

Choose **Interlibrary Loan** tab at
<http://www.nhu-pac.library.state.nh.us>
 Log in (case-sensitive) to see this Staff Menu



Staff Menu

Every screen in the ILL module has these buttons. You will also find buttons allowing you to return to other screens. Be sure to use these buttons to navigate in the ILL module—DO NOT use your browser's Back or Forward buttons.

- Help
- Feedback
- Quit

Select an action by clicking on the button next to the label. Use the quit button in this column to logout.

Searching/Requesting

- Search Virtual Catalog
- Request Inquiry

Find items in the NHU-PAC and place requests

Check the status of requests

Lending

- Review Incoming Requests
- Set Not Available
- Ship Loans
- Ship Copies
- Complete Loans

Look here every day your library is open to see what others want from you

Then respond within 3 days by marking as unfilled or shipped

If you've been asked for a photocopy of a journal article, go here to ship

When your materials are returned to you, finish transactions by receiving them here

Miscellaneous

- Administrative Functions

View your ILL usage statistics

Borrowing

- Receive Loans
- Receive Photocopies
- Return Loans
- Provisional Requests

When requested materials arrive, go here to mark as received—DO NOT use this for materials returned to you

If you received a photocopy of a journal article, complete the transaction here when article arrives

Go here when you're ready to return borrowed materials

Periodically check here for requests that were not successfully submitted—they may have been submitted using a provisional password or may be missing a patron ID or may not have a proper lender string—make adjustments and submit again