

ILL NON-MEMBER LIBRARY LOANING AND PAYMENT INSTRUCTIONS

When a SEO member library loans items to ILL non-member libraries (libraries that **do not** have a 3-letter code), **those items are to be checked out** to the ILL non-member library account by entering their User ID on the Checkout screen in Workflows **before sending in cargo**.

ILL non-member libraries are to be treated as regular patrons.

For example, if **DUU**, Hardin-Northern Public Library, loaned one of their items to Archbold Community Library, DUU would check out the item to Archbold's account in Workflows using the Checkout wizard. DUU would then send its item directly to Archbold via Priority Dispatch.



Once Archbold receives the item, they supply it to their patron. If their patron does not return the item or damages the item beyond repair, Archbold is responsible for reimbursing DUU for the cost of the item.



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If a payment is received from an ILL non-member library that is paying for a specific item, please apply it directly to that specific item using the Paying Bills wizard in Workflows.

Total bills and payments

Total bills: 3 Payment:

Total owed: \$56.44 Payment type: CASH

Still owes: \$56.44 Change:

Credit balance: none

Individual Bills and Payments

Title	Item ID	Reason	Owes	Tax	Payment Ty...	Payment	Change	Billed	Date	Note
		BOOKSALE	\$2.50		CASH <input type="button" value="v"/>			\$93.50	12/11/2017	
The neighbors	31705003236426	LOST	\$23.95		CHECK <input type="button" value="v"/>	23.95		\$23.95	7/1/2019	
The gatecrasher [book on CD]	31705003861488	LOST	\$29.99		CASH <input type="button" value="v"/>			\$29.99	7/1/2019	

In the example above, the lost item title, The Neighbors, is the only item being paid for. Select the payment type of Check from the drop-down menu in the Payment Type column. Next enter the amount paid in the Payment column beside that specific title.

Pay Bills (o)

Click on the Pay Bills button at the bottom of the screen to complete the process.

If a library is paying for more than one item, you would use the same procedure and enter each amount being paid for, beside the corresponding title. Then click on Pay Bills.

Ensure the amount you enter as paid matches the amount on the check you received.

The list of ILL non-member libraries that participate in borrowing from the SEO consortium is located on the SEO Support Site.

[List of ILL non-member libraries](#)

This document, ILL LIBRARIES IN AGREEMENT, lists all libraries that have paid the yearly fee to borrow from the SEO consortium.

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PLEASE CONTINUE TO THE NEXT STEP IN THIS PROCESS

Once you have received and applied payment for your item,

Please check your item out to your designated 3-letter code DISCARD user account.

For example, DUUDISCARD would be the User ID for the account that DUU, Hardin-Northern Public Library, would use to check their items out, which have been paid for.

Depending on your library's policy, items checked out to a DISCARD account are completely removed from the system either daily or monthly.

When you check the item out to your 3-letter code DISCARD user, this removes the item from being checked out to the non-member library's account.

If you receive a check and are unsure which account and/or item should be applied to, please contact SEO and we will be happy to assist you.

WE RECOMMEND NOT CASHING A CHECK WITHOUT FIRST APPLYING THE PAYMENT TO THE CORRECT ACCOUNT AND ITEM IN WORKFLOWS.

Please share this document with your fiscal officer.

If you have any questions about these procedures, please contact SEO by calling 1-877-552-4262 or create a ticket on our support site.

[SEO Support Site](#)