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## YOUR ITEMS

### 1. RUN PULL SLIPS AND PULL

- 1) Open Millennium Circulation Module
  - a. Click the "Notices" button at left
  - b. pick Notice Type: "Inn-Reach Paging Slips"
  - c. click "Prepare notices"
  - d. pick your printer (probably the local printer to use whatever your computer's default printer is)
  - e. click "Print"
  - f. pick the printer you want as usual when you print (again)
  - g. click "Print" (again)
  - h. if "No Notices" message, then there are no items to pull – DONE!
  - i. if there are notices listed, click "Send Notices"
  - j. click "OK"
  - k. wait and see if they print correctly.
  - l. if they printed correctly, click "Yes" to clear all print notices. If not, check your printer, click no, and try Send Notices again.
  - m. Click "Close" at the top right, if necessary
- 2) Go find the items in the printouts and pull them from the shelves.

### 2. CHECK OUT / SEND THROUGH DELIVERY / RECEIVE WHEN RETURNED

#### YOUR OUTGOING ITEMS

In Millennium Circulation

- 1) go to "INN-Reach" then "Check-Out"
  - a. Scan item barcode
  - b. click OK to message saying it is requested by a patron at ... and to put it into transit.
- 2) Put the bottom half of the paging slip into the item to send out and pile it with the other outgoing.

#### YOUR RETURNED ITEMS

In Millennium Circulation

- 1) go to "Check-In" button at left
- 2) Scan barcode

Ready to re-shelve

### 3. CANCEL HOLDS / CHANGE STATUS

- 1) Pull up your item in the summary list, go to the Item-Level Hold

Summary Record i40426981 1 Item-Level Hold 0 Bookings 1 Bib-Level Hold

| # | Recnum    | Call Num            | Barcode        | Location | Due Date   | Holds | Bookings |
|---|-----------|---------------------|----------------|----------|------------|-------|----------|
| 1 | i2603508x | CD Fic Christie, A. | 30129101247014 | aplcf    | AVAILABLE  | 0     | 0        |
| 2 | i40250519 | C555 fp BOOK CD     | 34619000591203 | cficb    | AVAILABLE  | 0     | 0        |
| 3 | i40426981 | CD Fic Christie A   | 34444001480086 | edlcd    | IR PAGED   | 1     | 0        |
| 4 | i34749470 | CD Fic Christie     | 33909000561780 | ypicd    | 09-01-2011 | 0     | 0        |

- 2) select the hold to cancel and click Cancel Holds

| All                                 | # | Date Placed  | Patron Name        | Patron Type     | Pickup At | Lim |
|-------------------------------------|---|--------------|--------------------|-----------------|-----------|-----|
| <input checked="" type="checkbox"/> | 1 | 08-13-201... | Alisia System T... | IR Public Li... | msl       |     |

- 3) If missing, change status, otherwise just Cancel hold

**Cancel Hold**

Cancel hold and change status to **MISSING**

Cancel hold

Do not cancel hold

- 4) Choose a reason for cancelling the hold on your

**Choose an INN-Reach cancellation message**

Choose a cancellation reason or enter one of your own:

Item not on shelf.

Item has extended due date (may not be recalled).

Item long overdue.

Item still being processed (please request later).

Item too fragile/large to loan.

Item does not circulate.

OK Cancel

MaineCat will now look for another MaineCat library with the item available to fill the hold. If there is one, it will try again. If not, it will send the cancellation message to the patron.

#### 4. RUN REPORTS TO CATCH MISSED REQUESTS

Helps to catch requests that you may have missed or lost the notice for.

In Millennium Circulation

- 1) go to "Reports"
- 2) pick "Paged too long"
- 3) change Minimum days to "3" and Sort by "Item Location"



A screenshot of a report configuration form. It has a light purple background. On the left, there are three labels: 'Report Type', 'Minimum days:', and 'Sort by'. To the right of 'Report Type' is a dropdown menu with 'Paged too long' selected. To the right of 'Minimum days:' is a text input field containing the number '3'. To the right of 'Sort by' is a dropdown menu with 'Item Location' selected.

- 4) click "Prepare"
- 5) if you have any results, right click on them and pick View Details to see the full details of this item If you are part of a larger system, find your library in the "home library" column to see your lines.

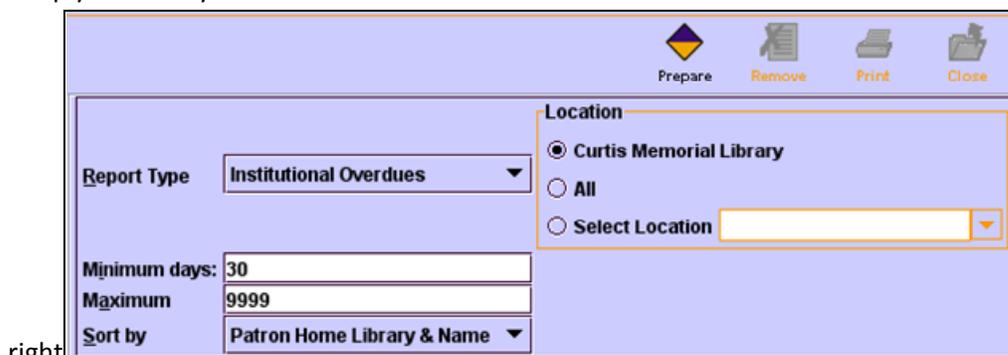
Pull the item, and check out as you would for other inn-reach requests (as above)

#### 5. BILL LIBRARIES FOR UNRETURNED ITEMS

Lets you know of your items that other libraries' patrons have overdue. Use to create bills for borrowing libraries that have not been returned.

In Millennium Circulation

- 1) go to "Reports"
- 2) pick "Institutional Overdues"
- 3) change Minimum days to "30"
- 4) if you do not want to see older overdues for some reason, change the "Maximum days"
- 5) Keep your library selected on the



A screenshot of a report configuration form. At the top right, there are four icons: a diamond, a document with a red X, a printer, and a window with an X. Below these icons are the labels 'Prepare', 'Remove', 'Print', and 'Close'. The form has a light purple background. On the left, there are four labels: 'Report Type', 'Minimum days:', 'Maximum', and 'Sort by'. To the right of 'Report Type' is a dropdown menu with 'Institutional Overdues' selected. To the right of 'Minimum days:' is a text input field containing '30'. To the right of 'Maximum' is a text input field containing '9999'. To the right of 'Sort by' is a dropdown menu with 'Patron Home Library & Name' selected. On the right side of the form, there is a section titled 'Location' with three radio buttons: 'Curtis Memorial Library' (selected), 'All', and 'Select Location'. Below 'Select Location' is a dropdown menu.

- 6) click "Prepare"

7) if you have any results, right click on them and pick View Details to see the full details of this item

For these items, send a notice/bill to the library that has borrowed the item (not to the patron—bills are done library-to-library, and then a library deals with its own patrons)

There are no firm rules, but generally I would recommend giving the library a month to either return the book or to arrange payment for replacement.

The standard MaineCat replacement fee is \$85, regardless of the value of the item.

## YOUR PATRONS

### 1. RUN NOTICES FOR BILLS AND OVERDUES

Reminds you if any of your patrons have items that need to be returned.

The MaineCat notices will run with all the rest of your local notices—no need to run them a second time.

### 2. RECEIVE ITEMS / PUT ON HOLD SHELF / CHECK OUT

#### UNPACK BIN/BAGS

Separate your items to check in from other libraries' items to check out.

#### PROCESSING INCOMING ITEMS FOR YOUR PATRONS

In Millennium Circulation

- 1) go to “Patron INN-Reach”, then “Check-out”
- 2) scan the item barcode
- 3) Put on your hold shelf for the patron to come pick up
- 4) Circulate as usual

### 3. CHECK IN / SEND BACK

In Millennium Circulation

- 1) go to “Check-in”
- 2) scan the barcode
- 3) OK to the message to put the item into transit back to the owning library
- 4) put on outgoing pile

## 4. RUN REPORTS TO CATCH UNFILLED REQUESTS

Lets you know about items you may have requested that are languishing at another library, waiting for them to run their notices. If these are very old, go into the patron record and cancel the hold. If they are more recent, contact the owning library by email or phone to ask that they pull the item or cancel the hold at their end (so it will pass to another MaineCat library).

### In Millennium Circulation

- 1) go to "Reports"
- 2) pick "Requested too long"
- 3) change Minimum days to "10" and Sort by "Patron Home Library"



The screenshot shows a form with three fields: "Report Type" set to "Requested too long", "Minimum days:" set to "10", and "Sort by" set to "Patron Home Library".

|                      |                       |
|----------------------|-----------------------|
| <b>Report Type</b>   | Requested too long ▼  |
| <b>Minimum days:</b> | 10                    |
| <b>Sort by</b>       | Patron Home Library ▼ |

- 4) click "Prepare"
- 5) if you have any results, right click on them and pick View Details to see the full details of this item. If you are part of a larger system, find your library in the "home library" column to see your lines.

You can either contact the library with the item info to request that they pull it and give them a reminder OR you can cancel the request and place it again (which you would have to do through the MaineCat OPAC as if you were the patron), prompting another notice. Your call.