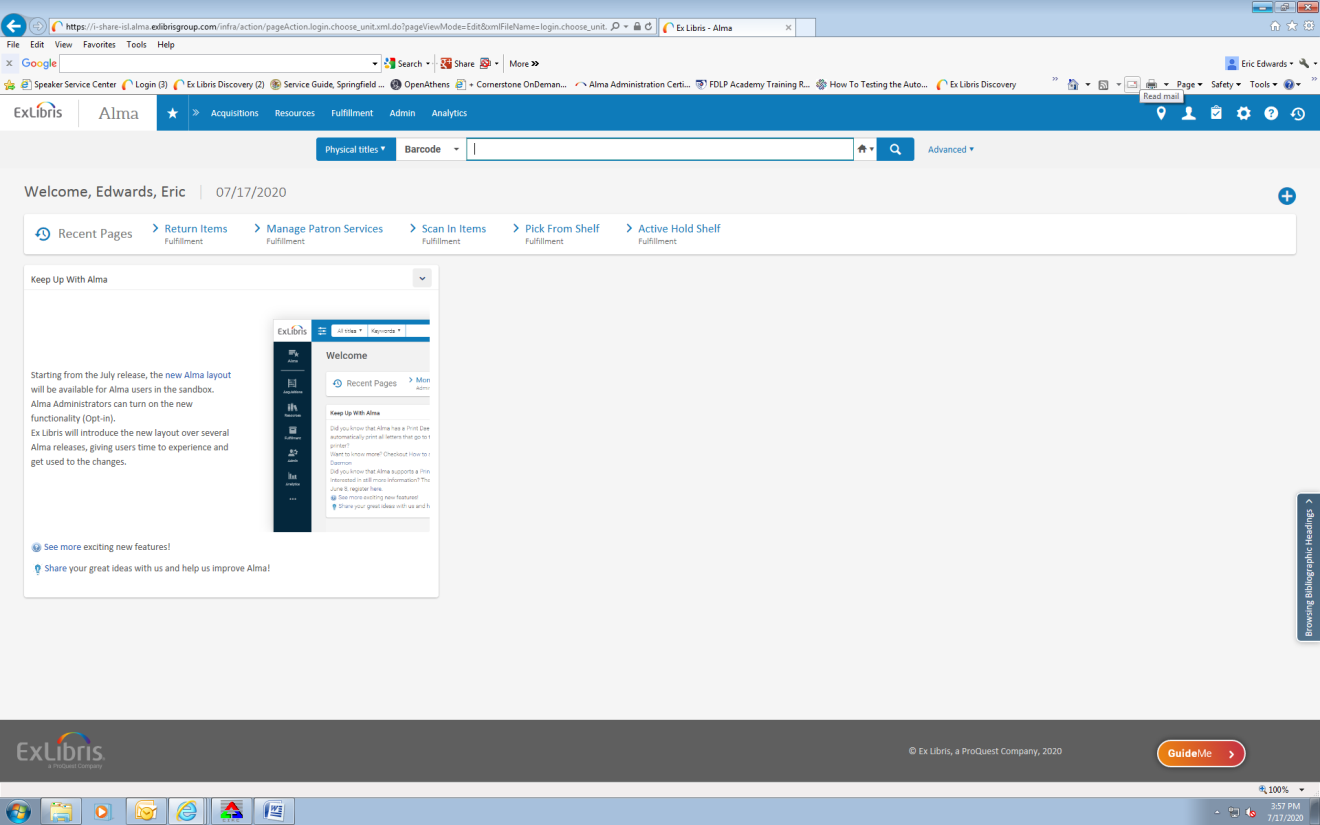
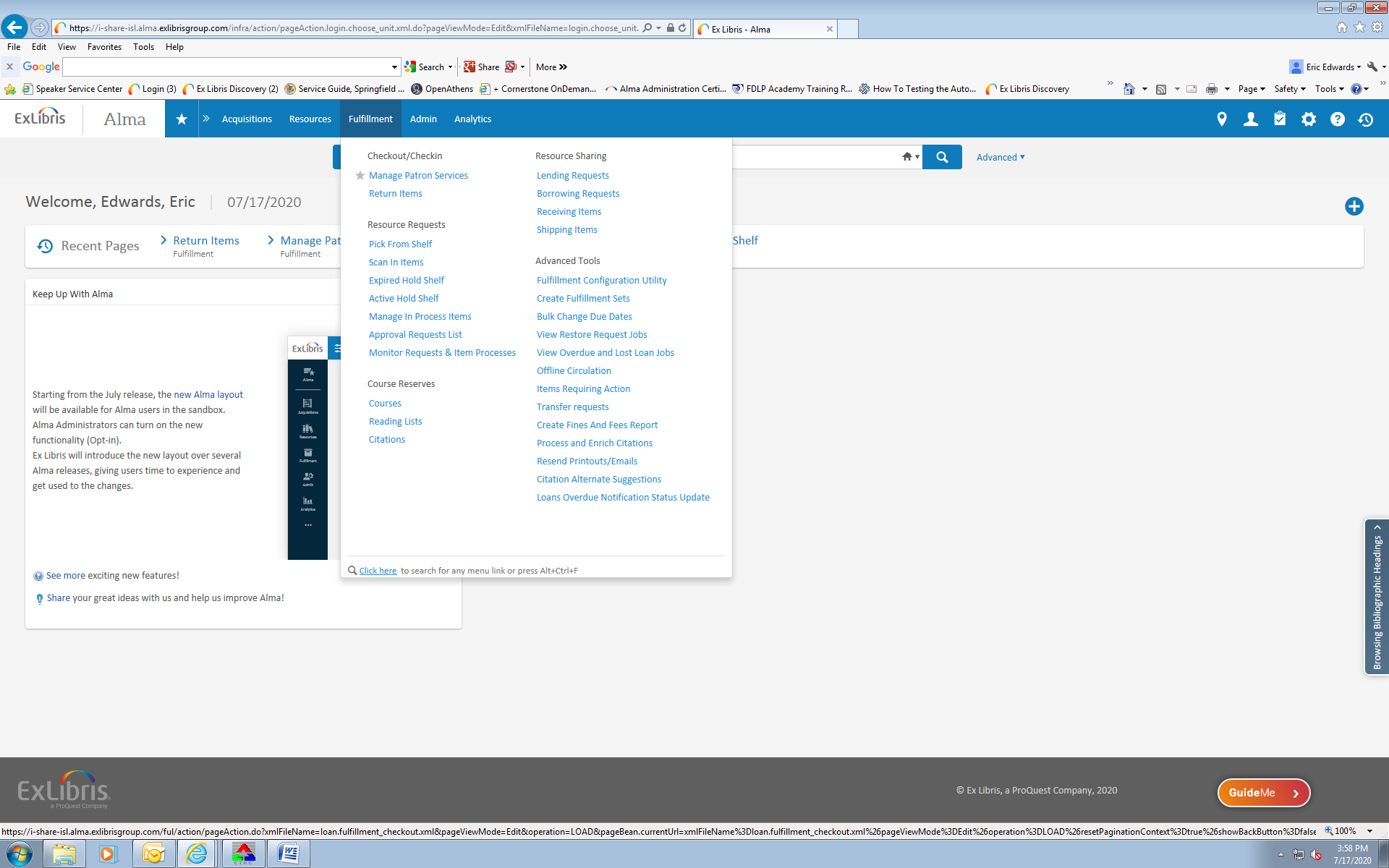
**Charging an Item to an In-State Library**

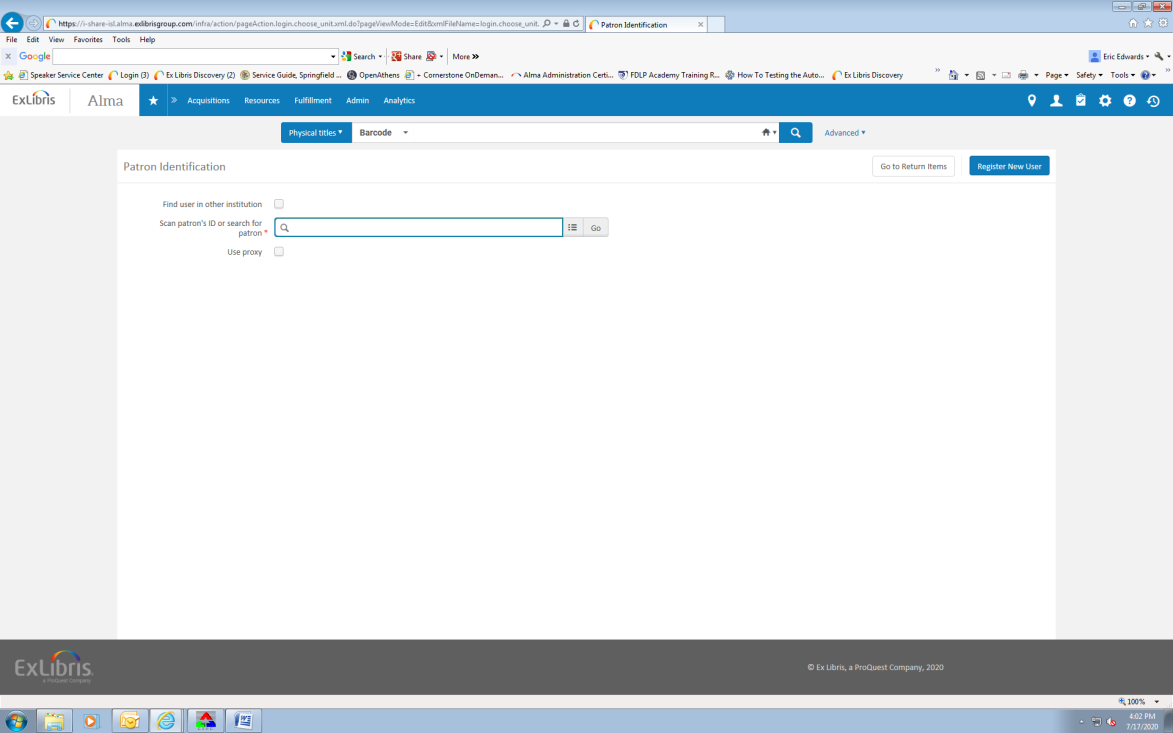
****

Go to the **Fulfillment** tab.

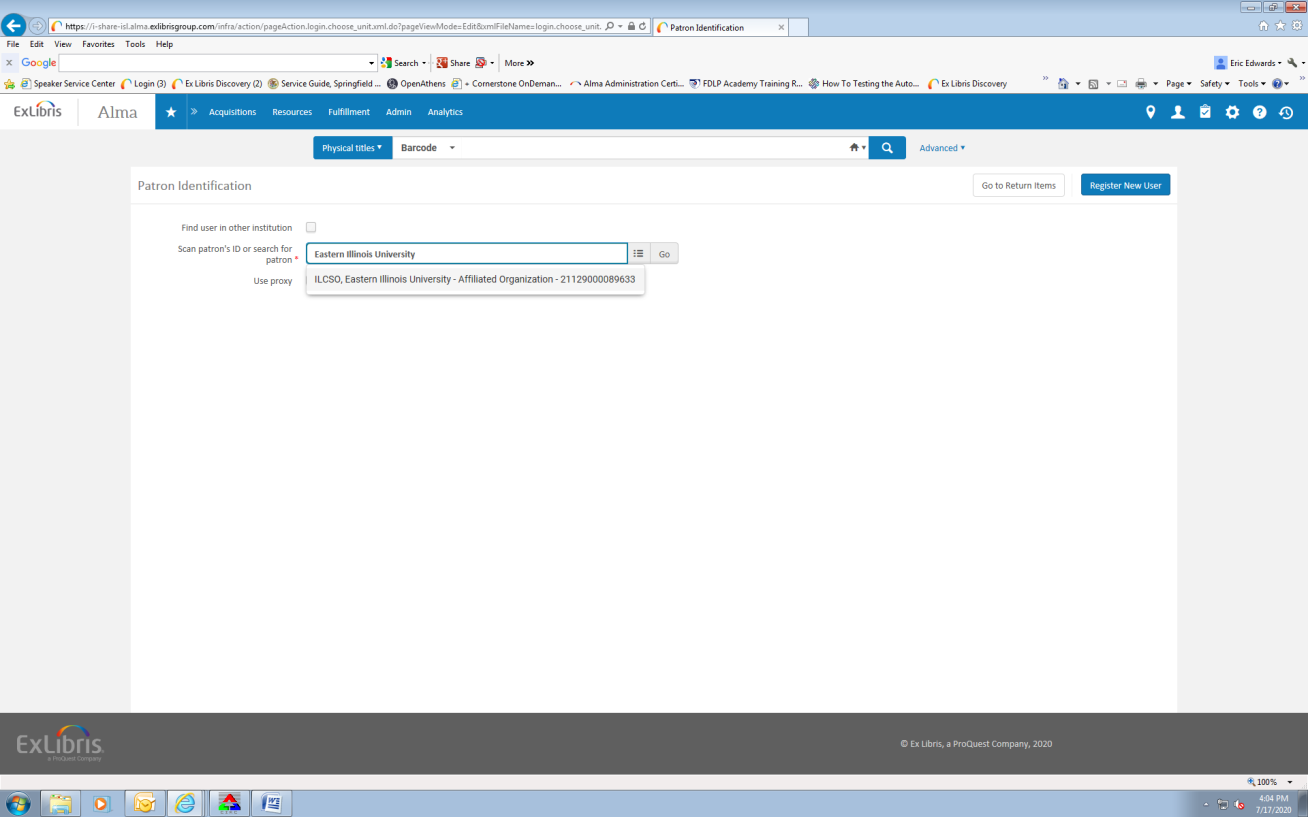
Click on **Manage Patron Services.**



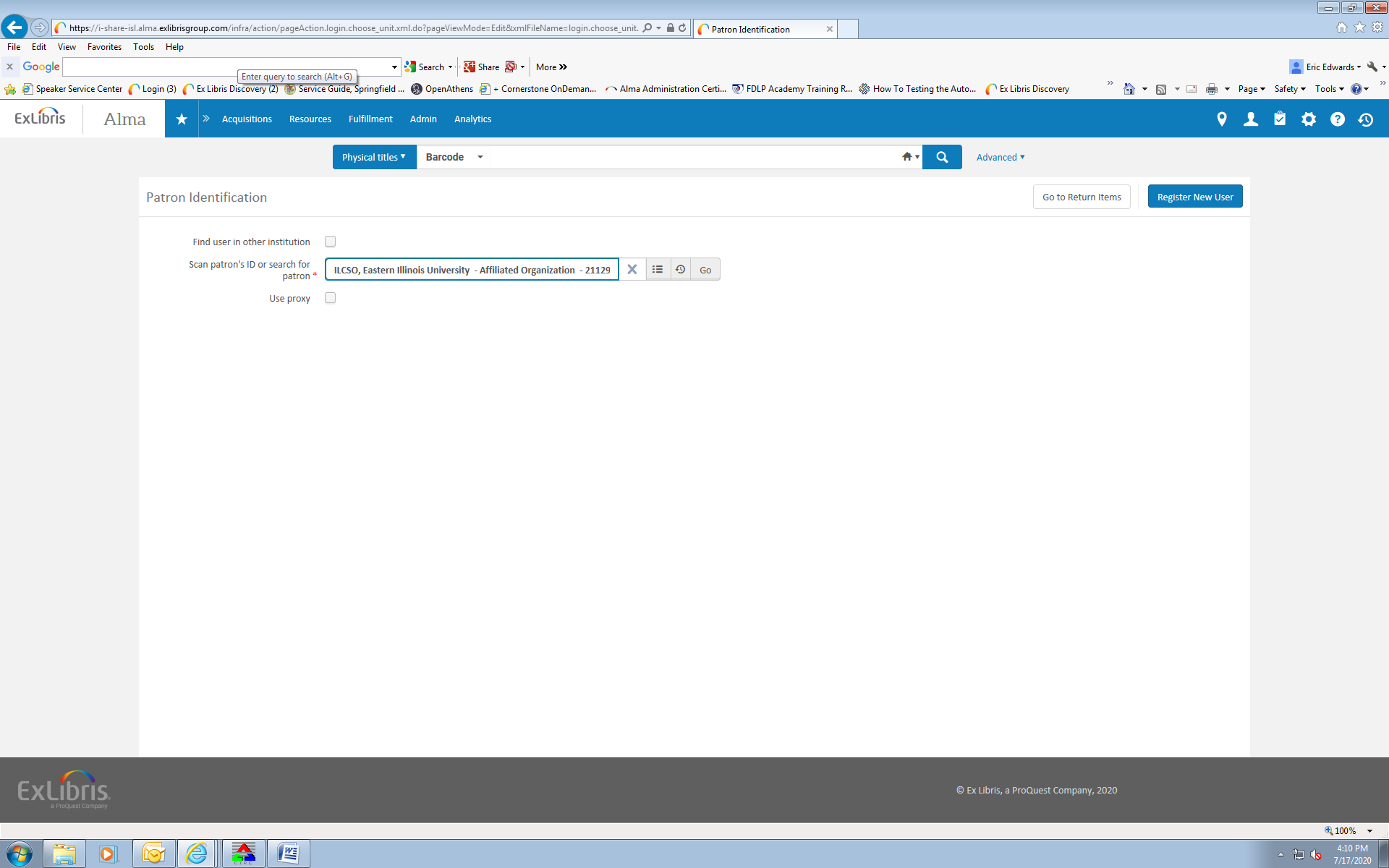
Enter the borrowing library’s name into the search box.



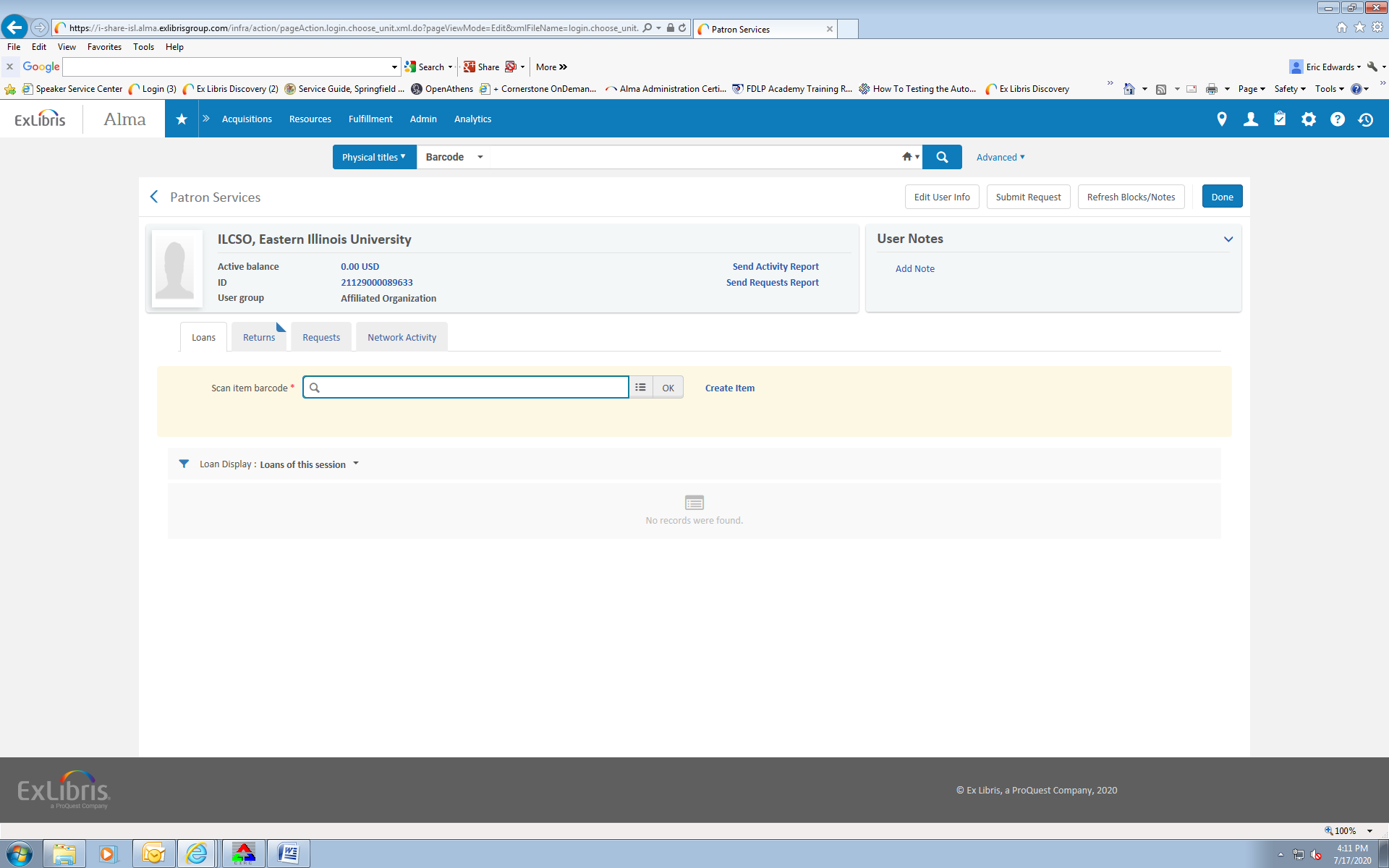
Click on the library’s name in the list of results.



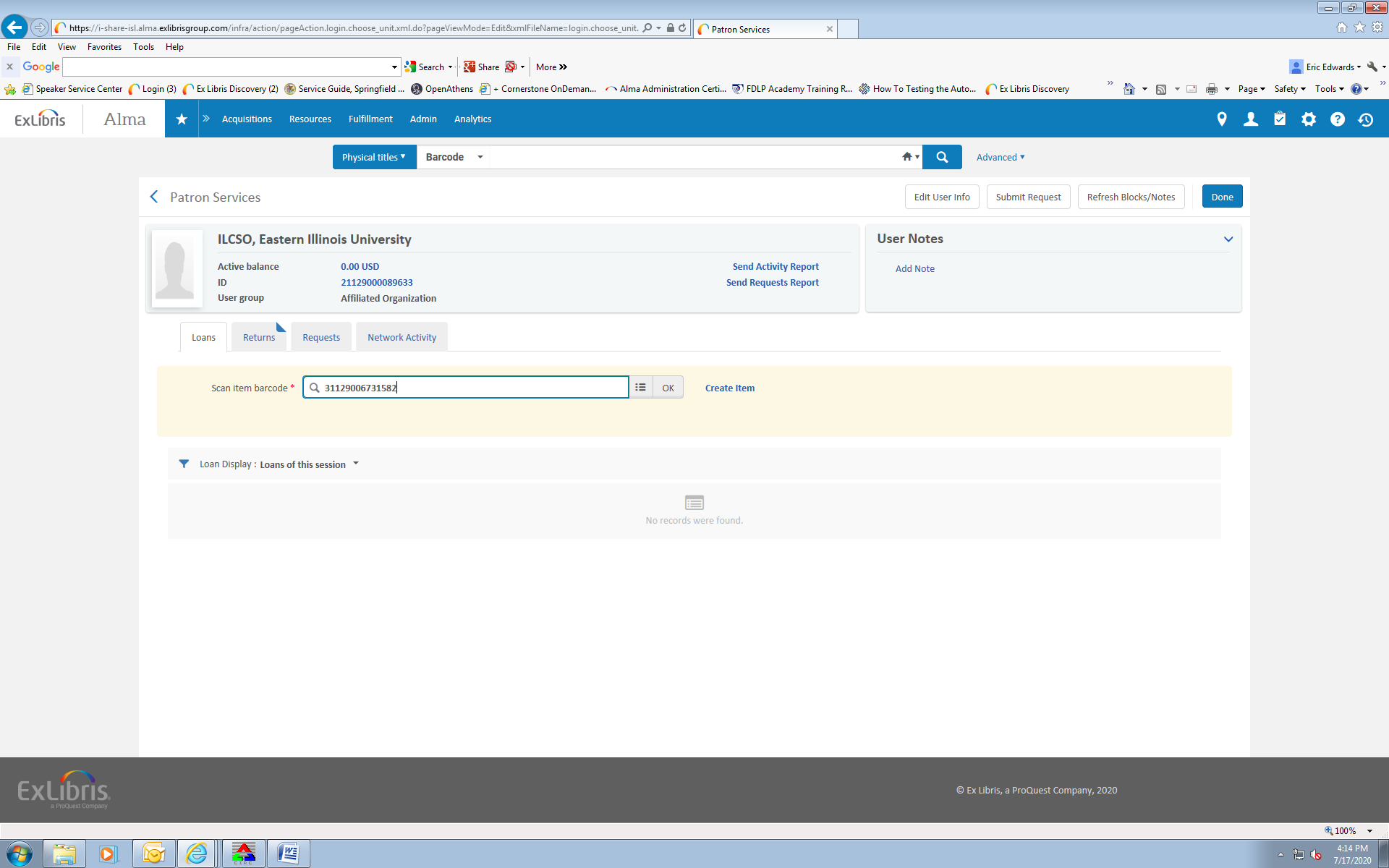
Click on **Go**.



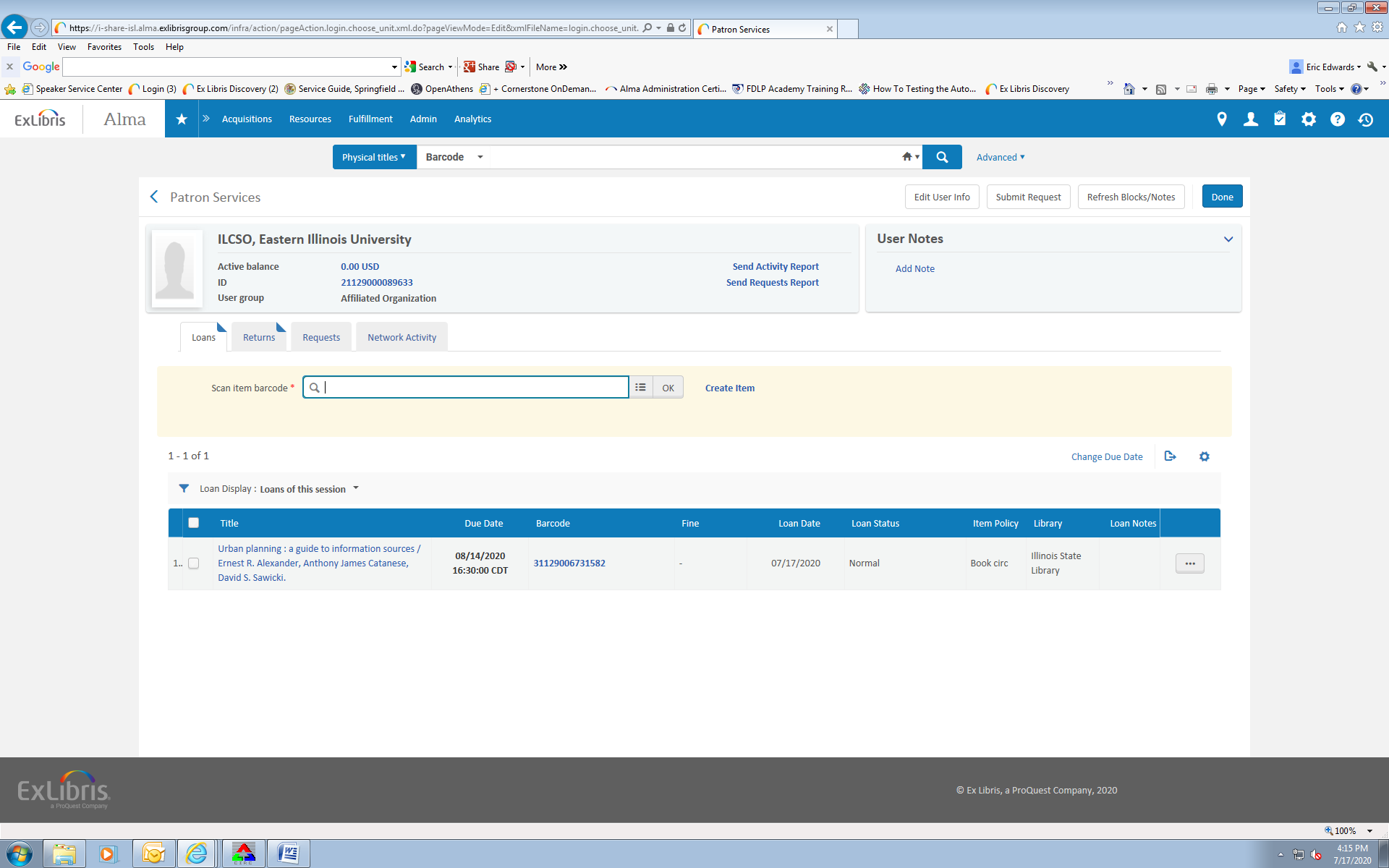
Scan the item’s barcode.



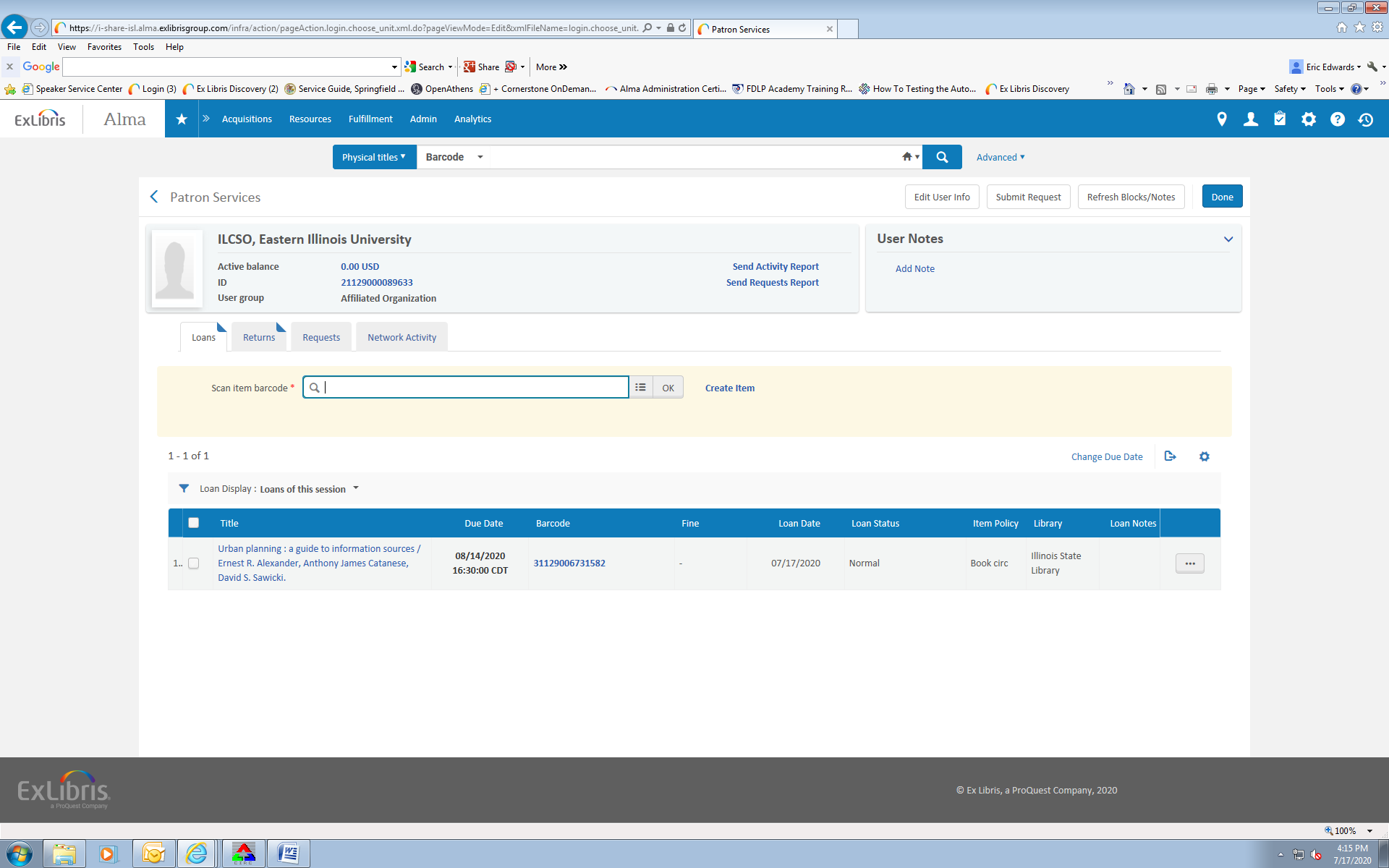
Click “OK”.



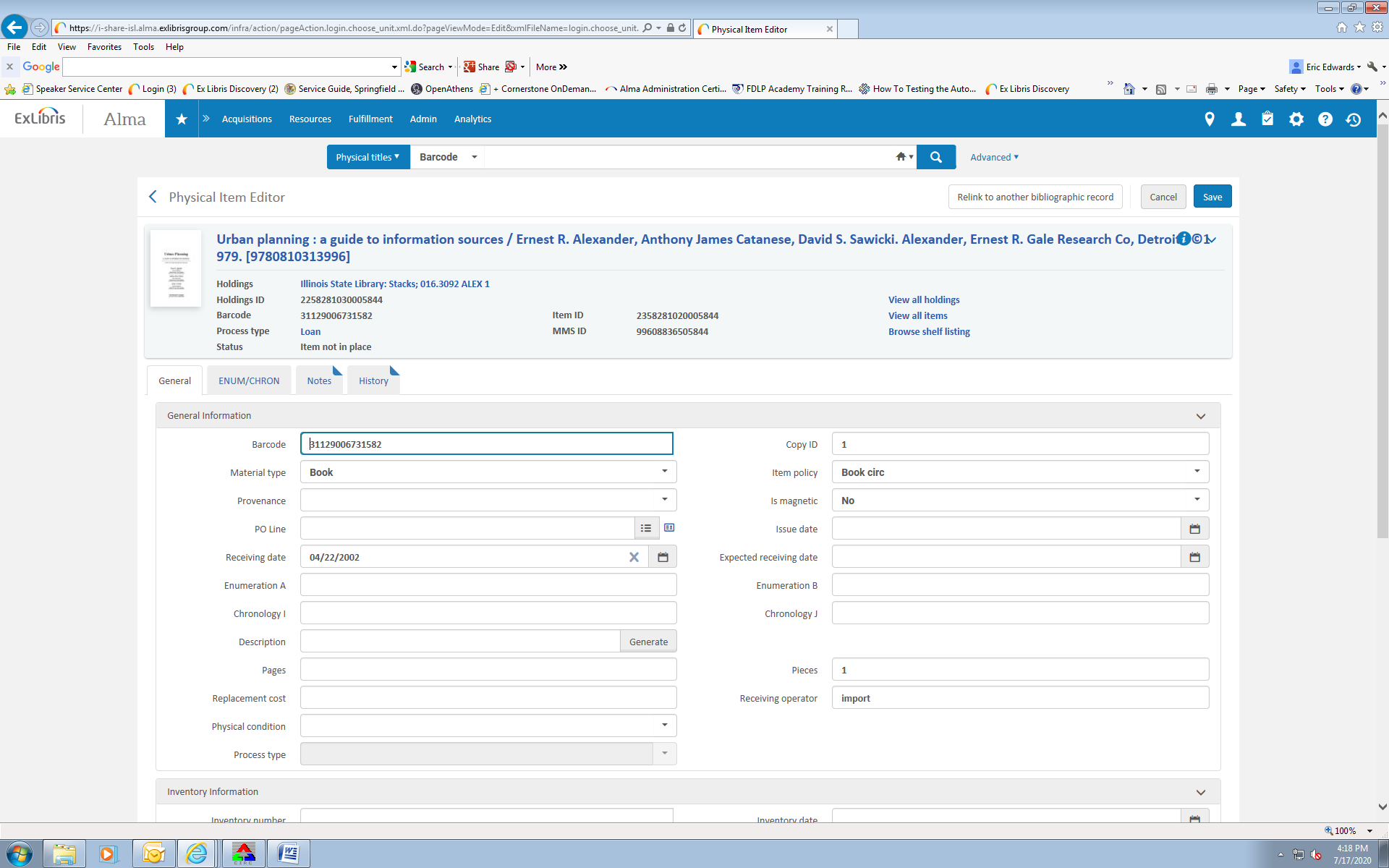
Check that the due date is correct.



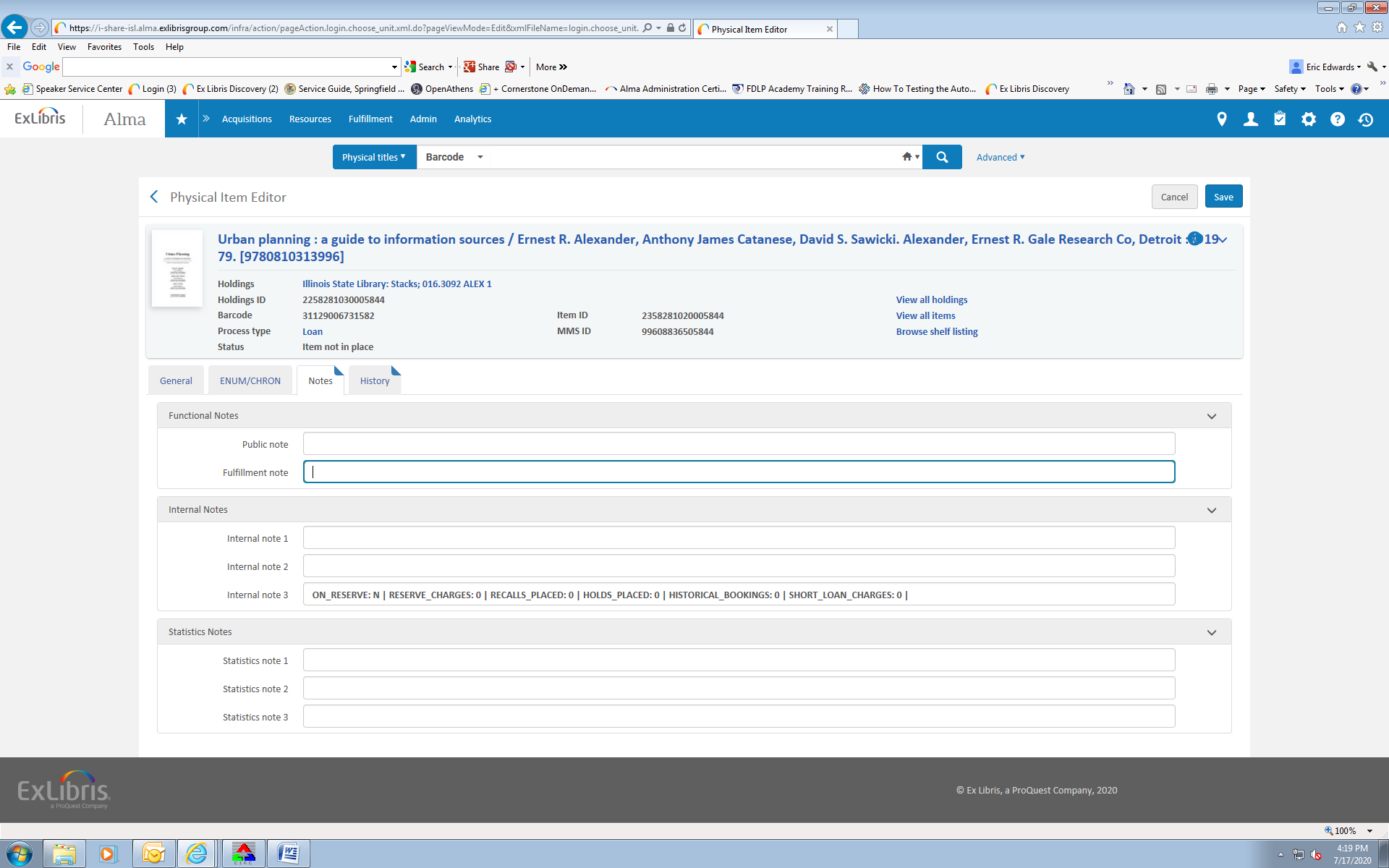
Click on the **barcode**.



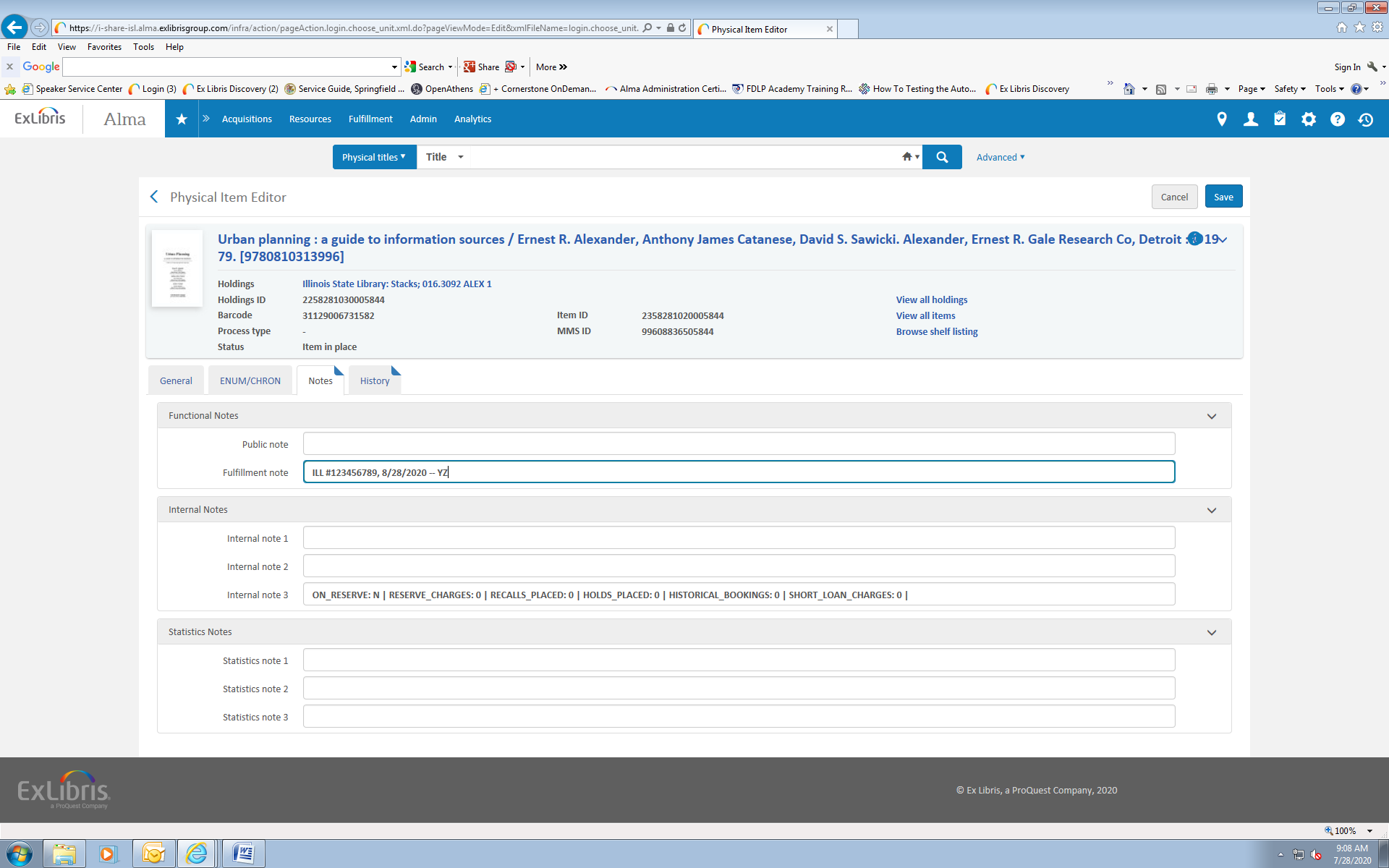
Click on the **Notes** tab.

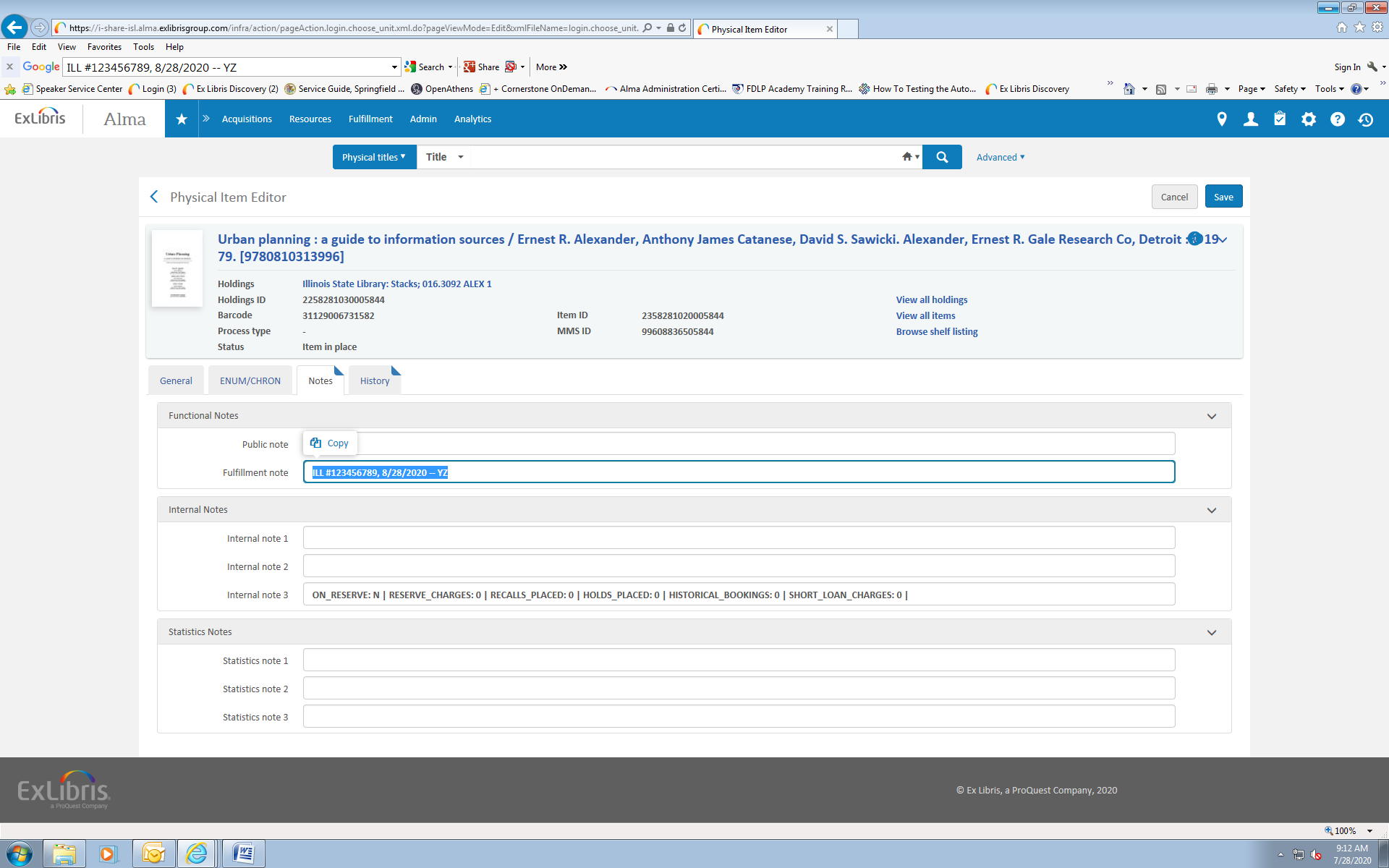


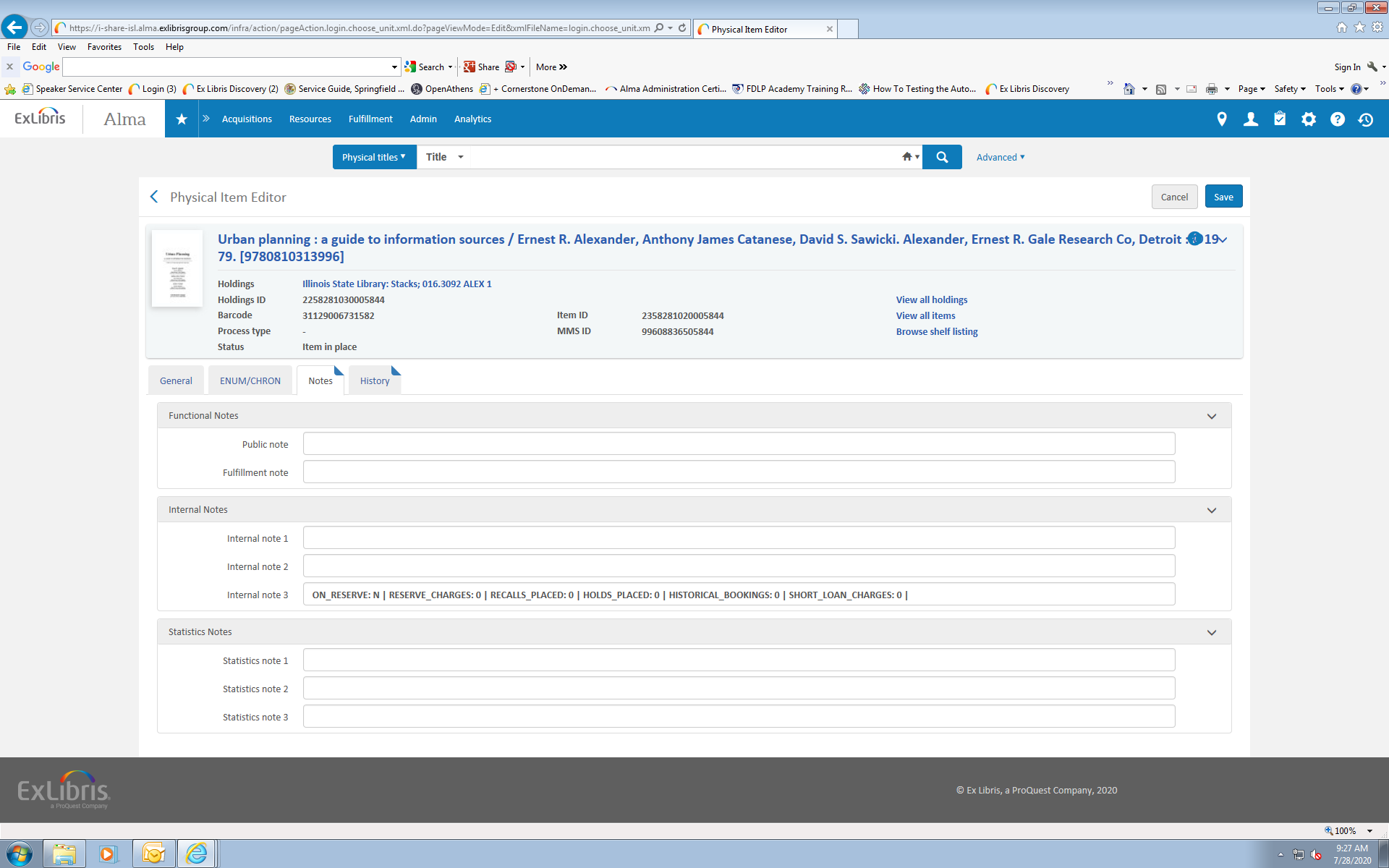
Type the ILL request #, the date, and your initials into the **Fulfillment Note** field.



Click **Save.**



To delete the note once the item has arrived back at the library and been checked in, highlight the text in the **Fulfillment Note** field. Click “Backspace” or “Delete” on the keyboard. 

Click **Save.**

\*\*\* If the library is not found under ILLINET or ILCSO, you will need to use the generic In State account to charge items. In the Patron search bar, enter In State and choose the first account, click Go and scan items barcode. A note will need to be added just like for the out of state items indicating the ILL number, and the library it was sent to. All items going to libraries that cannot be located under ILLINET or ILCSO should go in the first In State account. Remember, when discharging items from these libraries, you will need to remove the fulfillment note just like for Out of State items.