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 can not 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 checkin. Libraries using a limited loan 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 Itypes, 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 an Item Message.

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.

General Circulation Procedures

Creating new ILL item records:
- Attach the ILL item barcodes to the title record Agency ILL, where Agency represents your agency's name
  - IType—200.
  - Location—enter your two letter location code.
  - Item agency—enter your library's agency number.
  - Call Number field, type Enter title and author here.

Re-using ILL item records:
- Edit the item record by scanning in the barcode in Search/Holds, then double-clicking on the barcode to enter the edit screen.
- Double-click on the call number field and change it to the title of the current book, followed by the author name.
- Save the record and circ using the barcode.

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:
1. Barcode the item, then scan the barcode in patron checkout.
2. An Item On Fly screen will pop up.
3. Type "on the fly" in the Title index field to find the "on the fly" bib.
4. You will receive the following prompts (many of these can be left blank):
   - Item Type - use the IType list to assign the correct item type
   - Price
   - Location - enter your two letter location code
   - Status - leave at Available
   - Item Agency - enter your library's agency number
   - Volume
   - Message
   - Call No—Enter the title of the item, followed by the author
   - Save the record.

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: 75

General Circulation Procedures

- Total checkouts of videos and DVDs (Category A): 25
- Total checkouts music CDs (Category B): 25
- Total checkouts of audiobooks (Category C): no additional limit
- Total checkouts of software (Category D): no additional limit
- Total numbers of holds: 25