

ILL Procedures Step 2



School Library System Wayne-Finger Lakes BOCES

Interlibrary Loan Procedures Within our W-FL BOCES Schools (also called Point-to-Point)

All Point-to-Point loans between WFL schools are for a 6 week time period unless other arrangements have been made with the lending library.

When you have a request from a patron for a title you or another library in your district does not own:

Go to the School Library System Website <http://www.wflboces.org/lms>. Search our union catalog – there is a link in the middle of the page.

Type in the author, title or subject of the book you are looking for.

If it is listed, write down the location information (three letter school code) and email, call or fax your request to the holding school.

For faster service, you can check the delivery schedule to see what schools have pick-ups the next day.

School librarians may also use the WFL SLS listserv to request **multiple copies of the same title (10 or more)** from within our component districts

(<mailto:wflsls@lists.edutech.org>). In the subject line, please use ILL and indicate the grade level (elementary, middle, high). *E.g. ILL Middle*

You will receive requests from other W-FL school libraries for titles in your collection.

Check your email on a regular basis.

Please fill these requests as soon as possible.

Set up a dummy ILL patron in your circulation.

Put the requested item(s) in a blue canvas bag (supplied by the School Library System).

Complete the address label as follows:

Name of District (e.g. Penn Yan CSD)

Name of Library (e.g. Middle School Library)

Via BOCES mail

Place the bag in your school's outgoing BOCES mail box.

Please keep track of your ILL statistics using the form on our website. To access the form, click on Interlibrary Loan on the left and then on Point-to-Point Statistics Form (either Word or PDF).