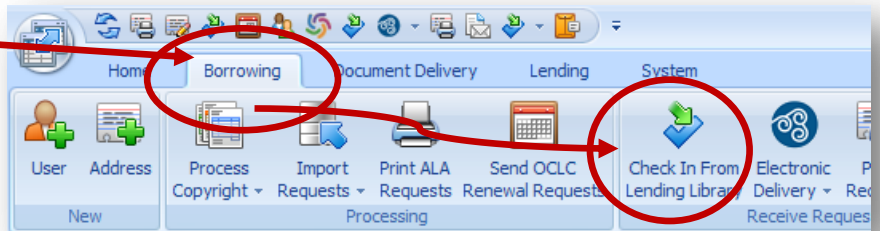# Borrowing: Check In From Lending Library

1

From the Borrowing tab...
Check In From Lending

2

For each incoming borrowing item, type in the Transaction or ILL number to bring up the correct record.

With the item and its paperwork in hand, check each of the following. CHECK EVERY ONE, EVERY TIME.

Title. Match with cover or title page

Request type.
A loan is anything that needs to be returned; change if necessary

Lending String.
The selected symbol must match the symbol on the paperwork; library name is to the right

Notes.
If the note says in library use only, check "Library Use Only" box above; if it tells of a charge to patron AND THE PATRON IS NOT A FACULTY MEMBER, write "Patron owes $__ for the loan of this item" in the Notes/Special Ins. Field (far right), filling in cost. Confirm this with Glen or Tammy before finishing.
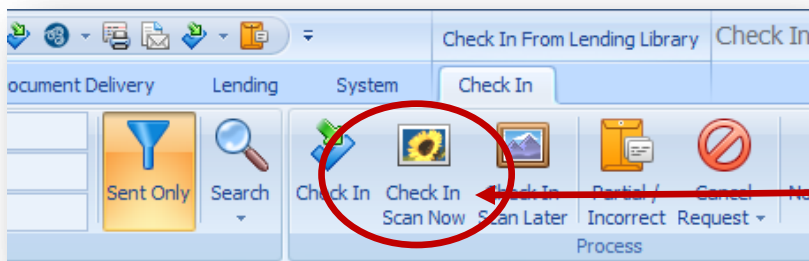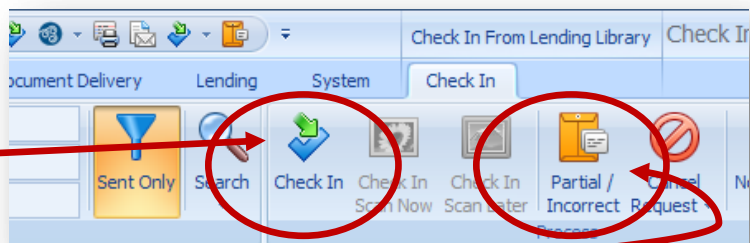
Due date.
Loans have them, articles don't

Number of pieces.
Change to reflect the number of physical items

3 If everything matches and there are no problems, select "Check In"

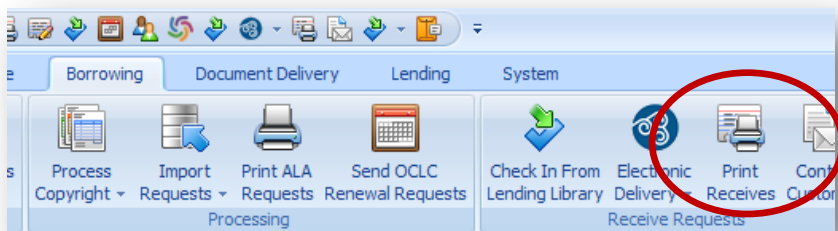If the wrong item was sent, or something is missing, select "Partial /Incorrect"

If the item is an article in print, select "Check In, Scan Now." Scan the article with Odyssey and Deliver.

Repeat steps 2-3 for each item!

- -

4 Again under the Borrowing tab, click Print Receives. (Make sure the printer is loaded with book straps BEFORE clicking this button!)
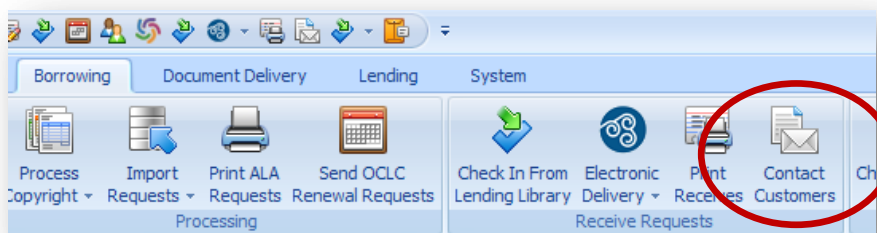

5 Tape the book straps to each book. The straps print in order that the requests were processed, so it helps to keep them in order as you go along. Tape any paperwork/shipping label that came with the loan underneath the strap. Take loans out to the circulation desk, desensitize them, and leave them on the ILL shelf in alphabetical order by patron name.

6 Now "Contact Customers," and then "Start Automatic Email."

Done!