

This procedure will allow you to check out items from one SirsiDynix library to another SirsiDynix library within the same school district. That library can then check those items out to their patrons.

**NOTE:** *There should be only one ILL user record for each school, included in Default settings. DO NOT MAKE MORE ILL USER RECORDS AT YOUR SCHOOL.*

1. **School A** requests item(s) from School B. **Do not use WorkFlows for this step.**
2. **School B uses** the checkout wizard to **check out** the item(s) to School A's ILL user. This will be "building code dash ILL" ex. LMWE-ILL.
3. **School B sends** the item(s) to School A.
4. **School A checks in** the item(s) using the Checkin wizard or the Receive Transit wizard.
5. **School A checks out** the item(s) to the student(s) using the Checkout wizard.
6. **School A checks in** the item(s) when returned by the student.
7. **School A sends** the item(s) back to School B.
8. **School B checks in** the item(s).

**NOTE:** *Use only the barcode on the book to check it in and out. Do not put a different barcode on the book for ILL (InterLibrary Loan).*

**FILL OUT THE CHART WITH YOUR SCHOOLS AND BUILDING CODES.  
POST CLOSE TO YOUR COMPUTER FOR QUICK REFERENCE.**

### IntraLibrary Loan (ILL)

- Owning School **checks out** the item(s) to:  
User ID: "building code dash ILL" (ATHS-ILL)
- Send** the item(s) to Borrowing School.
- Borrowing School **checks in** the item(s).
  - *check out* the item(s) to patron.
  - *check in* the item(s) when returned.
- Borrowing School **sends** the item(s) back to Owning School.
- Owning School **checks in** the item(s).

Code	Building
ATHS-ILL	Anytown High School