

How to enable patron-initiated ILL in JerseyCat

Log in to ILL Admin, then...

1. Go to Staff Menu

2. ILL Functions

3. ILL Admin

4. Maintain User Record

The screenshot shows the Staff Menu dropdown with 'ILL Functions' selected. The ILL Functions submenu is open, showing 'ILL Admin' selected. The ILL Admin submenu is open, showing 'Maintain User Record' selected. Arrows point from the numbered instructions to these specific menu items.

5. Click on forward button to go to screen that says, User Name: PATRON

The screenshot shows the 'Maintain User Record' page for South Jersey Regional Library. A red 'Staff/ILL' label is visible. A right-pointing arrow button is circled, with an arrow pointing to the next screenshot.

6. Click on "update"

Check these boxes:

- Originate borrow requests
- Originate Copy requests
- patron request tracking
- View own request

The screenshot shows the 'Maintain User Record' page with the 'User Name' field set to 'PATRON'. The 'Update' button is circled. A list of checkboxes is shown, with 'Originate borrow requests', 'Originate copy request', 'patron request tracking', and 'View own request' checked. Arrows point from the numbered instructions to the 'Update' button and the checked checkboxes.