

DRA/ALLEYCAT PROCEDURES PASCO

SHIPPING

1. Run Send item list
2. Find books on shelves
3. Route Alleycat items out to **020100** at a DRA dumb terminal
4. Pass any items not found
5. Apply book label to all Alleycat items
6. Apply Alleycat barcode (Only for borrowing libraries use)
7. Login to Alleycat as a staff person and "Ship" items using your **PASCO** barcode
8. Write request number and pickup location on book label
9. Bag book and apply correct address label that ship the item to the pickup location (Route to)

RECEIVED BOOKS

Items that come from another Alleycat library that one of your patrons have requested.

1. Receive item in Alleycat using request number & permanent barcode
2. Route book in at DRA dumb terminal (you will see hold information here as well as in Alleycat.
3. Notify patron in your usual manner
4. Loan period is 21 days
5. When the item is checked out to the patron you may wish to add the due date to the book label.

If a requested item is **NOT** picked up by the patron within the allowed time follow this procedure when it appears on your DU or remove the hold as you normally would making sure status reads "Available".

1. Process the item through DU as you normal would for any hold item not picked up and clear the hold
2. Go to Alleycat and set the item to "Returned"

RETURNED ITEMS

The item has been checked out and returned by the patron

1. Discharge the item on a DRA dumb terminal
2. Login into Alleycat in staff mode and set the item to "Return"
3. Bag and ship the item back to the Route to information displayed in Alleycat

COMPLETE ITEMS

These are items that you have lent to another Alleycat library and are being returned.

1. Set to complete in Alleycat
2. At a DRA dumb terminal Route the item in
3. Item is ready for shelving