Creating an Inter-Library Loan (ILL) Form

ILL Forms allow users to request an item from your institution by clicking an ILL link in the result list or detailed record of the item. EBSCOadmin allows administrators to create ILL forms for EBSCOhost and EBSCO Discovery Service profiles.

To create an ILL Form:

2. Click the Site/Group Maintenance button in the toolbar. The list of sites/groups is displayed.
3. If you are creating an ILL form for a consortium, click the Consortium Sub-Tab. If you are creating an ILL form for a site, click the Site Sub-Tab.
4. Click the Go link below CustomLinks for a consortium or an individual site. Click Add New Custom Link.
5. Select Copy from existing CustomLink and click Continue.
6. Select ILL from the Choose Category drop-down menu and click the ++show other available CustomLinks link.
7. Select EBSCO ILL Form (all content). The ILL creation form is displayed.
8. In the **Link Name** field, enter a name that will help you identify it as an ILL link.

9. From the **Category** drop-down list, select ILL.

10. In the **Link Text** field, enter the text that appears on the result list or citation as the link. (For example: "Check library catalog for holdings.")

11. In the **Mouse-over Text** field, enter the text that will appear when a mouse is placed over the image or link text.

12. To use an image as the link icon, in the **Link Icon** field, enter the URL where the image is located.

13. The **Base URL** and **Query String** fields have already been filled in for you.

   If you want all fields in the Item Details section of the ILL request form automatically filled in, be sure to include them in the query string. Otherwise, your patrons may receive messages asking them to fill in the required fields.

14. Replace **EMAIL** in the Query String with the email address to send the form to.

15. Fine tune your ILL link settings using the **Advanced Settings** section.

16. Click **Submit**.

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**Customize Your ILL Form**

- If you would like your ILL link to only appear for books, enter **ISBN** in the **Mandatory Fields** area under **Advanced Settings**.

- Replace the number in cid=bookill1 with the form number to use (may be 1, 2 or 3). For example, to get form number 2 use cid=bookill2. (See **Available ILL Forms** section on page 4 for more detailed information.)

- If you would like to request a customized ILL form to be created, contact EBSCO Technical Support at support@ebsco.com to get started.
Add ILL Link to a Profile

Next, you must add the ILL link to the profile you wish to display it on.

To add the ILL link:

1. Click the Customize Services Tab, select your profile and then click the Linking Sub-Tab.

2. Click the Modify link to the right of CustomLinks.

3. Click Add New CustomLink and locate the ILL link you created in the list of available CustomLinks.

4. Place a check in the box for your ILL link.

5. Click Submit. Your changes are saved.

Repeat steps 1-5 for any other profiles to which you want to add your ILL link.

Available ILL Forms

Administrators can display one of three forms by specifying the form number in the URL mask. In the Query String, the administrator should replace the number in cid=bookill1 with the form number to use (may be 1, 2 or 3). For example, to get form number 2 use cid=bookill2. The form types are described below.

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Entry</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Form</td>
<td>form=1</td>
<td>Includes basic information required to identify the end user:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• library card number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• department name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• address</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• e-mail address</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• phone number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• date needed</td>
</tr>
<tr>
<td>Delivery Methods Form</td>
<td>form=2</td>
<td>In addition to all fields included on the basic form, adds:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• department</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• choice of delivery methods: e-mail, fax, mail, or pick up at library.</td>
</tr>
</tbody>
</table>
| Cost Not to Exceed Form | form=3 | In addition to all fields included on the delivery methods form, adds:  
• Cost Not to Exceed field that lets the end-user enter a maximum dollar amount. |