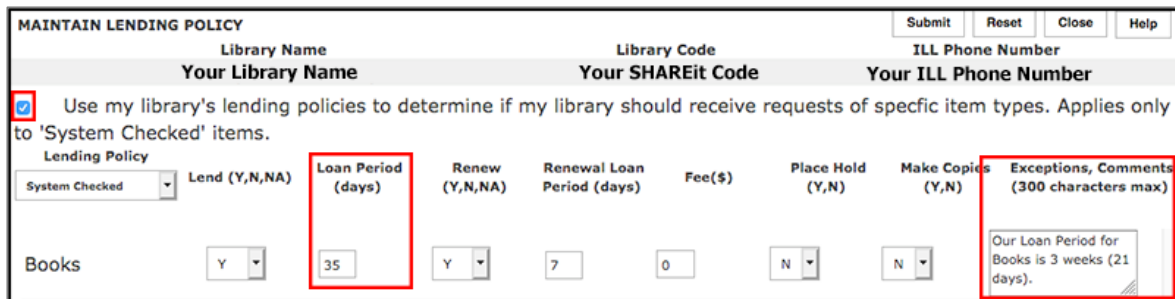# Setting Up Lending Policies for Material Types

Sites can enable their lending policies to be used by the system to automatically **deflect** or **allow** requests for particular material types from arriving in your **Lender > Pending**.

To enable the system to automatically use your library's lending policy:

1. **Login** to your library's Illume account as an **Administrator**.

2. Click on **Staff Dashboard > ILL Admin > Maintain Participant Record** to access your site settings.

3. Click on the "**Lending**" button near the top of the page, *or* scroll down to the very bottom of the page and click on the "**Lending Policy**" hyperlink.

4. A new pop-up window will appear with your current lending policy. Near the top of the window, **check-off the box** that says "**Use my library's lending policies to determine if my library should receive requests of specfic item types. Applies only to 'System Checked' items.**"

   IMPORTANT: If you check-off to enable your Lending Policy, your "**Loan Period (days)**" field next to each Material Format, becomes your new "**Days to Return**" for each material and will *over-ride the days to return setting entered elsewhere in your Maintain Participant Record.*

   RECOMMEND: If you leave the **default zero (0)** in the **Loan Period,** the system will use the value in your **Days to Return** field. *OR* enter the exact desired days to return (eg. 35) under **Loan Period**. You can also add a note with your "true or real" loan period in the "**Exceptions, Comments (300 characters max)**" field.

5. Go through the list of material types, and change the settings for each as desired. For example, if you wish to automatically deflect all requests for music Audio Cassettes, but allow requests for non-musical spoken word Audio Cassettes, check-out the example below.

   Note: If your library chooses No ("N") for Renewals, all renewal requests will automatically be denied. If you would like the option of accepting or rejecting renewal requests, then Renewals must be set to Yes ("Y"). You will still have the ability to accept or reject the renewals if you do NOT have Automatic Approval turned on in your ILL Permissions settings.

System Checked	Lend (Y,N,NA)	Loan Period (days)	Renew (Y,N,NA)	Renewal Loan Period (days)	Fee($)	Place Hold (Y,N)	Make Copies (Y,N)	Exceptions, Comments (300 characters max)
Audio Cassettes - Music	N	0	N	0	0	N	N	
Audio Cassettes - Non-musical (Spoken Word)	Y	35	Y	7	0	Y	N	Our Loan Period is 3 weeks (21 days).

6. When settings for each material type have been updated as desired, click **Submit** to display the "**Successfully updated Lending Policy record!**" confirmation message and then **Close**.

Questions? Contact the **Illume Admin Centre** at support@illumebc.ca or telephone 778-782-3036.