

## CLOVER CHECKLIST

1. Login <https://vtlib-agent.auto-graphics.com/MVC/>  
Username: VUC code followed by Admin (Look to the left when you Select Your Library and you will see your code)  
Password: VUC code followed by Admin
2. Change Password. look on the top right-hand corner, click on your username, click on Your Profile, and fill in your new password. **Click Save.**
3. Maintain Participant Record  
You must be logged into your library's **Clover** account to update the Participant Record.  
**ØSelect Staff Dashboard**  
**ØSelect ILL Admin**  
**ØSelect Maintain Participant Record**

**Days requests are processed:** For some this is the same as the days you are open, for others, it might be fewer.

**Preferred Lender List:** If you're a courier library, please check your e-mail for the message with the other courier libraries that you can cut and paste into this box. If you don't have time to fill this in, the system will choose for you.

**Holiday List:** If there are days when you won't be able to fill ILLs that will be coming up before you have time to more completely fill this in, please fill them in.

**Address/Contact Information:** Please fill in if not already done.

**Staff Notification Set-Up:** Please fill in your **new** e-mail address in the Lender Emails section (**NOT** a VALS address!!). Check the box by New Lender Request. You will be sent an e-mail when another library requests something from you.

**CLICK on the Lending Button** and fill in the information about your lending policies for different material (books, dvds, cds, etc...). **CLICK SUBMIT TO SAVE!!**

**CLICK on the Shipping Button** choose Y for any methods of shipping you accept. You don't need to fill the Materials boxes. **CLICK SUBMIT TO SAVE!!**

4. Send [lara.keenan@vermont.gov](mailto:lara.keenan@vermont.gov) your new e-mail address to be added to the new listserv replacing the publics@vals list.
5. View videos. Go to our website <http://libraries.vermont.gov/services/ill/CLOVER> to view  
How to initiate an ILL request in CLOVER 9 mins  
How to manage an ILL request as lender in CLOVER 15 mins  
How to manage an ILL request as borrower in CLOVER 17 mins

