



















Borrowing Process Without / With NCIP








BORROWING	
Without NCIP	With NCIP
1  Patron signs into local ILL system	 Patron authenticates against local ILS, is linked to the ILL system, searches, finds item, places request, and request is sent to the first lender based on lenders selected by the borrowing library
2  Patron keys in bib. Info into Web-based ILL request form	
3  Patron submits request to ILL office	
4  Staff search and find locations	
5  Staff create ILL request and send to first lender	
6  Staff receive item	 Staff receive item
7  Staff update the ILL system to Received	 Staff update the ILL system to Received which creates a temporary bib/item record in the local OPAC & places it on hold for the patron. The circ. system emails a notice to the patron.
8  Staff create temporary bibliographic and item record in circ system	
9  Staff place a circulation hold/reserve on the item for the patron	
10  ILL system emails a notice to the patron	
11  Staff deliver the item to the pickup location	 Staff deliver the item to the pickup location

BORROWING

	Without NCIP	With NCIP
12	 Patron picks up the item at the pickup location	 Patron picks up the item at pickup location
13	 Staff check out the item on circ. system. Due date assigned by local circ. system.	 Staff check out the item to the patron, using the due date assigned by the lender
14	 Patron requests a renewal at the ILL office	 Patron requests renewal. ILL system sends a renewal request to the lending library.
15	 Staff updates ILL system to Request Renewal	
16	 Staff receive new due date via ILL system	 Circ. system updated with new due date and emails patron with the new due date
17	 Staff notify patron of new due date	
18	 Staff update the circ. system with the new due date	
19	 Patron returns the item to ILL or circ.	 Patron returns the item to ILL or circ.
20	 Staff check in the item from circulation system	 Staff update the ILL system to Returned which discharges the item from the circ. system.
21	 Staff update ILL system to Returned	
22	 Staff ship the item back to the lending library	 Staff ship the item back to the lending library
# of steps	22	11

Lending Process Without / With NCIP

LENDING		
	Without NCIP	With NCIP
1	 <p>Lender prints off request</p>	
2	 <p>Staff check OPAC and write location & call number on request if not already included on request</p>	 <p>Lender receives request for available item, ILL system places a hold on item, and the circ. system prints a pick slip</p>
3	 <p>Staff retrieve item from stacks</p>	 <p>Staff retrieve item from stacks</p>
4	 <p>Staff update the ILL system to Will Supply</p>	
5	 <p>Staff check out item on circ. system</p>	 <p>Staff update the ILL system to Shipped; ILL system sends check out item message to the circulation system; circulation system checks out item, respecting the due date from the ILL system</p>
6	 <p>Staff update the ILL system to Shipped and assign a due date, which may be different from the circ. system's due date</p>	
7	 <p>Staff place a bookband on the item with the ILL system-assigned due date</p>	 <p>Staff place a bookband on the item with the circulation system-assigned due date</p>
8	 <p>Staff ship item</p>	 <p>Staff ship item</p>
9	 <p>Lender receives renewal request on the ILL system</p>	 <p>Lender's circulation system receives renewal request and grants renewal based on local rules. Lender's circulation system sends "renewal granted" to the borrower's ILL system, which updates its circ. system with the new due date.</p>

LENDING		
	Without NCIP	With NCIP
10	 Staff check the circ. system and renew the item	
11	 Staff update the ILL request on the ILL system to Renewed	
12	 Staff receive the returned item	 Staff receive the returned item
13	 Staff update the ILL system to Checked In	 Staff check in the item on the ILL system, which updates the circ system to Checked In
14	 Staff discharge the item on the circ. system	
# of steps	14	8