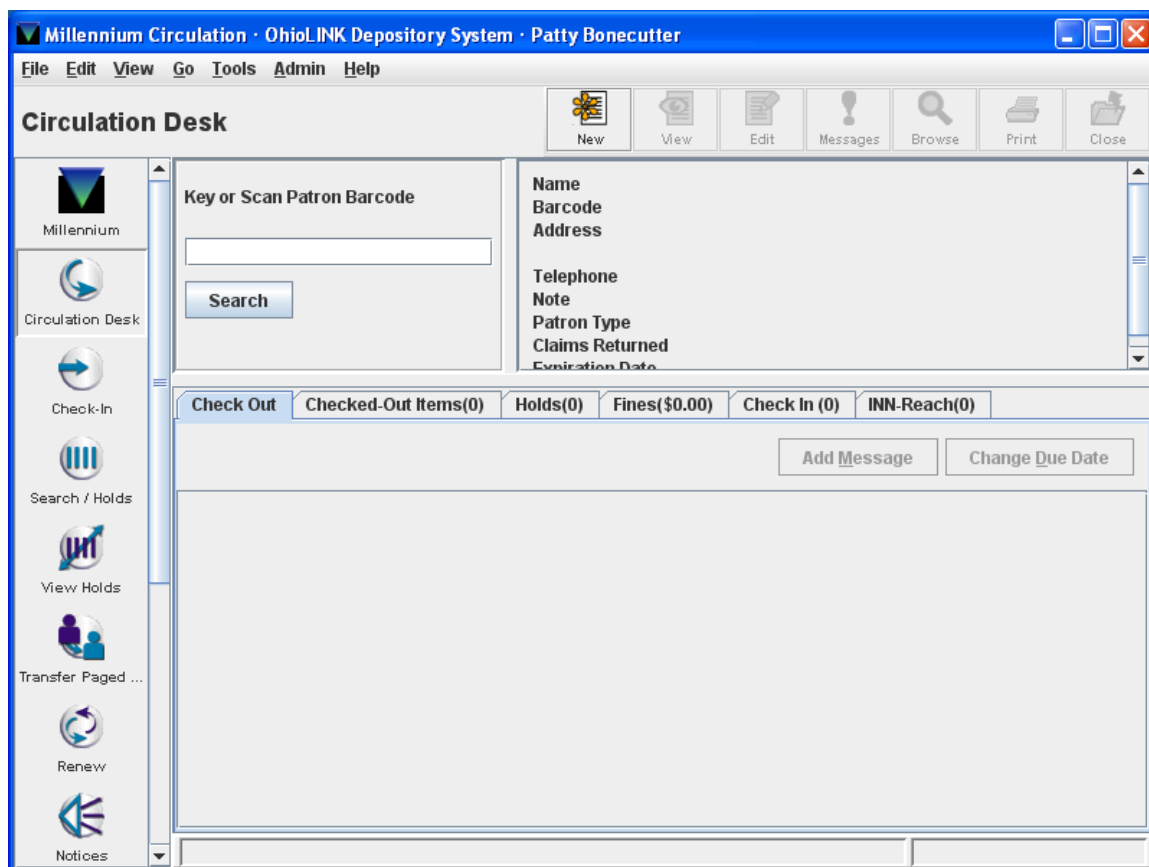
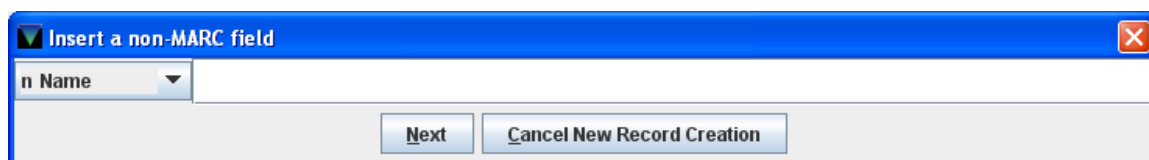


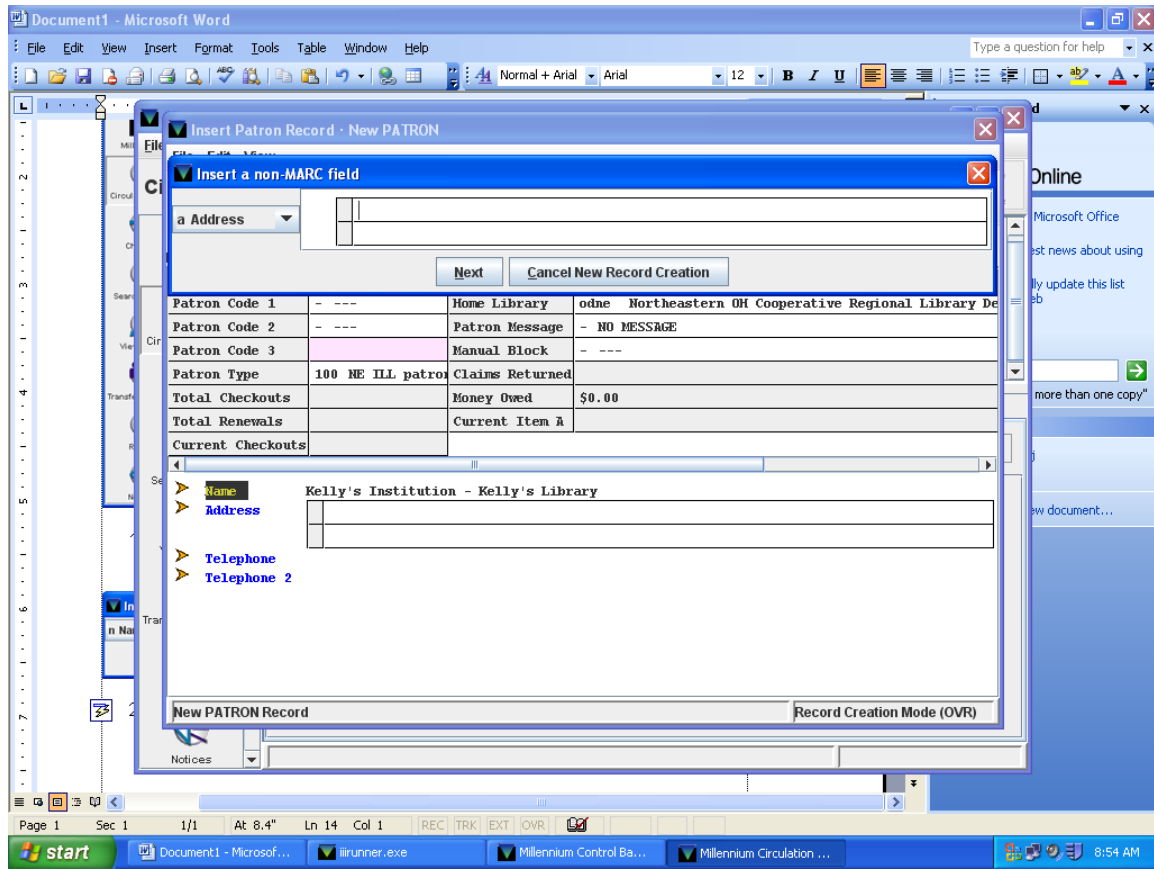
Creating ILL Patrons



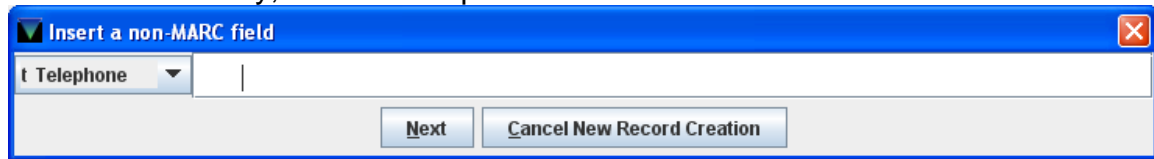
1. Click the new button in the upper right hand corner when wanting to create a new ILL patron.



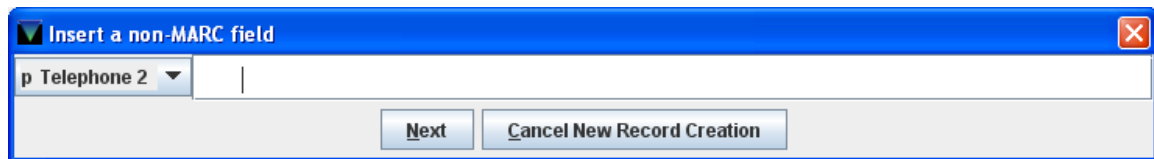
2. Type in the Name "Name of Institution – Library Name" and Click on the Next button



3. Enter the Street number, street name and office number on the first line and the City, State and Zip code on the second line.



4. Enter the ILL office phone number.



5. Enter the ILL fax number.

Insert Patron Record · New PATRON

File Edit View

Insert Save/Cl... Delete Print Cancel

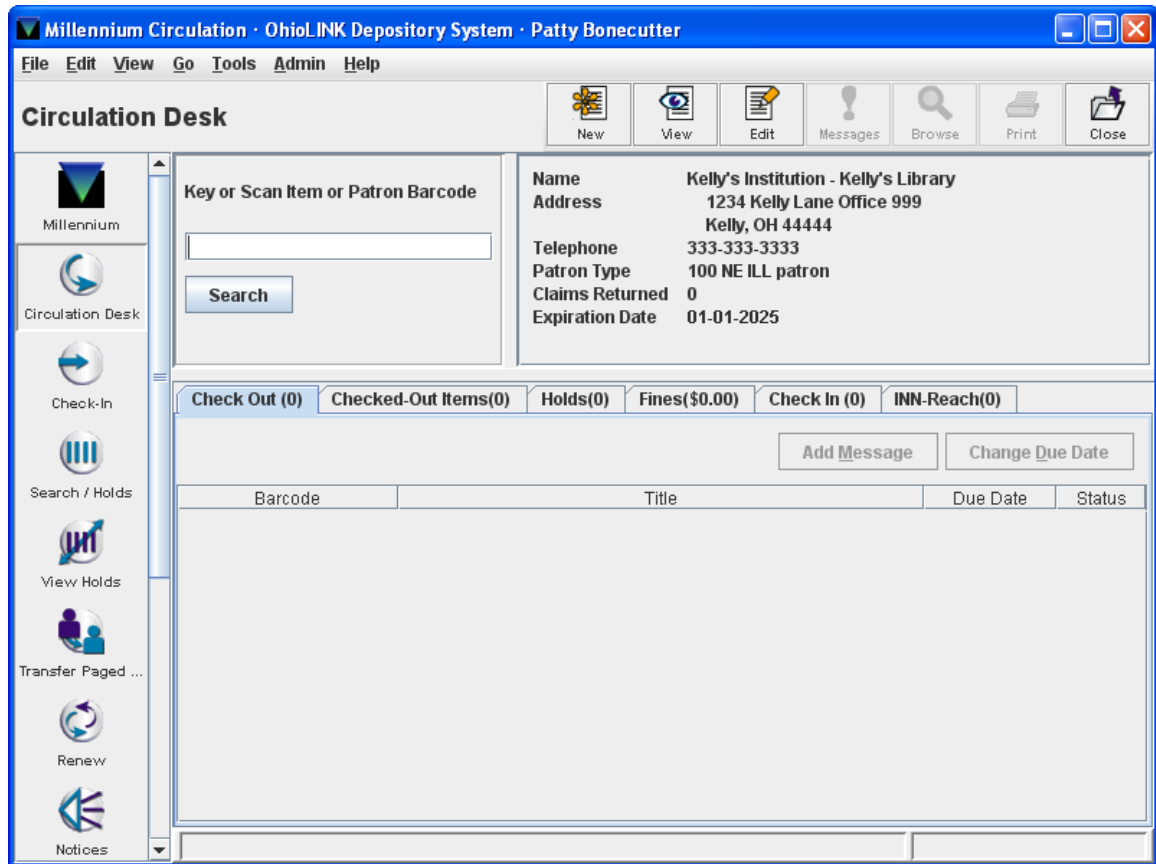
New PATRON Last Updated: 04-14-2011 Created: 04-14-2011 Revisions:

| | | | |
|-------------------|-------------------|-----------------|--|
| Expiration Date | 01-01-2025 | Birth Date | - - |
| Patron Code 1 | - - - | Home Library | odne Northeastern OH Cooperative Regional Library De |
| Patron Code 2 | - - - | Patron Message | - NO MESSAGE |
| Patron Code 3 | | Manual Block | - - - |
| Patron Type | 100 NE ILL patron | Claims Returned | |
| Total Checkouts | | Money Owed | \$0.00 |
| Total Renewals | | Current Item A | |
| Current Checkouts | | | |

Name Kelly's Institution - Kelly's Library
 Address 1234 Kelly Lane Office 999
 Kelly, OH 44444
 Telephone 333-333-3333
 Telephone 2 333-333-3331

New PATRON Record Record Creation Mode (OVR)

6. Click on the Save/Close button.



7. Proceed with checking materials out on OHDEP.