

Hold/ILL

- **Creating a Patron Hold:** <https://watch.screencastify.com/v/JxnSvER6npz5fv3KuvSe>
 - This video explains how to create a hold for a patron for a book from another CCS library.

- **Filling a Requested**

Hold:<https://watch.screencastify.com/v/KjvHOVs7ucfZaDcT40td>

- This video explains how to fill or decline the request that another library has made for a book in your library.

Checking out the hold: <https://watch.screencastify.com/v/Sf6Oncy0oq3Fc8DPPR0i>

- This video explains how once the book is received to the borrowing site, how the book is checked out to your patron.

- **Checking in ILL:** <https://watch.screencastify.com/v/yPuhlJluXw1PGk8ZvgaK>

- This video explains how to check the book in from your patron and return to the lending site. Also, what the lending site needs to do when the book has been returned back to their library.

- **Be sure to check ILL requests regularly.** This helps us support our teachers and students. If the title is not available, be sure to DECLINE the request. Also, return ILL books to the loaning library.
- Print and include the packing list with the book being mailed to another school. This helps the receiving library identify the book as an ILL request.
- **TIP: DO NOT choose Unassigned for the Delivery Method.** This can lead to the ILL being put in as a patron pick-up. You will not be able to check the book out to your student when it arrives at your building via school mail. Always choose SHIP IT unless you plan to pick up the book from the loaning library.

