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](http://documentation.iii.com/sierrahelp/Default.htm#sdesktop/sdesktop_logging_in.html) or [Sierra Web](https://documentation.iii.com/sierrahelp/Default.php#sweb/sweb_accessing.html)
* Review of [setting up ILL](http://documentation.iii.com/sierrahelp/Default.shtml#sgcir/sgcir_ill_milillandcharacter.html)

# [Overview of ILL workflow](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_mililloverview.html)

* [ILL request flowchart](https://documentation.iii.com/sierrahelp/Content/Resources/Images/sierra_ill_workflow.png)
* [How ILL creates virtual records](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_virtualrecs.html)

# Placing ILL requests

* [Creating ILL requests](https://documentation.iii.com/sierrahelp/Default.php#sgcir/sgcir_ill_enterillrequest.html) 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](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_localsearch.html)
  + [Remote searching in ILL](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_remotesearch.html)  (Z39.50)
* [Viewing a patron record from an ILL request](http://documentation.iii.com/sierrahelp/Default.htm#sgcir_ill_viewpatfromreq.html)
* [Editing requests in ILL files](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_editrequests.html)
* [Notifying ILL patrons](http://documentation.iii.com/sierrahelp/Content/sgcir/sgcir_ill_notifypatrons.html)
* [Notifying ILL suppliers](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_notifysupplier.html)
  + [Creating predefined texts for ILL notifications](https://documentation.iii.com/sierrahelp/Default.php#sgcir/sgcir_ill_set_text.html)
* [Cancelling new ILL requests](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_cancelreqnew.html)

# [Acquiring ILL items](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_acquireillreq.html)

* [ILL acquisition methods](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_acqmethods.html)
  + [Acquiring ILL items via OCLC](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_acquireviaoclc.html)
  + [Acquiring ILL Items via ARTEmail](http://documentation.iii.com/sierrahelp/Default.shtml#sgcir/sgcir_ill_acquire_artemail.html)
    - [Repeating ARTEmail Requests](https://documentation.iii.com/sierrahelp/Default.php#sgcir/sgcir_ill_artemail_repeat.html)
  + [Acquiring ILL items via letter or email](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_acquiremail.html)
* [Expending funds from Acquisitions for ILL](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_expend_funds.html), optional

# Processing pending ILL requests

* [Editing ILL requests](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_editrequestovw.html)
* [Reacquiring ILL items](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_reacquirereq.html)
* [Chasing ARTEmail acquisition requests](https://documentation.iii.com/sierrahelp/Default.php#sgcir/sgcir_ill_chase_artemail.html)
* [Cancelling pending ILL requests](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_cancelreqpen.html)

# [Receiving ILL items](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_receiveill.html)

* [Receiving an ILL item that needs to be returned](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_returnillitem.html)
* [Receiving an ILL item that does not need to be returned](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_keepillitem.html)
* [Updating patron information in ILL requests](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_milill_patupdating.html)
* [Changing an ILL supplier's name](https://documentation.iii.com/sierrahelp/Default.php#sgcir/sgcir_ill_changesupplier.html)

# Circulating ILL items

* [Checking out returnable ILL items](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_checkingout.html)
  + [Editing ILL item barcodes](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_add_barcode.html)
* Non-returnable item circulation (no checkout necessary)
* [Checking in ILL items](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_chkin_illitems.html)

# [Returning ILL items](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_returnillitems.html)

* [Updating fields in ILL requests](https://documentation.iii.com/sierrahelp/Default.php#sgcir/sgcir_ill_updateillreq.html) – Updating the Returned field

# [Generating ILL statistics](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_generatestats.html)

* [Statistics: filled ILL requests](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_statsfilledreqs.html)
* [Statistics: cancelled ILL requests](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_cancelationstats.html)

# [Downloading ILL requests](http://documentation.iii.com/sierrahelp/Default.htm#sgcir/sgcir_ill_downloadillreq.html)

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

# [Freeing ILL requests](https://documentation.iii.com/sierrahelp/Default.php#sgcir/sgcir_ill_freeingrequests.html)

# [Using interlibrary loan requesting in the WebPAC](https://documentation.iii.com/sierrahelp/Default.php#sgwpac/sgwpac_using_ill_forms.html)

# Supporting documentation

* [Sierra WebHelp](http://documentation.iii.com/sierrahelp/Default.htm) – Browse Tab

* [Sierra LibGuide](https://innovative.libguides.com/sierra/welcome)
  + [Interlibrary loan checklist](https://iii365.sharepoint.com/:w:/s/ITLCresources/ETajYvIt6bxElZ2oPZQ_KhYBUGiUspXCxFF4oCzJU2uHww?e=9BX8B9)

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