

NHAIS Interlibrary Loan System – Email Notices to Staff

*The new NHAIS Interlibrary Loan System includes an option to have an email sent to a library staff address when specific things occur in the ILL system. By default this option is OFF for all libraries in the system as these emails duplicate information that is available in the system to logged-in staff users. **If your library would like to have these optional notices sent** you can have that option activated by completing this form and sending it (ON PAPER, not as an email attachment) to NHSL, NHAIS Services.*

Library Name: _____

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

Signature of Library Director: _____

When our library is the **BORROWER** in a transaction we would like email notices to go to this email address: _____

(only ONE email address can be configured per borrowing library)

In these situations (check all that apply):

- One of your patrons has submitted a request that is awaiting approval
- A conditional response to your loan request has been received
- An overdue notice has been received
- A recall request has been received
- A renew rejected response has been received
- An unfilled notice has been received
- A retry notice has been received
- A lost/not returned notice has been received
- A shipped notice has been received

When our library is the **LENDER** in a transaction we would like email notices to go to this email address: _____

(only ONE email address can be configured per lending library)

In these situations (check all that apply):

- A library has submitted a new request to borrow something
- A condition accepted response has been received
- A renew request has been received
- An overdue/renew request has been received
- A cancel request has been received
- An item not received notice has been received
- An overdue item not received notice has been received
- A return notice has been received

9-17-19