

PAGING PROCEDURES

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Overview

Every day, each library will print paging slips. Library staff will page the books from the stacks. Books requested by local borrowers will be checked-in and placed on the hold shelf or set in-transit to another pick-up location in the local system. Books requested by MOBIUS borrowers will be checked-out using the special MOBIUS check-out function and prepared for shipment via the Lanter delivery system.

Printing Local System Paging Slips

1. Connect to the Innopac and log in using your library's login.
2. From the Main Menu, choose C > CIRCULATION subsystem, A > ADDITIONAL circulation functions, and N > Print circulation NOTICES. Enter your III initials and password.
3. From the PRINT CIRCULATION NOTICES menu, choose P > Print PAGING slips. On the Print Page Slips menu choose the appropriate number to print only the paging slips for your library.
4. If there are no local paging slips to print the system will respond with:
There are no page slip notices to print
Press to continue
5. Press the space bar to return to the PRINT CIRCULATION NOTICES menu, and go on to print MOBIUS paging slips.
6. If there are local paging slips to print the system will respond with:
page slip file creation complete
Press to continue
7. Press the space bar to continue.
8. The following screen will display:
Print Page Slips

2 Records to process
Address 1 (0-255)
Telephone number will not be printed

B > BEGIN printing paging slips starting with item 1
S > SORT the Notices
P > Select a different PRINTER
A > ALIGN the paper
N > Set NEXT item to be printed
C > CHANGE Address to be used
T > Change whether TEL. # is printed
Q > QUIT

Choose one (B,S,P,A,N,C,T,Q)

9. If there are many notices, you may want to sort before printing, if not skip to next step.

From the Print Page Slips menu, Choose S>

A listing of item record fields will display; enter the codes for the fields that you want to use to sort the page slips. (Item Location, Item Call Number is recommended) Enter a blank criterion (by pressing Enter) to begin the sort. When the Sort is complete, press the space bar to continue.

10. From the Print Page Slips menu, Choose B> to begin printing.

11. Choose 1) attached printer.

The local paging slips will be printed at the default printer for your machine.

12. Once the local paging slips have been sent to the printer, Innopac will ask you if the printout is OK. WAIT until printing is finished before you answer, then if printing was successfully completed answer "y" to remove these items from the print file. (If there was a problem, answer n and you will be returned to the Print Page Slips menu, where you can choose B> to begin printing again.)

13. Press the space bar to continue; you will be returned to the PRINT CIRCULATION NOTICES menu.

Printing MOBIUS Paging Slips

1. From the PRINT CIRCULATION NOTICES menu, choose L > Print INN-Reach paging slips. On the Print Page Slips menu choose the appropriate number to print only the paging slips for your library.

2. If there are no MOBIUS paging slips to print the system will respond with:

There are no page slip notices to print

Press to continue

3. Press the space bar to return to the PRINT CIRCULATION NOTICES menu.

4. If there are MOBIUS paging slips to print the system will respond with:

page slip file creation complete

Press to continue

5. Press the space bar to continue.

6. The following screen will display:

Print Page Slips

2 Records to process

Address 1 (0-255)

Telephone number will not be printed

B > BEGIN printing paging slips starting with item 1

S > SORT the Notices

P > Select a different PRINTER

A > ALIGN the paper

N > Set NEXT item to be printed

C > CHANGE Address to be used

T > Change whether TEL. # is printed

Q > QUIT

Choose one (B,S,P,A,N,C,T,Q)

7. If there are many notices, you may want to sort before printing, if not skip to next step.

From the Print Page Slips menu, Choose S>

A listing of item record fields will display; enter the codes for the fields that you want to use to sort the page slips. (Item Location, Item Call Number is recommended) Enter a blank criterion (by pressing Enter) to begin the sort. When the Sort is complete, press the space bar to continue.

8. The following screen will display:

Print Page Slips

2 Records to process

Address 1 (0-255)

Telephone number will not be printed

B > BEGIN printing paging slips starting with item 1

S > SORT the Notices

P > Select a different PRINTER

A > ALIGN the paper

N > Set NEXT item to be printed

C > CHANGE Address to be used

T > Change whether TEL. # is printed

Q > QUIT

Choose one (B,S,P,A,N,C,T,Q)

9. From the Print Page Slips menu, Choose B> to begin printing.
10. Choose 1) attached printer.
The MOBIUS paging slips will be printed at the default printer for your machine.
11. Once the MOBIUS paging slips have been sent to the printer, Innopac will ask you if the printout is OK. WAIT until printing is finished before you answer, then if printing was successfully completed answer "y" to remove these items from the print file. (If there was a problem, answer n and you will be returned to the Print Page Slips menu, where you can choose B> to begin printing again.)

NOTE: If the paging slips do not fit vertically (one per page), you may have to adjust the settings on your printer or reconfigure your III printing parameters to include the proper number of lines per page. This problem may only become apparent when larger batches of paging slips are printed. If this problem persists, the paging slips can be edited with proper page breaks by sending the paging slip text through Microsoft Word and using a macro.

12. Press the space bar to continue; you will be returned to the PRINT CIRCULATION NOTICES menu and you can exit from this function.

Paging items

Take the paging slips you printed and get the items from the stacks.

Processing paged items

Each item will fall into one of the following cases:

Local page: item found, pickup location is at your library

Local page: item found, pickup is at a different library

Local page: item found but does not circulate; hold to be cancelled

Local page: item found but does not circulate; exceptions

Local page: item not found

MOBIUS page: item found

MOBIUS page: item does not circulate

MOBIUS page: item not found

Local page: item found, pickup location is at your library

1. Check in the item.
2. Innovative will prompt you to place the item on the hold shelf and ask if you want to print a hold slip. Answer n. You do not need to print another hold slip because you can use the paging slip for the hold slip.
3. Write the patron's name and the date the item is to be removed from the hold shelf on the paging slip. The length of time items should be held on the hold shelf is determined by local policy but should normally be about one week.
4. Place the slip in the item and put it on the hold shelf filed under the patron's name.

Local page: item found, pickup is at a different library

1. Check in the item.
2. INNOPAC will tell you to place the item on hold shelf at another library and give you several options. Choose T to set the item in-transit.
3. Innovative will ask if you want to print a transit slip. Answer n. Use the paging slip as a transit slip; fold it in half lengthwise, write on the slip the name of the library where it is to be picked up.
4. Send the item to the other library.

Local page: item found but does not circulate; hold to be cancelled

1. If a hold has been placed in error on a non-circulating item, normally it will be cancelled.
2. From the Circulation menu, choose V> View a patron record. At the prompt, enter the patron's ID number (or n plus the patron's name).
3. When the patron's record is displayed, type H to view the holds for that patron, then X to cancel some holds.
4. Key in the number of the hold you wish to cancel and press Return. Type R to return to the patron record.
5. INNOPAC will ask if you want to print a hold cancel notice. Answer y. This will generate production of a notice to be sent to the patron the next time notices are printed.
6. Innopac will ask which message to put on the overdue notice. Choose the appropriate messages by typing the index number next to the message type.
7. Type Q to return to the prompt for the patron ID.
8. If there is another hold to cancel repeat process for the new patron, otherwise press Return to return to the Circulation menu.

Local page: item found but does not circulate; exceptions

Process as for a found item that does circulate (see cases above) but add a note to the slip indicating that this is an exception and whether the item is held for library use only or if an override can be made to check out.

Local page: item not found

See the searching procedures for your library.

MOBIUS page: item found

1. From the Circulation menu choose A> Additional circulation options. Then choose O> INN-Reach FUNCTIONS. Enter your III initials and password. The INN-REACH FUNCTIONS menu will appear.

2. Choose C> CHECK-OUT items to INN-Reach remote site borrowers. Scan the barcode of each item to be sent to MOBIUS. Press Return, then quit to return to the Circulation menu.
3. Fill out a MOBIUS book band for each item with the following information:
 1. To:
 2. From:
 3. Name of patron (last, first):
4. Attach the book band around the front cover using removable tape. Fold the MOBIUS paging slip on the dotted line and place in the item.
5. Do not add a due date to the green band. The due date is added at the time the patron checks out the book.
6. Package material for shipping via the Lanter delivery service.

MOBIUS page: item does not circulate

1. From the Circulation menu choose A> Additional circulation options. Then choose O> INN-REACH FUNCTIONS. Enter your III initials and password. The INN-REACH FUNCTIONS menu will appear.
2. Choose I> INN-REACH REPORTS AND ADDITIONAL FUNCTIONS, then E > DISPLAY and alter a hold queue (Cancel, no re-request). Enter the barcode number (or t+title, a+author, etc.) and press Return.
3. At the item display, choose C> cancel holds. Innopac will ask if you are sure; answer y.
4. INNOPAC will prompt you for a reason. Enter the number next to the reason you are canceling hold,
5. If you wish to enter a unique reason, choose 7; INNOPAC will prompt you for the reason. Type the message you wish to appear on the notice (50 characters maximum) and press Return.

MOBIUS page: item not found

See above procedure for item does not circulate, and use the Item not on shelf reason.
See Searching procedures for your library.