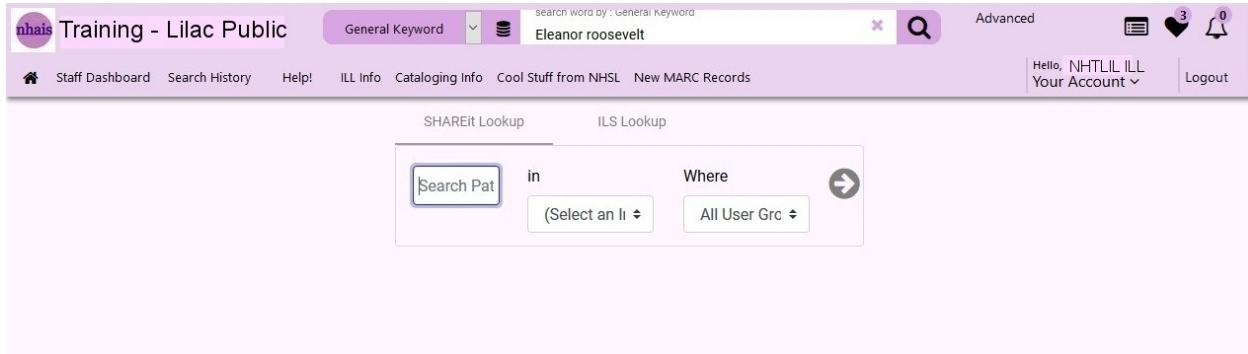


## Variation on ILL Request for SIP2 Libraries

*If your library has been set up as a SIP2 library the NHAIS ILL System is going to authenticate your patrons when they log in to place requests. It will ALSO pop up a window for your ILL staff to pull patron data into each request as you place it. This step in placing an ILL request ONLY applies to SIP2 configured libraries.*

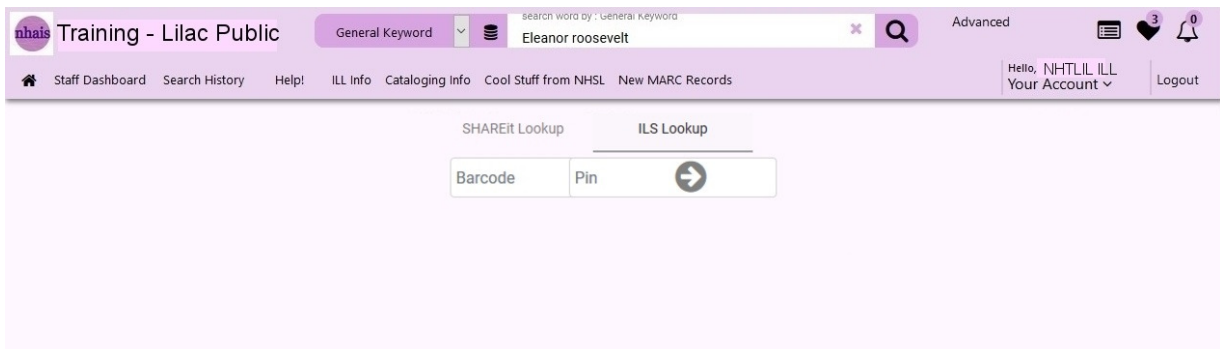
### Placing an ILL as a SIP2 Library Staff Member

1. Search for the thing you want.
2. Click the “Request” button on the thing you want to borrow.
3. This screen will appear:



The screenshot shows the NHAIS ILL system interface. The top navigation bar includes the NHAIS logo, the text "Training - Lilac Public", a search bar with "Eleanor roosevelt" entered, and a "Logout" button. Below the navigation bar, there are tabs for "SHAREit Lookup" and "ILS Lookup". The "SHAREit Lookup" form is active, showing a "Search Pat" input field, a dropdown menu for "in" (with "(Select an li" visible), and a dropdown menu for "Where" (with "All User Grc" visible). A right-pointing arrow button is next to the "Where" dropdown.

4. Click on the **ILS Lookup** (SHAREit Lookup is selected by default) and you will see:



The screenshot shows the NHAIS ILL system interface with the "ILS Lookup" tab selected. The "ILS Lookup" form is active, showing two input fields: "Barcode" and "Pin". A right-pointing arrow button is next to the "Pin" field.

5. Enter the barcode of the patron you are placing a request for into the boxes and click the Arrow.  
DEPENDING ON THE CONFIGURATION OF YOUR SYSTEM YOU MAY OR MAY NOT NEED TO ENTER THE PATRON PIN. TRY IT WITHOUT AND SEE WHAT YOUR SYSTEM'S RESPONSE IS.
6. The ILL request screen appropriate for the type of request you placed (returnable or non-returnable) will display with the patron info already filled in. You can change this info if you want to before submitting the request.

If you don't want to have to find the barcode/pin of patrons you are placing requests for you could set up a valid barcode/pin that is an authenticated user of your local system that your staff can use when placing requests and then replace the actual patron info (or use the info you populate your local patron record with as a default).

9-26-19