Testing Polaris 6.1:

INTERLIBRARY LOAN

Complete the tasks below by November 30 to be entered into a raffle to win a gift card prize!

* Create 2 requests and convert both to ILL requests
* With the first request:
	+ Make the ILL request status “Active” by selecting Export
	+ Receive the ILL request and fill out the brief item template
	+ Check the ILL item out to the patron
	+ Check the ILL item back in
	+ Return the ILL request
	+ Delete the ILL request
* With the second request:
	+ Cancel the ILL request

**For libraries with branches**, create a third request and convert to an ILL reqeust

* With the third request:
	+ Modify the request pick up location to a different branch
	+ Receive the ILL request and fill out the brief item template. The item should show as “In Transit.”

Unexpected behavior? Email help@ccslib.org! Make sure to include patron ID, item ID, and screenshots if applicable!