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| **1** | **SIGN IN**- Staff sign in to the system at  <https://srcs-agent.auto-graphics.com/mvc/>  1st Select Lowell Public Library  2nd enter Username & Password | **11** | **REQUEST THIS ITEM**- Use this button if you just need 1 copy  **MULTI-COPY**- Use this button if you need 1+ copies  (the only difference between them is being able to enter in the number of copies on the multi) |
| **2** | **DAILY-** as part of opening procedures, check the Request Manager for cancelled items. Notify patron, transfer form from requested to completed in ILL folder, highlight blue in log, change status to “Delete” in SRCS | **12** | **FILL OUT FORM**- see the *SRCS Blank Request Form Sample* document for detailed instructions |
| **3** | **LIBRARIES**- Verify all are selected | **13** | **SUBMIT FORM**- review the info, then hit submit |
| **4** | **PATRON POLARIS ACCOUNT**- ask patron if live in the Tri-Creek area. Check Polaris to verify & ensure patron is in good standing. | **14** | **PRINT FORM**- then highlight the title in yellow. Write any special notes on paper. Include the # of owning libraries & its lender status (Blank/ Filled) & the first library listed under “Where to find it”. |
| **5** | **SEARCH TYPE**- Choose the type of search you want to do (All Headings does not work properly) | **15** | **LOG REQUEST**- write in the request info in the ILL Record Binder. \*\* |
| **6** | **SEARCH**- Search for the item | **16** | **FILE REQUEST**- file in ILL folder (Requested side) by Type of material, keep SRCS & Share separate, then alphabetize by Title |
| **7** | **LISTING LIMITERS**- If there are an overwhelming amount of results, use the limiters available on the left-hand toolbar to further narrow the results | **17** | **SEND/RECEIVE DEPT.**- will take & return forms for items that have been received |
| **8** | **LISTINGS**- Browse through the results (there may be multiple listings for the item you want) and choose the listing that has the most “Owning Libraries” for the format needed | **18** | **RECEIVED FORMS-** highlight pink in log, then put in ILL folder (Completed side), newest in front by date rec’d |
| **9** | **FULL RECORD**- click on the cover to get to the full record (showing Details, Where To Find It, etc) |  | \*\*as of July 1st we are no longer including a circled S for SRCS requests in the binder. Instead, items ordered through IN Share should get a Star |
| **10** | **REVIEW RECORD INFO**.- double check the format/ author/etc. matches what you wanted |  |  |
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**SEE THE** *SRCS EXAMPLES – REQUEST FORMS* **&** *SRCS EXAMPLES - SEARCH & REQUEST* **FOLDERS FOR ADDITIONAL INFORMATION, REMINDERS & TIPS**