

Welcome to the ILLINET Resource Sharing Policy Directory

Let's Get Started

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Resource Sharing
Manager

10/9/2009

First Order of Business populate the policy directory with data

Go to: <http://www.librarylearning.info/libraries/>



The screenshot shows the 'LIBRARY LEARNING' website interface. At the top left, there is a red vertical bar with the white text 'L2'. To its right, the text 'LIBRARY LEARNING' is displayed. In the top right corner, there is a navigation bar with the text 'You aren't signed in' followed by links for 'Sign In', 'Register', and 'Help'. Below this is a search box with the text 'Search' and a 'GO' button. Further down, there are links for 'Tags', 'New Events', 'More feeds', and 'Libraries'. On the left side, there is a vertical menu with links for 'Sign In', 'View Event Calendar', 'View Event List', 'Find Libraries', and 'Help & Support'. The main content area is titled 'Libraries' and contains a search box with the text 'Search libraries:' and a 'Go' button. Below the search box, there are links for '(Advanced Search)' and '(Resource Sharing Policy Directory Search)'. The main content area lists several library systems with their logos and names: Alliance Library System (Academic, Public, School, Special, System), Chicago Public Library System (Public, System), DuPage Library System (Academic, Affiliate, Public, School, Special, System), Illinois State Library (System), and Lewis & Clark Library System.

In order to enter your policy you need to sign in

The screenshot shows a library website with a yellow header and a blue navigation bar. A red arrow points from the text 'In order to enter your policy you need to sign in' to the 'Sign In' link in the top right corner. Another red arrow points from the 'L2' label in a red box to the 'Sign In' link in the left sidebar. The main content area is titled 'Libraries' and contains a search bar and a list of library systems.

LIBRARY LEARNING

You aren't signed in → Sign In | Register | Help

Search GO

Tags | New Events | More feeds | Libraries

L2

Sign In

View Event Calendar

View Event List

Find Libraries

Help & Support

Libraries

Libraries

Search libraries: Go

([Advanced Search](#) | [Resource Sharing Policy Directory Search](#))

- [Alliance Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
- [Chicago Public Library System](#)
| [Public](#), [System](#)
- [DuPage Library System](#)
| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)
- [Illinois State Library](#)
| [System](#)
- [Lewis & Clark Library System](#)

Sign In Screen (if you have an account)

The screenshot shows a web interface for 'LIBRARY LEARNING'. At the top left, there is a red vertical bar with the text 'L2'. The main header area contains the text 'LIBRARY LEARNING' and a navigation menu with links for 'Sign In', 'View Event Calendar', 'View Event List', 'Find Libraries', and 'Help & Support'. On the right side of the header, there is a search bar with a 'GO' button and links for 'Tags', 'New Events', 'More feeds', and 'Libraries'. Below the header, there is a 'Sign In' section with a title 'Sign In' and a sub-title 'Sign In'. The form includes fields for 'Email/Username:' and 'Password:', a 'Remember me?' checkbox, and a 'Submit' button. Below the form, there are two links: '[Not a Registered User?](#)' and '[Forgot Your Password?](#)'. A callout box with a light blue background and a red border contains the text 'Not a registered user click here' with a green arrow pointing to the 'Not a Registered User?' link.

LIBRARY LEARNING

You aren't signed in | [Sign In](#) | [Register](#) | [Help](#)

Search

[Tags](#) | [New Events](#) | [More feeds](#) | [Libraries](#)

Sign In

Sign In

Email/Username:

Password:

Remember me?

[Not a Registered User?](#)

[Forgot Your Password?](#)

Not a registered user
click here

If you don't have an account you need to register and wait for account to be approved by your director

L2

Tags | New Events | More feeds | Libraries

Sign In

View Event Calendar

View Event List

Find Libraries

Help & Support

Register

Register

You

*First Name:

*Last Name:

*Email:

If you do not have an email address, you'll need to [contact your library system](#) in order to create an account.

Username (Optional)
3-10 chars.

Create a Password (4-10 characters)

*Password:

*Repeat:

Library Association

Member (meaning you work at or serve on the board of an Illinois Library System member library)

Non-member

Remember my login on this computer

Your director can also create an account for you by following 3 steps

- Go to your library directory page
 - Search for your library at <http://www.librarylearning.info/libraries/>
- “View Staff”
- “Add Staff”

Library Directory Page

click “View Staff”

LIBRARY LEARNING

L2

Signed in as: Kate Admin | Help | Sign Out

Search GO **CERTIFY**

Tags New Events | More feeds | Libraries

Libraries

Palos Heights Public Library

**Primary Building*

Directory Type: Public

Address
12501 South 71st Avenue
Palos Heights, IL 60463-1595
County: Cook

Phone: 708.448.1473
Fax: 708.448.8950

URL: www.palosheightslibrary.org

- > [View staff \(21\)](#)
- > [Edit building](#)
- > [Edit Resource Sharing policies](#)
- > [Request special action](#)

Map showing location: Palos Heights Public Library, 12501 South 71st Avenue, Palos Heights, IL 60463-1595

On View Staff page Click “Add Staff”

The screenshot shows the 'LIBRARY LEARNING L2' interface. At the top, there is a navigation bar with 'LIBRARY LEARNING' and a search bar. The search bar contains the text 'Search' and a 'GO' button, followed by a red 'CERTIFY' button. Below the search bar, there are links for 'Tags', 'New Events', 'More feeds', and 'Libraries'. On the left side, there is a vertical menu with options: 'View Event Calendar', 'View Event List', 'My Events', 'Add To Learning Journal', 'My Profile', 'Find Libraries', 'Find Colleagues', and 'Help & Support'. The main content area is titled 'Libraries' and features 'Palos Heights Public Library'. Under the library name, there is a 'Director' section with a profile picture and the name 'Elaine Savage', administrative librarian. Below this, there is a 'Staff' section listing several staff members with their names and roles. To the right of the staff list, there is a box containing three links: '> Add staff', '> Add board member', and '> Remove staff'. A green arrow points from the text 'Click “Add Staff”' to the 'Add staff' link.

Signed in as: Kate Admin | Help | Sign Out

Search GO CERTIFY

Tags | New Events | More feeds | Libraries

LIBRARY LEARNING

L2

View Event Calendar

View Event List

My Events

Add To Learning Journal

My Profile

Find Libraries

Find Colleagues

Help & Support

Libraries

Palos Heights Public Library

Director

 [Elaine Savage](#)
administrative librarian

Staff

[Blazek, Barbara](#)
Library Staff Member

[Budd, Laura](#), Public and Youth Services Assistant
Library Staff Member

[Carlile, Louis](#), Head of Technical Services
Head of Technical Services

[Cullen, Mary](#), Head of Youth Services
Head of Children/Youth Services

[Durbín, Nora](#)
Youth Services Librarian
Young Adult Librarian

Board

[Barista, Beth](#), Board Treasurer

[Lawler, Julie](#), Board Secretary

[Meyer, Beverly](#), Trustee

[Muller, Patricia](#), Board Vice-President

[Orr, Marianne](#), Trustee

[Petrosino, Frank](#), Trustee

[Poore, William](#), Board President

[Roscich, Diana](#), Trustee

[Stancik, Lois](#), Trustee

> [Add staff](#)

> [Add board member](#)

> [Remove staff](#)

Add staff input screen

The screenshot shows a web interface for 'LIBRARY LEARNING L2'. The top navigation bar includes 'Signed in as: Kate Admin | Help | Sign Out', a search bar with a 'GO' button and a 'CERTIFY' button, and links for 'Tags', 'New Events', 'More feeds', and 'Libraries'. A left sidebar contains a menu with options: 'View Event Calendar', 'View Event List', 'My Events' (highlighted in red), 'Add To Learning Journal', 'My Profile', 'Find Libraries', 'Find Colleagues', and 'Help & Support'. The main content area is titled 'Libraries' and features the heading 'Palos Heights Public Library'. Below this is the 'Add Staff' section, which includes a 'Please note' warning: 'Staff additions may not be immediately visible in the staff list. System staff may need to confirm them first.' The form contains four input fields: '*First Name', '*Last Name', 'Email', and 'Title', each followed by a 'Submit' button.

LIBRARY LEARNING

L2

Signed in as: Kate Admin | Help | Sign Out

Search GO CERTIFY

Tags | New Events | More feeds | Libraries

View Event Calendar

View Event List

My Events

Add To Learning Journal

My Profile

Find Libraries

Find Colleagues

Help & Support

Libraries

Palos Heights Public Library

Add Staff

Please note: Staff additions may not be immediately visible in the staff list. System staff may need to confirm them first.

*First Name

*Last Name

Email

Title












Submit

Once you have successfully signed in
you need to search for your library
record

Sign In
View Event Calendar
View Event List
Find Libraries
Help & Support

Libraries

Libraries
Search libraries:
palos heights [Advanced Search](#) | [Resource Sharing Policy Directory Search](#)

-  [Alliance Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Chicago Public Library System](#)
| [Public](#), [System](#)
-  [DuPage Library System](#)
| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Illinois State Library](#)
| [System](#)
-  [Lewis & Clark Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Lincoln Trail Libraries System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Metropolitan Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
-  [North Suburban Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Prairie Area Library System](#)
| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Rolling Prairie Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Shawnee Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)

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Search by library name input library name and click “GO”

3 ways to search for your library record

Sign In
View Event Calendar
View Event List
Find Libraries
Help & Support

Libraries

Libraries
Search libraries:
([Advanced Search](#) | [Resource Sharing Policy Directory Search](#))

-  [Alliance Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Chicago Public Library System](#)
| [Public](#), [System](#)
-  [DuPage Library System](#)
| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Illinois State Library](#)
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| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
-  [North Suburban Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Prairie Area Library System](#)
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-  [Rolling Prairie Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Shawnee Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)

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Search by library system and type

Search for your library record

3 ways to search for your library record

Using the Advanced Search screen

Search for your library record

Libraries

Advanced Search












1. System
2. Library Type
3. Library Name
4. City
5. County
6. Cross Reference ID

Click on Advanced Search

Libraries

Search libraries:

[Advanced Search](#) | [Resource Sharing Policy Directory Search](#)

-  [Alliance Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Chicago Public Library System](#)
| [Public](#), [System](#)
-  [DuPage Library System](#)
| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Illinois State Library](#)
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-  [Lewis & Clark Library System](#)
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-  [Lincoln Trail Libraries System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
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-  [Shawnee Library System](#)
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)

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Once you have located your library record - click on resource sharing policies

View Event Calendar

View Event List

My Events

Add To Learning Journal

My Profile

Find Libraries

Find Colleagues

Help & Support

Libraries

Palos Heights Public Library

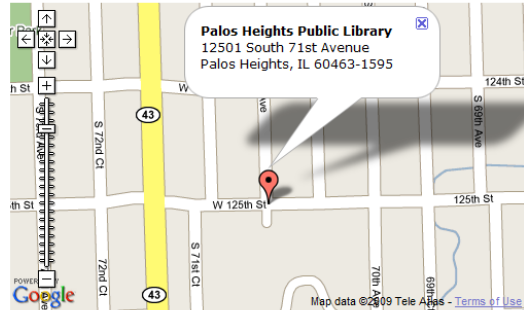
**Primary Building*

Directory Type: Public

Address
12501 South 71st Avenue
Palos Heights, IL 60463-1595
County: Cook

Phone: 708.448.1473
Fax: 708.448.8950

URL: www.palosheightslibrary.org



Get directions: [To here](#) - [From here](#)

Hours:
Monday through Thursday 9am to 9pm
Friday and Saturday 9am to 5 pm
Sunday 1pm to 5pm Sept. thru May

Catalog URL: swan.mls.lib.il.us/search~S111

[Resource Sharing Policies](#)

System: MLS
Frequency of Delivery: 5 times a week
ILDS Stop: Metropolitan Library System [MLS]
OCLC Code: DZI
ELI Control Code: 30526_00

This building has public wireless Internet access.
Neighborhood: 7

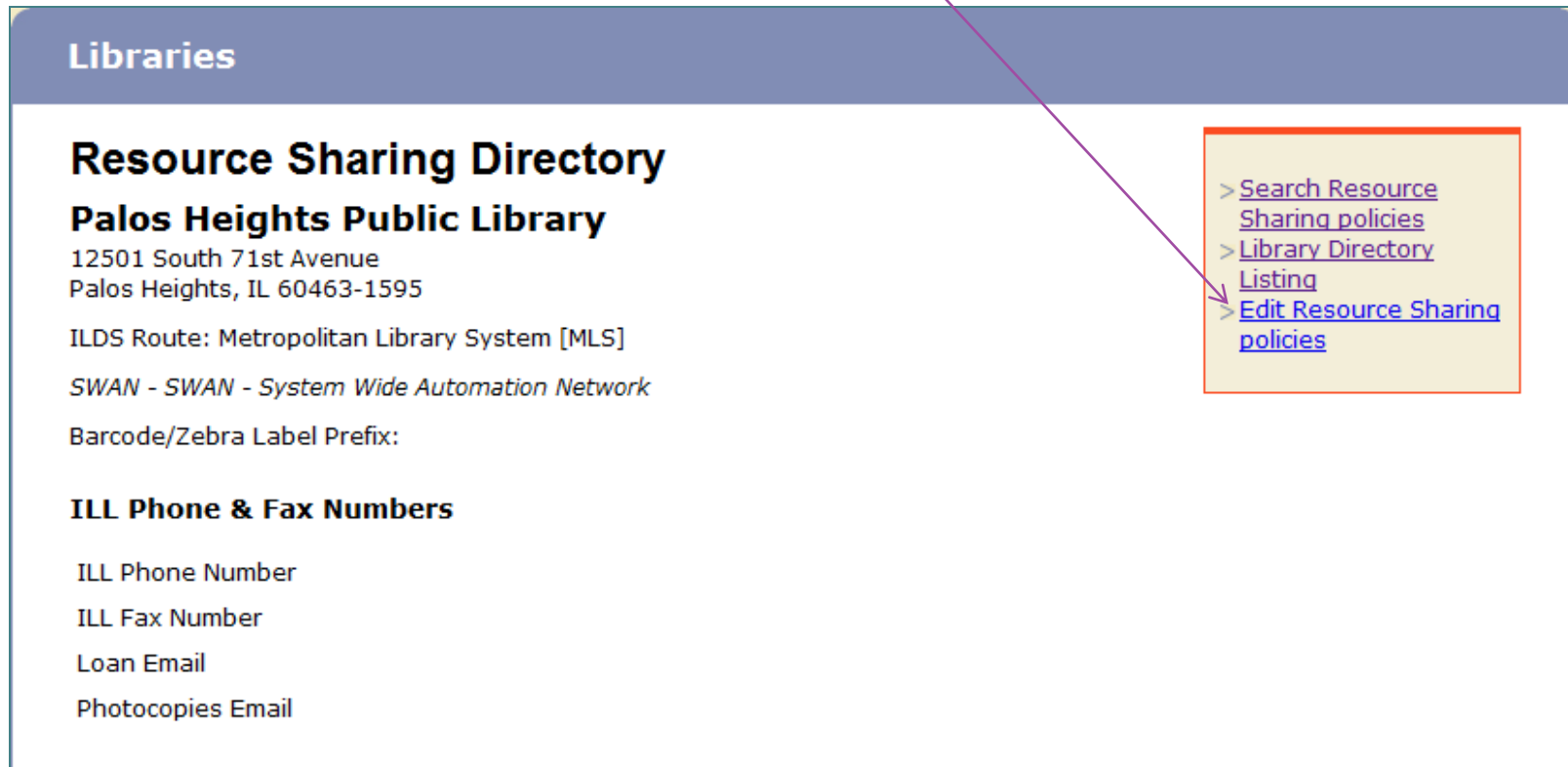
ILS Type: Shared catalog - full LLSAP member
Shared ILS: SWAN - System Wide Automation Network

*Added by Ian Baaske [6/23/2008 6:28:33 PM]
Updated by Jody Rubel [6/10/2009 10:29:17 AM]*

> [View staff \(21\)](#)
> [Edit building](#)
> [Edit Resource Sharing policies](#)
> [Request special action](#)

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Your resource sharing policy will display click on edit to enter or update your policy



Libraries

Resource Sharing Directory

Palos Heights Public Library
12501 South 71st Avenue
Palos Heights, IL 60463-1595

ILDS Route: Metropolitan Library System [MLS]
SWAN - SWAN - System Wide Automation Network

Barcode/Zebra Label Prefix:

ILL Phone & Fax Numbers


ILL Phone Number
ILL Fax Number
Loan Email
Photocopies Email

- > [Search Resource Sharing policies](#)
- > [Library Directory Listing](#)
- > [Edit Resource Sharing policies](#)

Enter your policy and click submit

Libraries

Palos Heights Public Library

 [Upload your ILL Lending and Borrowing Policy documents here.](#) Suggested formats are pdf or Word doc.

Resource Sharing Update

Please update the resource sharing policies and procedures of your library. If you library has multiple buildings, please update this information for each building. This information should be reviewed at least annually and updated when changes occur.

ILL Phone & Fax Numbers

ILL Phone . . ext.

ILL Fax . . ext.

Loan Email

Photocopies Email

Reciprocal Access Contacts

Select the staff member who serves as the primary contact person for each area of resource sharing.

Loans (Borrowing)

Loans (Lending)

Photocopies

If there is any policy
you are not sure of -
you can click submit
and always edit the
record later



For more information

View the next
presentation in
this series

The New ILLINET Resource
Sharing Policy Directory

Entering Your Policies

Future training opportunities include:

- Writing an ILL Policy
- Searching the RS policy directory
- Advanced search strategies for photocopies, interlibrary loan, and reciprocal borrowing
- Building custom holding groups and paths in FirstSearch Admin to expedite your in-state photocopy and interlibrary loan requests

After you have entered your data
you can access the policy directory at
<http://www.librarylearning.info/rsdirectory>