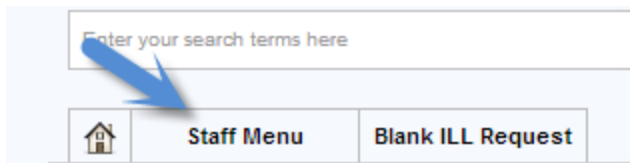
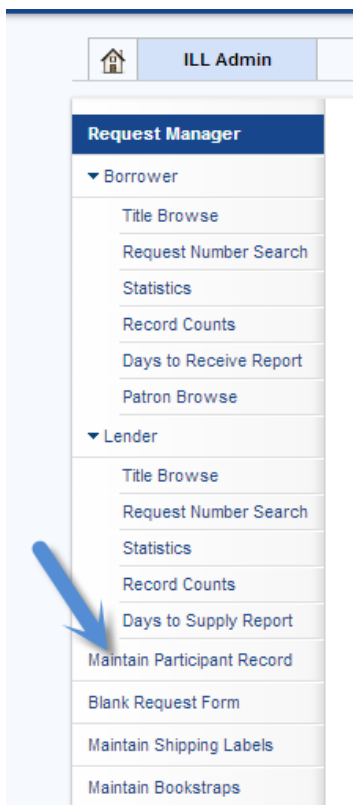


Updating Maintain Lending Policy Page

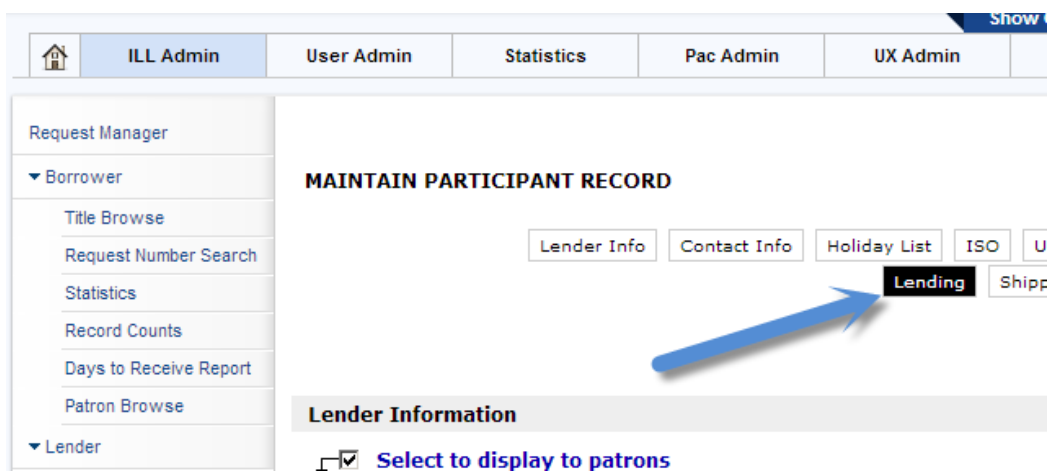
Login and click on Staff Menu



Click on "Maintain Participant Record" from the Left column ILL Admin menu.



Click on Lending



The *Maintain Lending Policy* popup window will appear. If it doesn't, make sure you have popup blockers turned off for this site. In the **Lend (Y,N,NA)** column indicate if you lend a particular item, and in the **Loan Period (Days)** column enter the number of days allowed. Do the same for Renewals.


Lending Policy System Checked ▾	Lend (Y,N,NA)	Loan Period (days)	Renew (Y,N,NA)	Renewal Loan Period (days)
Audio Cassettes - Music	N ▾	28	N ▾	28
Audio Cassettes - Non-musical (Spoken Word)	N ▾	28	N ▾	28
Books	Y ▾	35	Y ▾	28
CD-ROMs	N ▾	0	N ▾	0
CDs - Music	Y ▾	35	Y ▾	28
CDs - Non-musical (Spoken Word)	Y ▾	35	Y ▾	28

For those Item you loan, the Loan periods should be:

Note: at the May 2015 AAC meeting, we agreed to add an additional week for delivery.

- Almost everything: ~~35~~ **42** Days
- DVDs & Videocassette: ~~14~~ **21** days
- Serials: ~~21~~ **28** days

After making the changes, click on Submit at the top right.



ILL Phone Number
(920) 986-3933
