

ShareIt Borrower/Lender

To access ILL admin, click on the Staff Dashboard link, or use F9 on your keyboard

This is the Control Panel in ILL Admin

ILL Admin
Request Manager
Borrower
Title Browse
Request Number Search
Statistics
Record Counts
Days to Receive Report
Patron Browse
Lender
Title Browse
Request Number Search
Statistics
Record Counts
Days to Supply Report
Maintain Participant Record
Blank Request Form
Search Library Information
User Guides

Borrower/Lender will give you specific items to search, & stats

This is where you would go to change your address, add in holidays and dates your library is closed, and your lending string

ShareIt Borrower/Lender

Preferred Lender List:

LIN

ADA

AUB

WTC

MAG

MAN

COF

SMT

^

v

Add Lender

System Wide:

GRJ

CLH

MIN

TRI

PHI

MID

NIO

SHARON

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v

Your Preferred Lender list can be changed by you to only include those libraries you prefer to receive materials from. Many libraries will have in their preferred lender list the libraries in their region or courier hub.

Holiday List (Input format MM/DD/YYYY) ☐ **Select to display to patrons**

Start Date

End Date

You can include here dates that your library will be closed. Closures are not limited to holidays, but to anytime your library will be closed, such as for renovation.



ILL Admin > Request Manager

Manage Borrower Requests

Action items	
Status	Count
Awaiting Approval	0
Not Received	0
Not-Received/Overdue	0
Accepted Renewal	0
Recalled	0
Unfilled	0
Shipped	0
Complete	1
Conditional	0
Received	0
Rejected Renewal	0
Overdue	0
Expired	0
Retry	0
Cancelled	0
Cancel Shipped Request	0

Items awaiting trading partner response

Manage Lender Requests

Action items	
Status	Count
Pending	6
Will Supply/In Process	0
Renew/Overdue	1
Pending Cancel	0
Renew Pending	0
Returned	6
Lost	0

Items awaiting trading partner response

Accepted Renewal	4
Shipped	4
Complete	6
Received	20
Overdue	7

Anything that is in blue, you can click on for more information. As you can see above, the table is split into two sides, the left for you as the borrowing library and the right for you as the lending library.

It is recommended that you go in at least once a day to check to see if there is anything pending on the Lender side.

Manage Lender Requests

Action items	
Status	Count
Pending	7

By checking the items

ShareIt Borrower/Lender

under Pending, and determining if you will be able to supply them or not will help lessen the time that requested items spend in the system.
(Note: you will see the Borrowing Library in the Borrower column.)

Title	Pub Date	Req. No.	Borrower	Status
Get what's yours : the secrets to maxing out your social security	2015.	916310		Pending
Ghost boy : the miraculous escape of a misdiagnosed boy trapped inside his own body	[2013]	918158		Pending Will Supply/In Process Shipped Retry Conditional Will not Supply
Grantville Gazette VII	[2015]	918258		
Tenderfoot	1989, c1924.	917448		Pending
Up to no good	c2009.	918411		Pending
The winds of change : a Richard Jury mystery	2004.	918201		Pending
You can keep the damn china! : and 824 other great tips in dealing with divorce	2006.	918423		Pending

Your options are:

Option	What it means
Pending	No action taken
Will supply/In Process	You will send it to the borrowing library
Shipped	You have sent it
Retry	Send the request to the next lender, will come back to you at a later date
Conditional	You will send, but there are conditional issues with this item.
Will not Supply	You cannot provide this item to the borrowing library

Conditional Issues	
Other	Cost exceeds limit
Charges	Prepayment required
Lacks copyright compliance	Library use only
No reproduction	Client signature required
Special collections supervision required	Proposed delivery service

You will need to choose your option, and click the Submit button.

ShareIt Borrower/Lender

As a Borrower, you will need to mark your requests as their status changes.

To mark a request as received, cancelled, or lost, you will need to click on the item below:

Manage Borrower Requests

Action items	
Status	Count
Awaiting Approval	0
Not Received	5
Not-Received/Overdue	0
Accepted Renewal	0
Recalled	0
Unfilled	2
Shipped	12
Complete	2
Conditional	0
Received	23
Rejected Renewal	1
Overdue	0
Expired	0
Retry	0
Cancelled	2
Cancel Shipped Request	0
Items awaiting trading partner response	
Pending	3
Will Supply/In Process	3
Returned	49
Lost	5

Clicking on Pending as the Borrower will allow you to see which library your request is currently being review by.