items via OCLC](#)
 - [Acquiring ILL Items via ARTEmail](#)

- Repeating ARTEmail Requests
 - Acquiring ILL items via letter or email
- Expending funds from Acquisitions for ILL, optional

Processing pending ILL requests

- Editing ILL requests
- Reacquiring ILL items
- Chasing ARTEmail acquisition requests
- Cancelling pending ILL requests

Receiving ILL items

- Receiving an ILL item that needs to be returned
- Receiving an ILL item that does not need to be returned
- Updating patron information in ILL requests
- Changing an ILL supplier's name

Circulating ILL items

- Checking out returnable ILL items
 - Editing ILL item barcodes
- Non-returnable item circulation (no checkout necessary)
- Checking in ILL items

Returning ILL items

- Updating fields in ILL requests – Updating the Returned field

Generating ILL statistics

- Statistics: filled ILL requests
- Statistics: cancelled ILL requests

Downloading ILL requests

- Including New, Pending, Returned, Filled, and Cancelled

Freeing ILL requests

Using interlibrary loan requesting in the WebPAC

Supporting documentation

- Sierra WebHelp – Browse Tab
- Sierra LibGuide
 - Interlibrary loan checklist

This publication is supplied for the exclusive use of customers of Innovative Interfaces with the understanding that it shall not be shown or distributed to anyone outside of the customer's organization without the prior written permission of Innovative Interfaces. This publication may be copied only if the copies are for the exclusive use of staff members of libraries that have purchased the Innovative system.

© 2020, Innovative Interfaces, Inc.