

Setting Up Lending Policies for Material Types

With the Enhanced Request This Item (ERTI) feature turned on, library lending policies for specific material types can be taken into consideration before requests are sent to them as potential lenders.

Note: for lending policies to be considered, the lending library must enable the lending policies feature, **and** the requesting/borrowing library must have ERTI turned on.

To enable the system to look at your library's lending policies:

1. Login to your library's OutLook OnLine account.
2. Click on Staff Menu, then choose the ILL Admin tab.
3. In the left-hand menu, click on Maintain Participant Record.
4. Click on the "Lending" anchor button near the top of the page, or scroll down to the very bottom of the page and click on the blue "Lending Policy" link.
5. A new window will appear. Near the top of the window, check the box that says "Use my library's lending policies to determine if my library should receive requests of specific item types."

MAINTAIN LENDING POLICY								Submit	Reset	Close	Help
Library Name			Library Code			ILL Phone Number					
BC Electronic Library Network			ELNN2								
<input checked="" type="checkbox"/> Use my library's lending policies to determine if my library should receive requests of specific item types. Applies only to 'System Checked' items.											
Lending Policy	Lend (Y,N,NA)	Loan Period (days)	Renew (Y,N,NA)	Renewal Loan Period (days)	Fee(\$)	Place Hold (Y,N)	Make Copies (Y,N)	Exceptions, Comments (300 characters max)			
System Checked											

6. Go through the list of material types, and change the settings for each as desired. For example, the settings for Books might look like:

Lending Policy	Lend (Y,N,NA)	Loan Period (days)	Renew (Y,N,NA)	Renewal Loan Period (days)	Fee(\$)	Place Hold (Y,N)	Make Copies (Y,N)
System Checked							
Audio Cassettes - Music	Y	35	Y	35	0	Y	Y
Audio Cassettes - Non-musical (Spoken Word)	Y	35	Y	35	0	Y	Y
Books	Y	35	Y	35	0	Y	Y
CD-ROMs	N	0	N	0	0	N	N

7. When settings for each material type have been changed as needed, click Submit and then Close to save.

NB: If your library chooses No (“N”) for Renewals, all renewal requests will automatically be denied. If you would like the option of accepting or rejecting renewal requests, then Renewals must be set to Yes (“Y”). You will still have the ability to accept or reject the renewals if you do NOT have Automatic Approval turned on in your ILL Permissions settings.

Questions? Contact the OutLook OnLine Admin Centre at illsupport@bclibrary.ca or 778-782-3036.