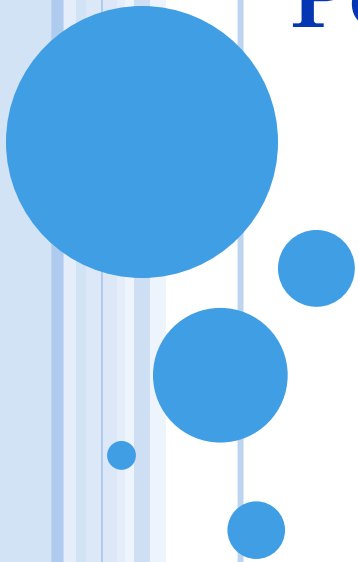


**WELCOME TO THE  
ILLINET  
RESOURCE SHARING  
POLICY DIRECTORY**



# FIRST ORDER OF BUSINESS POPULATE THE POLICY DIRECTORY WITH DATA

Go to: <http://www.librarylearning.info/libraries/>

The screenshot displays the 'LIBRARY LEARNING L2' website. The header includes the site name and a navigation menu with options like 'Sign In', 'Register', and 'Help'. A search bar is present in the top right. The main content area is titled 'Libraries' and features a search box with a 'Go' button. Below the search box, there are links for 'Advanced Search' and 'Resource Sharing Policy Directory Search'. A list of library systems is shown, each with a logo and a list of categories: Alliance Library System (Academic, Public, School, Special, System), Chicago Public Library System (Public, System), DuPage Library System (Academic, Affiliate, Public, School, Special, System), Illinois State Library (System), and Lewis & Clark Library System.

LIBRARY LEARNING

L2

You aren't signed in | [Sign In](#) | [Register](#) | [Help](#)

Search

[Tags](#) | [New Events](#) | [More feeds](#) | [Libraries](#)

[Sign In](#)

[View Event Calendar](#)

[View Event List](#)

[Find Libraries](#)

[Help & Support](#)


## Libraries

Search libraries:

[\(Advanced Search\)](#) | [Resource Sharing Policy Directory Search](#)

 [Alliance Library System](#)  
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)

 [Chicago Public Library System](#)  
| [Public](#), [System](#)

 [DuPage Library System](#)  
| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)

 [Illinois State Library](#)  
| [System](#)

 [Lewis & Clark Library System](#)

# IN ORDER TO ENTER YOUR POLICY YOU NEED TO SIGN IN

LIBRARY LEARNING

L2

You aren't signed in | [Sign In](#) | [Register](#) | [Help](#)

Search

[Tags](#) | [New Events](#) | [More feeds](#) | [Libraries](#)

[Sign In](#)

[View Event Calendar](#)

[View Event List](#)

[Find Libraries](#)






[Help & Support](#)

## Libraries

**Libraries**

Search libraries:

([Advanced Search](#) | [Resource Sharing Policy Directory Search](#))

-  [Alliance Library System](#)  
| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Chicago Public Library System](#)  
| [Public](#), [System](#)
-  [DuPage Library System](#)  
| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)
-  [Illinois State Library](#)  
| [System](#)
-  [Lewis & Clark Library System](#)



# SIGN IN SCREEN IF YOU HAVE AN ACCOUNT

LIBRARY LEARNING

L2

You aren't signed in | [Sign In](#) | [Register](#) | [Help](#)

Search

[Tags](#) | [New Events](#) | [More feeds](#) | [Libraries](#)

[Sign In](#)

[View Event Calendar](#)

[View Event List](#)

[Find Libraries](#)

[Help & Support](#)

### Sign In

**Sign In**

Email/Username:

Password:

Remember me?

[Not a Registered User?](#)  
[Forgot Your Password?](#)

Not a registered user  
click here



# IF YOU DON'T HAVE AN ACCOUNT YOU NEED TO REGISTER AND WAIT FOR ACCOUNT TO BE APPROVED BY YOUR DIRECTOR

**L2**

Tags | New Events | More feeds | Libraries

Sign In

View Event Calendar

View Event List

Find Libraries

Help & Support

## Register

**Register**

*You*

\*First Name:

\*Last Name:

\*Email:

If you do not have an email address, you'll need to [contact your library system](#) in order to create an account.

Username (Optional)  
3-10 chars.

Create a Password (4-10 characters)

\*Password:

\*Repeat:

*Library Association*

Member (meaning you work at or serve on the board of an Illinois Library System member library)

Non-member

Remember my login on this computer



# YOUR DIRECTOR CAN ALSO CREATE AN ACCOUNT FOR YOU BY FOLLOWING 3 STEPS

- Go to your library directory page
- View Staff
- Add Staff



# LIBRARY DIRECTORY PAGE

## CLICK VIEW STAFF

**LIBRARY LEARNING**

L2

Signed in as: Kate Admin | Help | Sign Out

Search  GO **CERTIFY**

Tags | New Events | More feeds | Libraries

**Libraries**

**Palos Heights Public Library**

*\*Primary Building*

Directory Type: Public

**Address**  
12501 South 71st Avenue  
Palos Heights, IL 60463-1595  
County: Cook

Phone: 708.448.1473  
Fax: 708.448.8950

URL: [www.palosheightslibrary.org](http://www.palosheightslibrary.org)

[> View staff \(21\)](#)  
[> Edit building](#)  
[> Edit Resource Sharing policies](#)  
[> Request special action](#)

**Palos Heights Public Library**  
12501 South 71st Avenue  
Palos Heights, IL 60463-1595

h St  
S 72nd Ct  
W  
S 69th Ave  
124th St

43



# ON VIEW STAFF PAGE CLICK ADD STAFF

**LIBRARY LEARNING**

L2

Signed in as: Kate Admin | Help | Sign Out

Search  GO **CERTIFY**

Tags | New Events | More feeds | Libraries

View Event Calendar

View Event List

My Events

Add To Learning Journal

My Profile

Find Libraries

Find Colleagues

Help & Support

## Libraries

### Palos Heights Public Library

*Director*

 [Elaine Savage](#)  
administrative librarian

*Staff*

[Blazek, Barbara](#)  
Library Staff Member

[Budd, Laura](#), Public and Youth Services Assistant  
Library Staff Member

[Carlile, Louis](#), Head of Technical Services  
Head of Technical Services

[Cullen, Mary](#), Head of Youth Services  
Head of Children/Youth Services

[Durbin, Nora](#)  
Youth Services Librarian  
Young Adult Librarian

*Board*

[Barista, Beth](#), Board Treasurer

[Lawler, Julie](#), Board Secretary

[Meyer, Beverly](#), Trustee

[Muller, Patricia](#), Board Vice-President

[Orr, Marianne](#), Trustee

[Petrosino, Frank](#), Trustee

[Poore, William](#), Board President

[Roscich, Diana](#), Trustee

[Stancik, Lois](#), Trustee

> [Add staff](#)

> [Add board member](#)

> [Remove staff](#)




# ADD STAFF INPUT SCREEN

LIBRARY LEARNING

L2

Signed in as: Kate Admin | Help | Sign Out

Search

Tags |  New Events | More feeds | Libraries

View Event Calendar

View Event List

**My Events**

Add To Learning Journal

My Profile

Find Libraries

Find Colleagues

Help & Support

## Libraries

### Palos Heights Public Library

#### Add Staff


**Please note:** Staff additions may not be immediately visible in the staff list. System staff may need to confirm them first.

\*First Name

\*Last Name

Email

Title



**ONCE YOU HAVE SUCCESSFULLY SIGNED IN  
YOU NEED TO SEARCH FOR YOUR LIBRARY  
RECORD**



## Libraries

### Libraries

Search libraries:



[\(Advanced Search](#) | [Resource Sharing Policy Directory Search](#))



[Alliance Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Chicago Public Library System](#)

| [Public](#), [System](#)



[DuPage Library System](#)

| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)



[Illinois State Library](#)

| [System](#)



[Lewis & Clark Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Lincoln Trail Libraries System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Metropolitan Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[North Suburban Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Prairie Area Library System](#)

| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)



[Rolling Prairie Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Shawnee Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)

Search by library name input library name and click "GO"

SEARCH FOR YOUR LIBRARY RECORD

3 ways to search for your library record



## Libraries

### Libraries

Search libraries:

Go

[\(Advanced Search\)](#) | [Resource Sharing Policy Directory Search](#)



[Alliance Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Chicago Public Library System](#)

| [Public](#), [System](#)



[DuPage Library System](#)

| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)



[Illinois State Library](#)

| [System](#)



[Lewis & Clark Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Lincoln Trail Libraries System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Metropolitan Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[North Suburban Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Prairie Area Library System](#)

| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)



[Rolling Prairie Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Shawnee Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)

Search by  
library system  
and type



SEARCH FOR YOUR LIBRARY RECORD

3 ways  
to  
search  
for  
your  
library  
record



## Libraries

### Libraries

Search libraries:

Go

[\(Advanced Search\)](#) | [Resource Sharing Policy Directory Search](#)



[Alliance Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Chicago Public Library System](#)

| [Public](#), [System](#)



[DuPage Library System](#)

| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)



[Illinois State Library](#)

| [System](#)



[Lewis & Clark Library System](#)

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[Lincoln Trail Libraries System](#)

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[Metropolitan Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[North Suburban Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Prairie Area Library System](#)

| [Academic](#), [Affiliate](#), [Public](#), [School](#), [Special](#), [System](#)



[Rolling Prairie Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)



[Shawnee Library System](#)

| [Academic](#), [Public](#), [School](#), [Special](#), [System](#)

Click on  
Advanced  
Search

SEARCH FOR YOUR LIBRARY RECORD

# Using the Advanced Search screen

## Libraries

### Advanced Search

1. System

2. Library Type

3. Library Name

4. City

5. County

6. Cross Reference ID

Submit



# ONCE YOU HAVE LOCATED YOUR LIBRARY RECORD — CLICK ON RESOURCE SHARING POLICIES

**Libraries**

**Palos Heights Public Library**  
*\*Primary Building*

Directory Type: Public

**Address**  
12501 South 71st Avenue  
Palos Heights, IL 60463-1595  
County: Cook

Phone: 708.448.1473  
Fax: 708.448.8950

URL: [www.palosheightslibrary.org](http://www.palosheightslibrary.org)

**Map**  
Palos Heights Public Library  
12501 South 71st Avenue  
Palos Heights, IL 60463-1595

Get directions: [To here](#) - [From here](#)

**Hours:**  
Monday through Thursday 9am to 9pm  
Friday and Saturday 9am to 5 pm  
Sunday 1pm to 5pm Sept. thru May

Catalog URL: [swan.mls.lib.il.us/search~5111](http://swan.mls.lib.il.us/search~5111)

[Resource Sharing Policies](#)

System: MLS  
Frequency of Delivery: 5 times a week  
ILDS Stop: Metropolitan Library System [MLS]  
OCLC Code: DZI  
ELI Control Code: 30526\_00

This building has public wireless Internet access.  
Neighborhood: 7

ILS Type: Shared catalog - full LLSAP member  
Shared ILS: SWAN - System Wide Automation Network

*Added by Ian Baaske [6/23/2008 6:28:33 PM]  
Updated by Jody Rubel [6/10/2009 10:29:17 AM]*

**Navigation:**  
View Event Calendar  
View Event List  
My Events  
Add To Learning Journal  
My Profile  
Find Libraries  
Find Colleagues  
Help & Support

**Actions:**  
> [View staff \(21\)](#)  
> [Edit building](#)  
> [Edit Resource Sharing policies](#)  
> [Request special action](#)

© 2009 | About | Calendar | Policy | Contact Us



# YOUR RESOURCE SHARING POLICY WILL DISPLAY CLICK ON EDIT TO ENTER OR UPDATE YOUR POLICY

## Libraries

### Resource Sharing Directory

#### Palos Heights Public Library

12501 South 71st Avenue  
Palos Heights, IL 60463-1595

ILDS Route: Metropolitan Library System [MLS]

SWAN - SWAN - System Wide Automation Network

Barcode/Zebra Label Prefix:

#### ILL Phone & Fax Numbers

ILL Phone Number

ILL Fax Number

Loan Email

Photocopies Email

- > [Search Resource Sharing policies](#)
- > [Library Directory Listing](#)
- > [Edit Resource Sharing policies](#)



# ENTER YOUR POLICY AND CLICK SUBMIT

## Libraries

### Palos Heights Public Library



[Upload your ILL Lending and Borrowing Policy documents here.](#) Suggested formats are pdf or Word doc.

### Resource Sharing Update

Please update the resource sharing policies and procedures of your library. If your library has multiple buildings, please update this information for each building. This information should be reviewed at least annually and updated when changes occur.

### ILL Phone & Fax Numbers

ILL Phone  .  .  ext.

ILL Fax  .  .  ext.

Loan Email

Photocopies Email

### Reciprocal Access Contacts

Select the staff member who serves as the primary contact person for each area of resource sharing.

#### Loans (Borrowing)

#### Loans (Lending)

#### Photocopies



IF THERE IS ANY POLICY  
YOU ARE NOT SURE OF –  
YOU CAN CLICK SUBMIT AND  
ALWAYS EDIT THE RECORD  
LATER



## FUTURE TRAINING OPPORTUNITIES INCLUDE

- Writing an ILL Policy
- Searching the RS policy directory
- Advanced search strategies for photocopies, interlibrary loan, and reciprocal borrowing
- Building custom holding groups and paths in FirstSearch Admin to expedite your photocopy and interlibrary loan requests



AFTER YOU HAVE ENTERED YOUR DATA  
YOU CAN ACCESS THE POLICY DIRECTORY AT  
[HTTP://WWW.LIBRARYLEARNING.INFO/RSDIRECTORY](http://www.librarylearning.info/rsdirectory)

