NHAIS Interlibrary Loan System – Self-guided Training

To participate in the NHAIS Interlibrary Loan System each library must (1) be profiled as a participant and (2) have ILL staff trained in the use of the system. Both of these must be done before ILL login credentials will be issued for that library. To certify that your staff has been trained complete this form indicating when each required video was viewed, have it signed by the library director, and return the original to NHAIS Services. [The notation at the end of each entry below is the number of minutes: seconds the video runs.]
Separate staff should complete separate forms if one person doesn't view all the required training.

Library Name: _____

HSA code: _____   **Date form completed:** _____

Person who completed training listed below: _____

REQUIRED ILL TRAINING VIDEOS *(View them in this order: about 2.25 hours total)*

- ❑ Searching basics (date viewed: _____) [19:03]
- ❑ Placing ILL Requests (date viewed: _____) [10:17]
- ❑ Placing ILL Requests: Travel Guides (date viewed: _____) [5:22]
- ❑ Placing/Filling a Request for a Copy of a Magazine Article (date viewed: _____) [18:05]
- ❑ Printing Shipping Labels (date viewed: _____) [10:16]
- ❑ Renewal Requests: An Overview (date viewed: _____) [11:25]
- ❑ Requesting Books for your Book Group: Using Multiple Copy (date viewed: _____) [10:45]
- ❑ Checking for and Filling ILL Requests (date viewed: _____) [14:48]
- ❑ Receiving, Returning, and Completing Loans (date viewed: _____) [24:22]
- ❑ Finding Your ILL Statistics (date viewed: _____) [11:34]

OPTIONAL ILL TRAINING VIDEOS

- ❑ Searching: The Advanced Search Screen (date viewed: _____) [14:27]
- ❑ Configuring Your Request List Display (date viewed: _____) [8:21]
- ❑ Quick Links: How to Use and Create Them (date viewed: _____) [7:06]
- ❑ Using Lists: An Overview for Library Staff (date viewed: _____) [11:57]
- ❑ Finding a Particular Request, Current or Past (date viewed: _____) [15:40]
- ❑ Printing Pick Lists (date viewed: _____) [6:51]

REQUIRED HOLDINGS MAINTENANCE VIDEOS for UNION CAT. PARTICIPANTS

- ❑ Maintaining Holdings in the NHU-PAC (date viewed: _____) [12:34]
- ❑ Downloading MARC Records from NHAIS (date viewed: _____) [16:28]

**** Signature of Library Director: _____

   PRINT name of Library Director: _____   **12-10-19**