

# Using the NHU-PAC for ILL BORROWING

## Monographic Items

1. Go to the NHAIS view of the NHU-PAC at [www.nhu-pac.library.state.nh.us](http://www.nhu-pac.library.state.nh.us) and click on the Interlibrary Loan tab.
2. Enter your library's ILL user name (your HSA code) and password.
3. You will be on the Staff Menu screen. Click on "Search Virtual Catalog."
4. Search for the item you want to borrow.
5. Click on the blue **Request** button to the left of the title you want to borrow.  
*To sort the results list, click on one of the hyperlinked column headings (author, title, or date) to sort the displayed page of items. Additional items may be on subsequent pages. Use the **Next Page** button at the bottom of the page to see additional pages (if there are any). If you want to look at more detail for an item, click on the title of the item to see a more complete display. You will be able to request the item or return to the search results list from the extended display.*
6. Select appropriate lenders for this request.  
*Click on the green check mark at the far right side of the screen to display a list of libraries who are currently filling ILL requests and who hold the item you are interested in. Indicate the lenders you wish to include in your string by clicking in the check box to the left of the library name. When you have chosen all the lenders you want to include in your lender string (maximum of 39), click on the blue **Request from Selected Lenders** button at the bottom of the screen to return to the Request Summary screen.*
7. Edit the patron information for this request.  
*Click on the blue **Edit Patron Information** button. Enter a patron ID. (This can be any number or word that will tell you which patron this request is for. This ID will be visible to lending libraries.) You may add any additional information about the patron that will be helpful to you to have as part of the ILL request. Except for the ID, information entered on this screen is visible only to you as the borrowing library. If you enter an email address for the patron they will be notified by email when you "receive" this item in the system. When you have entered all the information you want, click on the blue **Save Changes** button at the bottom of the screen to return to the Request Summary screen..*
8. Make any of the optional modifications to the request that you want.  
*You can change the need-by date at the top of the screen and add a borrower note on the Request Summary screen. You may re-order your lender string using the blue **Change Route Sequence** button. After making any of these changes click on the blue **Save Changes** button.*
9. Submit the Request.  
*Click on the blue **Submit Request** button to send your request. The Request Editor Results screen should display the message "Request submitted. Initial lender to be determined." Your request has been sent.*

# Using the NHU-PAC for ILL BORROWING

## Serial Items

1. Follow steps 1 - 3 on the reverse of this page.
2. Search for the item you want to borrow.  
*Be sure to use the begin searching button on the right side of the screen under the title "Journals."*
3. Click on the blue **Request** button to the left of the title you want to borrow.  
*To sort the results list, click on one of the hyperlinked column headings (author, title, or date) to sort the displayed page of items. Additional items may be on subsequent pages. Use the **Next Page** button at the bottom of the page to see additional pages (if there are any). If you want to look at more detail for an item, click on the title of the item to see a more complete display. You will be able to request the item or return to the search results list from the extended display.*
4. Indicate the type of copyright compliance your library uses.  
*Select either CCL or CCG from the drop-down list at the top of the request. For details on these methods of copyright compliance please refer to the [NHAIS ILL Protocol Manual](#).*
5. Select appropriate lenders for this request.  
*Click on the green check mark at the far right side of the screen to display a list of libraries who are currently filling ILL requests and who hold the item you are interested in. Indicate the lenders you wish to include in your string by choosing a library you wish to include from the drop-down list in the left column based on available lenders noted in the right column then click on the check box to the left of the selected library name. When you have chosen all the lenders you want to include in your lender string (maximum of 39), click on the blue **Request from Selected Lenders** button at the bottom of the screen to return to the Request Summary screen.*
6. Edit the patron information for this request.  
*Click on the blue **Edit Patron Information** button. Enter a patron ID. (This can be any number or word that will tell you which patron this request is for. This ID will be visible to lending libraries.) You may add any additional information about the patron that will be helpful to you to have as part of the ILL request. Except for the ID, information entered on this screen is visible only to you as the borrowing library. If you enter an email address for the patron they will be notified by email when you "receive" this item in the system. When you have entered all the information you want, click on the blue **Save Changes** button at the bottom of the screen to return to the Request Summary screen.*
7. Edit the bibliographic information for this request.  
*Click on the blue **Edit Bibliographic Information** button. Enter the details on the article or issue you are seeking into the appropriate boxes on the screen. When you have entered all the information you want, click on the blue **Save Changes** button at the bottom of the screen to return to the Request Summary screen.*
8. Make any of the optional modifications to the request that you want.  
*You can change the need-by date at the top of the screen and add a borrower note on the Request Summary screen. You may re-order your lender string using the blue **Change Route Sequence** button. After making any of these changes click on the blue **Save Changes** button.*
9. Submit the Request.  
*Click on the blue **Submit Request** button to send your request. The Request Editor Results screen should display the message "Request submitted. Initial lender to be determined." Your request has been sent.*