

# MaineCat Item Circulation Procedures

---

Please note, these directions are for all NON-Solar libraries. Solar libraries have a different set of directions specifically for their system.

## PREPARE ITEMS TO GO OUT

### *Requests for your items*

- 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 (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.
- 3) 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.
- 4) Put the bottom half of the paging slip into the item to send out and pile it with the other outgoing.

### *Returns of other libraries' items*

#### In Millennium Circulation

- a. go to "Check-in"
- b. scan the barcode
- c. OK to the message to put the item into transit back to the owning library
- d. put on outgoing pile

### *Sort items into bags*

one for each library they are going to and label for delivery to pick up. For info about addresses, labels, and delivery, see <http://www.maine.gov/msl/libs/interlib/delivery.shtml> .

## PROCESS INCOMING MATERIALS

### *Unpack bin/bags*

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

### *Your returned items*

In Millennium Circulation

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

Ready to re-shelve

### *Processing incoming items for your patrons*

In Millennium Circulation

- 1) go to "Check-In" button at left
- 2) scan the item barcode
- 3) Put on your hold shelf for the patron to come pick up
- 4) Circulate as usual

## MAINTENANCE

### *Overdue Notices*

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.

### *Institutional Overdues*

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 INN-Reach, then 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 right

- 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.

### *Received too long*

Catches anything you may have forgotten to check out when it came in (will usually be empty).

In Millennium Circulation

- 1) go to INN-Reach, then go to "Reports"
- 2) pick "Received too long"
- 3) change Minimum days to "7"
- 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
- 6) go to "Reports"
- 7) pick "Received too long"
- 8) change Minimum days to "7"
- 9) click "Prepare"
- 10) if you have any results, right click on them and pick View Details to see the full details of this item
- 11) Use the barcode in the details to go to "Patron Checkout" and follow the procedure as if you had just received the item

### *Requested too long*

Lets you know about items you may have requested that are languishing at another library, waiting for them to run their notices (will usually be empty).

In Millennium Circulation

- 1) go to INN-Reach, then go to "Reports"
- 2) pick "Requested too long"
- 3) change Minimum days to "8" (since these should be run once a week)
- 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
- 6) you can either contact the library with the item to request that they pull it and give them a reminder OR you can cancel the request and place it again, prompting another notice. Your call.

## *Paged too long*

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

In Millennium Circulation

- 1) go to INN-Reach, then go to "Reports"
- 2) pick "Paged too long"
- 3) change Minimum days to "3"
- 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
- 6) Pull the item, and check out as you would for other inn-reach requests (as above)

## **PROBLEMS / QUESTIONS / TIPS**

- If something seems broken or you need to know why something is happening, submit a ticket to the site <http://support.maineinfonet.org>
- To contact a library with a question, see the list of MaineCat contacts at <http://maine.gov/infonet/libcontacts.shtml>
- If a barcode does not scan correctly or you get the message "invalid index", try typing a b in the space before you scan the barcode.