


# 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

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[Search](#)


**Location:** South Central Organization Of (school) Library Systems [union] [Select Location](#)  
**Levels:** none   
 anywhere  **SEARCH** [Advanced Search](#)

**Login**

**Union:** South Central Organization Of (school) Library   
**System:** GST East [GST]   
**District:** Instructional Support Center (ISC) [GST]   
**Library:** School Library System [SLS]   
**Username:**   
**Password:**   
[Login](#)

Username =  
first initial &  
your last name  
(Unless  
otherwise told)

Password =  
testpass

**Important:**  
You will need  
to select your  
"District" and  
"Library" from  
the dropdown  
boxes.


- 1) Click on the ILL  
tab, then  
"Responses"

Note: The system  
will display  
requests for you to  
consider.


## Ernie Davis Academy Gateway to Learning Resources

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**Location:** South Central Organization Of (school) Library Systems [union] [Select Location](#)  
**Levels:** none   
 anywhere  **SEARCH** [Advanced Search](#)

**ILL Responses**

List of request(s) from: 2015-09-02   
 Print request(s) on the current page

**ILL ID:**  [View](#) [Show: all ILLs](#)

First Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Next Last

ILL ID	Title/Description	Author	Requester	Dates	Status
81957	Mockingjay	Collins, Suzanne.	Broadway Academy (GST/ECSD/EBWA)	Requested: 2015-09-08 Expiry: 2015-10-08	open
Request made on 2015-09-08, by Kelli Edwards					

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 Information										
ILL ID:	<input type="text" value="81957"/>	<a href="#">View</a>	<a href="#">Previous</a>	<a href="#">Next</a>	Show: <input type="text" value="all ILLs"/>					
<b>ILL ID:</b> 81957										
<b>Status:</b> open										
<b>Copies Requested:</b> 1										
<b>Title/Description:</b> <a href="#">Mockingjay</a>										
<b>Author:</b> Collins, Suzanne.										
<b>Call Number:</b> FIC COL										
<b>Requester:</b> System: GST East (GSTE) <b>District:</b> Elmira City School District (ECSD) <b>Library:</b> Broadway Academy (EBWA) <b>Borrower:</b> (ID: ) <b>Requested by:</b> Kelli Edwards <b>Requested on:</b> 2015-09-08 at 13:57:38 <b>Expiry date:</b> 2015-10-08										
<b>Responder(s):</b> System: GST East (GSTE) <b>District:</b> Elmira City School District (ECSD) <b>Library:</b> Ernie Davis Academy (EEDA)										
<b>History:</b> <b>Requester:</b> /GST/ECSD/EBWA Request made on 2015-09-08 at 13:57:38, by Kelli Edwards										
<b>Loan List:</b>	<b>Loan ID</b>	<b>Responder</b>	<b>Call Number</b>	<b>Bar Code</b>	<b>Loan Date</b>	<b>Due Date</b>	<b>Receipt Date</b>	<b>Lost Date</b>	<b>Status</b>	
<a href="#">Reject</a> <a href="#">Fill</a> <a href="#">Remind</a> <a href="#">Renew</a> <a href="#">Receive</a> <a href="#">Cancel Loan</a> <a href="#">Print Slip</a> <a href="#">Note</a> <a href="#">Report Lost</a> <a href="#">Report Found</a>										

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

Barcodes:

1EEDA000563

Due Date:

...

Public Note:

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 copies: 1**

Select Loan by Scanner:

**Loan List:**

<input type="checkbox"/>	<b>Loan ID</b>	<b>Responder</b>	<b>Call Number</b>	<b>Bar Code</b>	<b>Loan Date</b>	<b>Due Date</b>	<b>Receipt Date</b>	<b>Lost Date</b>	<b>Status</b>
<input checked="" type="checkbox"/>	0000065720	Kelli Edwards at Ernie Davis Academy		1EEDA000563	2015-09-08	2015-10-08			filled

OK

Cancel

**\*\*This transaction is now completed.**