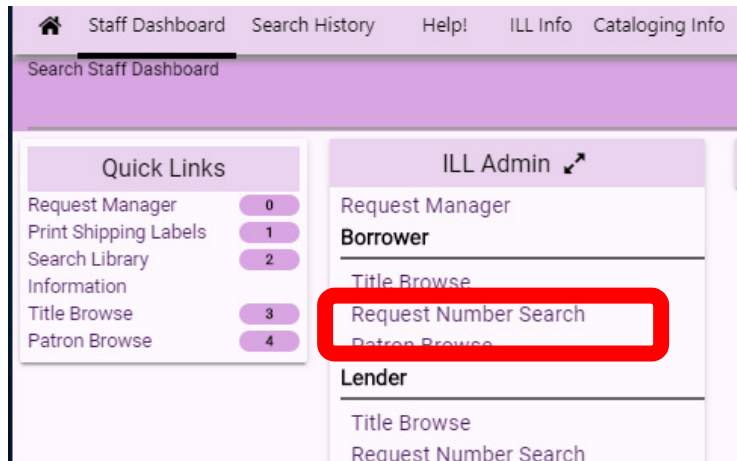


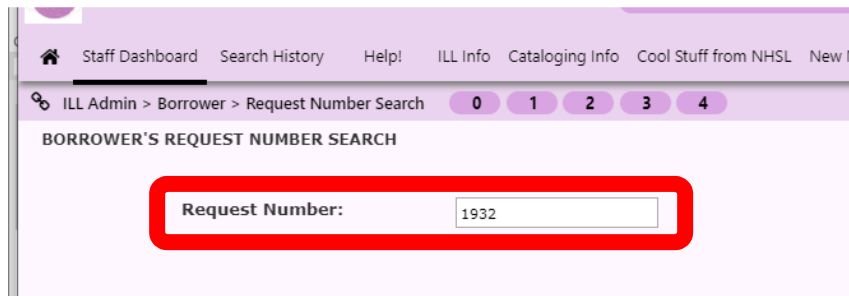
## Purpose of the Barcode in ILL Shipping Label

When books are delivered, instead of searching the long list of items in the Shipped section, you can easily find the ILL items by scanning the barcode on the shipping label. The barcode is for the ILL Request Number.

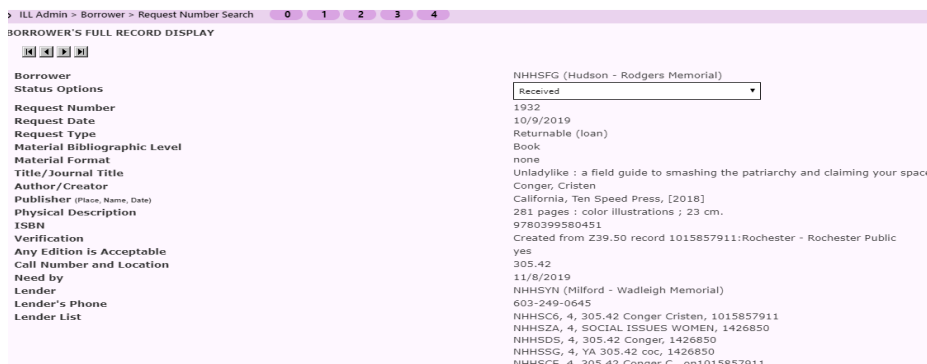
- Under the Staff Dashboard → ILL Admin column → Borrower → Request Number Search (middle link under Borrower) and click to open.



- When the next screen opens, scan the barcode.



- The next screen opens to provide all the important info, including being able to change the status and patron information.



- These steps can also be done (from the Lender request number search) to return items, as well. What a time saver!!!

Handout created by Michele Ricca, Rodgers Memorial Library, Hudson, NH, 10/17/2019