

General Circulation Procedures

Sharing Material

Members of the OWLSnet Shared Automation Network agree to lend all circulating materials to other OWLSnet libraries without restriction. However, exceptions are allowed for specific types of materials or for specific formats that have been formally agreed upon. [View the list of agreed upon exceptions.](#)

Return of Library Material

1. OWLSnet materials may be returned to any OWLSnet library. To process materials owned by other libraries, check them in. Use the OWLSnet routing slips to route materials to other OWLSnet libraries.
2. Damaged or incomplete material should not be checked in. Please follow the Damaged Materials with Holds Procedure if these items have holds. Route the damaged materials to the owning library with a yellow Problem Item slip.

Renewal of Library Material

OWLSnet libraries agree to renew materials owned by other OWLSnet libraries regardless of where they were borrowed. The system calculates the due date according to the circulating library's parameters. Material cannot be renewed if the computer indicates there is a hold for another patron. Patrons can renew items in InfoSoup if the items are eligible for renewal.

High Demand Items

High demand items are given a short loan period. "Short Loan" stickers are placed on the item near the barcode label. "Short loan" stickers are removed by the owning library when holds are no longer trapped on check-in. Libraries using a limited media code will change the code when the "Short Loan" sticker is removed.

"Short Loan" Stickers

Sometimes the short loan stickers fall off, so libraries may place short loan stickers on any items with short loan media code, regardless of which library owns the item.

Noting Damage

Damage to items/ missing parts should be noted on the items so that multiple patrons do not get accused of the same damage. Damage/missing parts can be noted in a free-text note field of the item record.

ILL Checkout

To circulate an ILL item, please use your existing ILL barcodes. If you don't know where these are, or need more, any item barcodes will do. We suggest putting them on index cards and re-using them as ILL items come and go.

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Creating new ILL item records:

- Navigate to CARL Connect Items
- Scan an existing ILL barcode or enter in your library's ILL BID – this will bring up your library's ILL title record)
- Select “Add an item” at the top of the title record
- In the “Location information” section:
 - scan or enter the new barcode into the “Scan or enter an item#” field
 - enter a call number, if applicable
 - change the location to “ILL”
 - change the status to “On Shelf”
 - change the owning location to “ILL”
- Under the “Description” section, change the media to Interlibrary Loan, and enter a price if applicable
- Click “Save item” at the bottom of the record

Re-using ILL item records:

- Navigate to Carl Connect Items
- Scan the barcode of the ILL item record you wish to reuse
- This will open your library's ILL title record, the first item record in this list should be the barcode you scanned
- Click on “item information” to expand the item record
- Enter the title and author or other relevant information of the current ILL item in the “Item Call Number” field
- Select “Save item” at the bottom of the item record

In-House Use

When circulating materials for in-house use, mark the material for in-house use on the routing slip. Communicating with the borrowing library is a good idea. When sending microfilm for in-house use, you may want to check to see if there is an in-house microfilm reader at the borrowing site.

Converting on-the-fly

During checkout, items “not on file” or without barcodes may be checked out. To circulate an on-the-fly item in CARL Connect Staff

- Open a browser and log into a CARL Connect session and into the “Items” function.
- To pull up the “on the fly” record, do one of two steps”
 - In “item lookup” type in “887526” into the second search box, OR
 - Under “bib search” type in “on the fly” which will bring up item results. The first record is the one you want. Click the green box “Select Back.”
- In the item view, select “add an item” near the top left of page.
 - Scan in your item barcode and make any other necessary edits to the record:

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- Include a note in which the note type is “charge/discharge” and then a predefined note of “on-the-fly” This will alert staff the next time the item comes to the desk that it should be added into the system.
- Once all information has been added, click Save. You can now go to the checkout screen and check the item out.

When the item comes back in, it will pop up as Item-on-fly. Print the message and give to cataloging to process.

Limits on checkouts

Checkout and hold limits for individual patrons can be set by each library. However, in order to limit liability for all libraries, limits may not exceed the following:

- Total checkouts: 150
- Total checkouts of videos and DVDs: 50
- Total checkouts music CDs: 50
- Total checkouts of audiobooks: 50
- Total checkouts of software: 150
- Total numbers of holds: 50