

## ILL NON-MEMBER LIBRARY LOANING AND PAYMENT INSTRUCTIONS

When your library loans items to libraries that are ILL non-member libraries, (libraries that **do not** have a 3-letter code) those items are checked out to the ILL non-member library account using Workflows.

### **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 their 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.



When a check 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.

## ILL NON-MEMBER LIBRARY LOANING AND PAYMENT INSTRUCTIONS

### 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. Now enter the amount paid for this item 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.

**Make sure the amount you enter as being paid, coincides with 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.

<https://serveveryohioan.org/files/support/FY24ILL-LibrariestoCheckoutandSendTo.pdf>

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

**ILL NON-MEMBER LIBRARY LOANING AND PAYMENT INSTRUCTIONS**

**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 to, that 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.

Once you check the item out to your 3-letter code DISCARD user, this will remove the item from being checked out to the non-member libraries account.

**IF YOU RECEIVE A CHECK AND ARE NOT SURE WHAT ACCOUNT AND/OR ITEM TO APPLY THE MONEY TO, PLEASE CALL SEO AND WE WILL HELP 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 at <https://servingeveryohioan.org/seo-support/>