ILL Limit for Patron Initiated Requests

If your library chose to connect your local patron database to the NHAIS ILL System via SIP2 so that you can allow your patrons to place ILL requests directly you have the option to limit how many requests a specific patron can place. The default in the system is to allow a patron to place an unlimited number of requests so if that is not your library's policy you will need to adjust this setting. This is how you do that.

1. Log into the system using your library's ILL user name and password.
2. Go to the **Staff Dashboard.**
3. From the **ILL Administration** menu select "ILL Requests Limit."

4. Uncheck the box in the middle of the screen under "no limit."
5. From the dropdown menu "ILL Request Limits Option" select the period of time the limit applies to: # active, # per week, or # per month
6. On the right side of the screen under "ILL Limit (do not enter commas)" put the number of ILL requests you want to allow in the selected time period.
7. Click the Submit button to save your changes.

Problems? Contact NHAIS Help Desk (603-271-2141 or nhu-pac@dncr.nh.gov)

9-17-19 MR