

Processing MOBIUS Books for Local Patrons

STEPS IN PROCESSING BOOKS FOR LOCAL PATRONS

1. Patron issues request in the MOBIUS union catalog.
2. MOBIUS lending library prints paging slip, retrieves book, checks out book on institutional loan rule, and sends it to patron's library.
3. Pick-up location library checks in items received from the MOBIUS owning library.

Use the regular check-in function. Type "b" and scan barcode. You will receive a message "Barcode 123456789 was found as 1234567896mrln. Continue using record for 1234567896mrln (y/n)". Choose "y". You will receive the message "Item status is IN TRANSIT and has been cleared. Press space to continue. The barcode will be displayed with the message MOBIUS RCVD. If the barcode is not found, see the Inserting Barcodes in Virtual Item Records procedures.

4. Pick-up location library notifies patron book is available.
5. Check-out book to patron. Loan period is 3 weeks. Use the standard check-out function. You will receive a message "Item has status MOBIUS Received and has been cleared". The title, barcode, and due date will be displayed. Stamp the date on the green book band.