Solar Circulation Procedures

I. PREPARE ITEMS TO GO OUT

a. Requests for your items –

    i. Open Solar

        1. Click the "Notices" button at left

        2. pick Notice Type: "Inn-Reach Paging Slips"

        3. click "Prepare notices"

        4. pick your printer (probably the local printer to use whatever your computer's default printer is)

        5. click "Print"

        6. pick the printer you want as usual when you print (again)

        7. click "Print" (again)

        8. if "No Notices" message, then there are no items to pull – DONE!

        9. if there are notices listed, click "Send Notices"

        10. click "OK"

        11. wait and see if they print correctly.

        12. if they printed correctly, click "Yes" to clear all print notices. If not, check your printer, click no, and try Send Notices again.

        13. Click "Close" at the top right, if necessary

    ii. Go find the items in the printouts and pull them from the shelves.

    iii. if there's no barcode in the item, get one from your stash and put it in the item. Then get back in Solar:

        1. go to "Search / Request" and find item by title/ author/ etc.

        2. click on tab that says "Record i_____"

        3. click "insert" button

        4. pick barcode

        5. scan barcode

        6. click "close" and yes to save

    iv. Once the item has a barcode check it out, again in Solar

        1. go to "Library Checkout"

        2. Scan item barcode

        3. click OK to message saying it is requested by a patron at … and to put it into transit.

    v. Put the bottom half of the paging slip into the item to send out and pile it with the other outgoing.

b. Returns of other libraries' items

    i. In Solar

1. go to "Not my item Check-In"
2. scan the barcode
        ii. put on outgoing pile
    c. Sort items into bags—one for each library they are going to and label for delivery to pick up. See http://www.maine.gov/msl/libs/interlib/delivery.shtml for info about addresses, labels, and delivery.

II. PROCESS INCOMING MATERIALS

    a. Unpack bin/bags: separate your items to check in from other libraries' items to check out.

    b. Your returned items

        i. In Solar

            1. go to "My Item Check-In"

            2. Scan barcode

        ii. Ready to reshelve

    c. Checking out Other libraries' items to your patrons

        i. In Solar

            1. go to "Patron Checkout"

            2. Enter your library's barcode _____ OR enter n_____[library name]

            3. scan the item barcode

            4. Note the due date for the patron

            5. Contact the patron, saying that the item is ready to be picked up

            6. Circulate as usual

III. MAINTENANCE

    a. Overdue Notices –Reminds you if any of your patrons have items that need to be returned

        i. In Solar
1. go to "Notices"
2. pick Notice Type: "Overdue Notices"
3. click "Prepare Notices"
4. pick your printer (as above)
5. if no notices, then you're DONE!
6. if there are notices, follow printing steps as for "inn-reach pull slips" above OR, simply take note of the items yourself
7. Contact the patron to let them know

    b. Institutional Overdues—Lets you know of your items that other libraries' patrons have overdue.

        i. In Solar
1. go to "Reports"
2. pick "Institutional Overdues"
3. change Minimum days to "30"
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

        ii. 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)

        iii. 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.

    c. Received too long—catches anything you may have forgotten to check out when it came in (will usually be empty).
1. 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

d. 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).
   i. In Solar
      1. 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.

e. Paged too long—helps to catch requests that you may have missed the notice for. Be sure to do AFTER you process inn-reach paging slips and requests, or you'll see everything twice.
   i. In Solar
      1. 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)

IV. PROBLEMS / QUESTIONS / TIPS

a. If something seems broken or you need to know why something is happening, submit a ticket to the site http://support.maineinfonet.org

b. To contact a library with a question, see the list of MaineCat contacts at http://maine.gov/infonet/libcontacts.shtml

c. 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.