Completing Outgoing Lending Requests in ILLiad

Books Requested By Other Libraries in ILLiad

1. Click the Lending functions tab and then click the Update Stacks Search button.

2. Enter the transaction number into the Transaction Number field and then click the Search button. The request information will then appear.

3. Verify that the number of pieces is correct and that the barcode(s) on the request slip match the barcode(s) on the item(s). If not, please correct these fields appropriately. Multiple barcodes should be separated by a space in the barcode field.

4. Click the Mark Found button.

5. If there is no charge associated with the request, step 3 will complete the request in ILLiad. If there is a charge associated with the request, the Add Billing Charges window will appear. When this happens, click the Charge button to complete the request in ILLiad.

Material will automatically be placed in a temporary location of Lending in Alma. You do not need to check material out in Alma.

Place outgoing lending on the outgoing mail truck in LI-125

1. Sort/interfile mail and keep Empire mail separate from all other mail (USPS, UPS, and Airmail)