How can I shut down my library so no one can Borrow or Lend from us in ILLiad?

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Symptom

• How to turn off all Borrowing and Lending in ILLiad

Applies to

• ILLiad

Resolution

Here are the steps to take to turn off all options for new Borrowing and Lending requests:

1. On the Lending side, it is easy to stop requests. Go to the Policies Directory and make yourself a non-supplier.
2. Once this setting has been saved, no one can request items from you beginning.
3. On the Borrowing side, it is more complicated. It is possible to rename the Request Web page to their same name and add a .old. to the file name.

   Then create new Web Pages saying that you are closing the Library until further notice or some date, and you can access your current requests, but you cannot request new requests.

   Here are the Different Web pages:

   ArticleRequest
   BookChapterRequest
   ConferencePaperRequest
   LoanRequest
   OtherRequest
   PatentRequest
   StandardsDocumentRequest
   ReportRequest
   ThesisRequest

4. Comment out all the request options in the Include_Menu.html. The same information should remain.
5. Also, on the Logon and Logon2 Web pages, it is a good idea to put up a message that they cannot request new items. It is possible set up a WebAlert to post a message when a patron signs into that shows up on the top right.