

BORROWING

The delivery bag arrived. The books have been received for your patrons.

Click on “Not my item check in.”
Scan the barcodes:

No Barcode items

1. Access patron record via patron check-out mode. View the patron’s MeIcat items in the INN-Reach tab:
2. Right-click on the item that needs a barcode and select the “Insert Barcode” option from the pop-up menu. This option is only available for items that have status REQUESTED or RE-REQUESTED and for which the barcode element is blank. The DCB client prompts you to key or scan a barcode.
3. Entering or scanning a barcode checks the item in and changes its status to RECEIVED.

Notify Patron that item is in:

Click on “Notices.”
Chose notice type: Hold pickup only. (check the box for include phone #)
This will prepare them for e-mailing.
Click on send.

Check for Hold Cancellations

Click on “Notices.”
Choose notice type: Hold cancellation.
The notices will be prepared for e-mail.
Click on send.

Checkout item to Patron

Click on patron check out.
Put in patron’s barcode.
Scan the book in. \

Returning Items to the lending libraries.

Click on “Not my item check in.”
Scan the barcode

NON-AUTOMATED

LENDING

Get List of items that libraries want to borrow from you

Click on “Notices.”
Choose notice type: Inn-Reach Paging Slip.
Click on Prepare Notices
Send to Local Printer
The notices will be prepared to be printed
Click on send.
Before clearing Notices, be sure they printed

Update items that you can send

After books have been pulled from shelves

Insert the Barcode

Go into Search Requests
Search requests by title or author
Select the tab that has the item record number (Record i#####)
Click on the Insert tab at the top of the window
Select barcode
Enter the barcode
Save
Write barcode on Paging Slip

Checkout Item

Click on “Library Checkout”
Enter barcode
Click “OK” three times

Items that you can’t fill and need to be cancelled.

Click on “search/requests” on left.
Chose from drop-down menu what you are searching (barcode, title, call #, etc.)
Pop-up window appears with item record.
Click on requests tab.
Highlight item and click “cancel request.”
Choose a reason.

Checkin Returned items at owning site (Received back)

Click on “My item checkin”
Input barcode
Checkin using your local procedure