Filling an ILL request through the SCOOLS Website

Access the OPALS union catalog at: http://scools.org/bin/login

School Library System Gateway to Learning Resources

Home LL This is initial & your lasts in name (Unless otherwise told) Pertal + Search Important: Your lasts in name (Unless otherwise told) Password = Important: Your will need union: South Central Organization Of (school) Library Systems [union] Peters (South) Union: South Central Organization Of (school) Library Systems [union] Peters (South) Union: South Central Organization Of (school) Library Peters (South) System: (GT End (GTE) Important: Your will need to select your "District" and "Library" from Ubrary: School Library System (SC) ubrary: School Library System (SC) Important: will display requests for you to consider. Fine Davis Academy States Report + ILL Locdon Filer Viewer States Report + Manual Request + South by 1D + States Report + ILL Locdon Filer will display requests for you to consider. It Responses Note: The system will display requests requests for you to consider. States Report + ILL Locdon Filer It Up: Vew Petersets (Frequest) from 2015 4942 Source all Its in the dates for the states	G	ateway	to Learning	Resources				<u>Username</u> =			
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Login Important: You will need to select your "District instructional Support Center (ISC) [GST] Union: South Central Organization Of (school) Library" "District instructional Support Center (ISC) [GST] District: Instructional Support Center (ISC) [GST] "District instructional Support Center (ISC) [GST] Ubrary: School Library System [SLS] "District instructional Support Center (ISC) [GST] Ubrary: School Library System [SLS] "District instructional Support Center (ISC) [GST] Ibrary: School Library System [SLS] "District instructional Support Center (ISC) [GST] Ibrary: School Library System [SLS] "District instructional Support Center (ISC) [GST] Ibrary: School Library System [SLS] "District instructional Support Center (ISC) [GST] Ibrary: School Library System [SLS] "District instructional Support Center (ISC) [GST] Ibrary: School Library System [SLS] "Enrie Davis Academy Gateway to Learning Resources Note: The system will display requests for you to consider. "Home III tens Administration (Iscoaline: South Central Organization of (school) Library Systems [union] Ibrary: Ince Iscoaline: South Central Organization of (school) Library Systems [union] Select Inceston Iscoaline: Ince Iscoaline: South Central Organization of (school) Library Systems [union] Iscoaline: Show: all IILS Istof request(s) form: Discoaline: South Central O			<u>Password</u> = testpass								
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1) Click on the ILL tab, then "Responses" Note: The system will display requests for you to consider. Home ILL Items Administration Requests * Responses * Manual Request * Search by ID * Statistics Report * ILL Location Filter Location: South Central Organization Of (school) Library Systems [union] Select Location List of request(s) form: 2015-09-02 List of request(s) form: 2015-09-02 First Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Next Last		Union: South Central Organization Of (school) Library • System: GST East [GSTE] • District: Instructional Support Center (ISC) [GST] • Library: School Library System [SLS] • Username: Password: Login						You will need to select your "District" and "Library" from the dropdown boxes.			
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					List of request(s) from: 2015-09-02						
ILL ID Title/Description Author Requester Dates S		ILL ID Title/Description Author Requester							Status		
81957 Mockingjay Collins, Suzanne. Broadway Academy Requested: 2015-09-08 2015-09-08 Request made on 2015-09-08, by Kelli Edwards Collins, Suzanne. Broadway Academy Expiry: 2015-10-08 2015-10-08				81957 Mockingjay Request made of	n 2015-09-08, by Kelli Edwards	Collins, Suzanne.	Broadway Academy (GSTE/ECSD/EBWA)	Requested: 2015-09-08 Expiry: 2015-10-08	open		

2) Click on the ILL ID number to display details about the request...if you decide not to fill the request, you can click on the "Reject" button below.

Note: Clicking on the title link displays complete information about the book, other locations, and access to the MARC record.

		ILL In	formation				
LL ID:	View	Previous	Next		Show: all IL	Ls	
	ILL ID: 81957						
	Status: open						
Copies Re	quested: 1						
Title/Des	cription: Mockingjay						
	Author: Collins, Suzanne.						
Call	Number: FIC COL						
Re	equester: System: GST East	(GSTE)					
	District: Elmira Cit	y School District (ECSD)					
	Library: Broadway	Academy (EBWA)					
	Borrower: (II):)					
	Requested by: Ke	lli Edwards					
	Requested on: 20	15-09-08 at 13:57:38					
Expiry date: 2015-10-08							
Respo	onder(s): System: GST East	(GSTE)					
	District: Elmira Cit	y School District (ECSD)					
	Library: Ernie Dav	is Academy (EEDA)					
	History: Requester: /GSTE/EG Request made on 2015-0	CSD/EBWA 9-08 at 13:57:38, by Kelli Edwards					
L	oan List: Loan ID Resp	onder Call Number Ba	r Code Loan D	ate Due Date Re	eceipt Date	Lost Date	Statu
	Reject Fill Remind	Renew Receive Cancel	Loan Print Slip	Note Report Los	t Report Fo	ound	

Note: The system will display complete information about the request.

3) Click on "Fill" and then you can scan the barcode, if you choose to do so.

4) You can the due date or it will default for 28 days.

5) You can send a message by placing it in the "Public Note" box (ex. need back by September 21, 2008). You can also make a note to yourself in the "Private Notes" box (ex. cover was ripped when sent)

Fill	<u>×</u>
Barcodes: 1EEDA000563	
Due Date:	
	.::
Private Note:	
	OK Cancel

6) Once you click on "OK" this box will open up and you will want to click on "OK" again and print this slip to send along with the book.

Print Slip						×
Needed # of cop	ies: 1					
Select Loan by Scar	nner:					
Loan List:						
Loan ID	Responder	Call Number	Bar Code	Loan Date Du	e Date Receipt	Date Lost Date Status
🗷 0000065720 Kelli E	Edwards at Ernie Davis Acade	emy	1EEDA000563	8 2015-09-08 201	5-10-08	filled
						OK Cancel

**This transaction is now completed.