

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

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
Click on "library check out"
Enter the barcodes
Click "OK" three times
Checkout in local system

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