

# 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

The screenshot shows the ILL Admin Control Panel. It has a dark blue header with the text "ILL Admin". Below the header, there are two main sections: "Borrower" and "Lender". Each section contains a list of links. The "Borrower" section includes: [Request Manager](#), [Title Browse](#), [Request Number Search](#), [Statistics](#), [Record Counts](#), [Days to Receive Report](#), and [Patron Browse](#). The "Lender" section includes: [Title Browse](#), [Request Number Search](#), [Statistics](#), [Record Counts](#), [Days to Supply Report](#), [Maintain Participant Record](#), [Blank Request Form](#), [Search Library Information](#), and [User Guides](#). Two blue arrows point from the text "Borrower/Lender will give you specific items to search, & stats" to the "Request Number Search" link in the Borrower section and the "Request Number Search" link in the Lender section. Another blue arrow points from the text "This is where you would go to change your address, add in holidays and dates your library is closed, and your lending string" to the "Maintain Participant Record" link in the Lender section.

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

Add Lender

System Wide:

- GRJ
- CLH
- MIN
- TRI
- PHI
- MID
- NIO
- SHARON

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
<input type="text"/>	<input type="text"/>

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.



## 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
<a href="#">Get what's yours : the secrets to maxing out your social security</a>	2015.	916310		Pending
<a href="#">Ghost boy : the miraculous escape of a misdiagnosed boy trapped inside his own body</a>	[2013]	918158		<div style="border: 1px solid black; padding: 2px;">           Pending            Will Supply/In Process            Shipped            Retry            Conditional            Will not Supply         </div>
<a href="#">Grantville Gazette VII</a>	[2015]	918258		
<a href="#">Tenderfoot</a>	1989, c1924.	917448		Pending
<a href="#">Up to no good</a>	c2009.	918411		Pending
<a href="#">The winds of change : a Richard Jury mystery</a>	2004.	918201		Pending
<a href="#">You can keep the damn china! : and 824 other great tips in dealing with divorce</a>	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
<a href="#">Not Received</a>	5
Not-Received/Overdue	0
Accepted Renewal	0
Recalled	0
<a href="#">Unfilled</a>	2
<a href="#">Shipped</a>	12
<a href="#">Complete</a>	2
Conditional	0
<a href="#">Received</a>	23
<a href="#">Rejected Renewal</a>	1
Overdue	0
Expired	0
Retry	0
<a href="#">Cancelled</a>	2
Cancel Shipped Request	0

### Items awaiting trading partner response

<a href="#">Pending</a>	3
<a href="#">Will Supply/In Process</a>	3
<a href="#">Returned</a>	49
<a href="#">Lost</a>	5

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

