

## LENDING

Shipping CCLS Materials Loaned to other Libraries – Items in our collection requested by patrons from other libraries.

1. Run Send Item list.
2. Find materials on shelf.
3. From “Send Item” screen, “Route Out” Alleycat items to **020100**.
4. Pass any items not found. (Unfill)
5. In the center of the book cover, apply book label to all Alleycat items.
6. Directly above the Alleycat book label, apply Alleycat barcode (will be used by borrowing library **only**).
7. On the Alleycat “Staff Login” Web Page enter your location’s “Staff ID” and password then click “SUBMIT INPUT”.
8. From the “Staff Menu” under the **Lending** category choose the “SHIP LOANS”
9. Input **our CCLS barcode only** and click “SUBMIT INPUT” and print the following page.
10. Write the given “Request Number” and “Pickup Location” (**ROUTETO**) on book label then click “OK”.
11. Attach a CCLS return label and place material in an orange DILLI bag apply the correct blue address label that ships the item to the pickup location.
12. Send to TS through courier. (If more than 1 item is going to the same “**ROUTETO**” location be sure to mark the blue address label accordingly for the “#Items Sent”.)

Completing Loaned Materials – These are items from our collection that we have lent to another Alleycat library and are being returned.

1. On the Alleycat “Staff Login” Web Page enter your location’s “Staff ID” and “Password” then click “SUBMIT INPUT”.
2. From the “Staff Menu” under the **Lending** category choose the “COMPLETE LOANS”
3. Input the “Request Number” or our CCLS barcode and click “SUBMIT INPUT”.
4. “Set to Complete” screen will display click “SET THE REQUEST TO COMPLETE”
5. “Set to Complete” screen will display the title **COMPLETE** then click “OK”.
6. Remove Alleycat label and discard. Remove Alleycat barcode and keep with other barcodes for reuse.
7. On the automated system “Route In” the item as usual, following instructions on the screen. If item is not enroute “Discharge” before reshelving.

## BORROWING

Receiving Requested Materials from other Libraries – Items requested from other libraries for Citrus County Library System patrons.

1. On the Alleycat “Staff Login” Web Page enter your location’s “Staff ID” and “Password” then click “SUBMIT INPUT”.
2. From the “Staff Menu” under the **Borrowing** category choose “RECEIVE LOANS”
3. Input the “Request Number” from the item into the “Request Number/Barcode” box, **AND** the “Item Barcode” in the “Temporary Barcode” box then click “SUBMIT INPUT”. (If the Request Number is illegible you can input the barcode in both boxes).
4. Verification of the following information will display: Request No., Barcode, Title, Patron Name and Card No., and the Branch Location. At the “Lender Note” click “OK”
5. On the automated system, “Route In” material using the “Item Barcode”.
6. Fill out call slip and notify the patron in the usual manner.
7. Put materials in “Requested Items” area for patron pickup.
8. On the automated system check out to patron using the “Item Barcode”.
9. Loan period is 21 days.

Patrons Returning Requested Materials – An item from another library has been checked out and returned by your patron.

1. “Discharge” the item using the “Item Barcode”.
2. On the Alleycat “Staff Login” Web Page enter your location’s “Staff ID” and “Password” then click “SUBMIT INPUT”.
3. From the staff menu under the **Borrowing** category choose the “RETURN LOANS”
4. Input the “Request Number” from the item **OR** the “Item Barcode” in the box, then click “SUBMIT INPUT”.
5. Verify location item is being returned to then click “OK”.
6. Place material in an orange DILL bag and be sure to mark the “#Items Sent” and apply correct blue address label that ships the item back to the lending library.

Unclaimed Requested Materials – If the patron does NOT pick up a requested item within the allotted time, it must be unfiled.

1. On the automated system, clear the hold using the “Item Barcode”.
2. On the Alleycat “Staff Login” Web Page enter your location’s “Staff ID” and “Password” then click “SUBMIT INPUT”.
3. From the “Staff Menu” under the **Borrowing** category choose the “RETURN LOANS”
4. Input the “Request Number” from the item into the “Request Number/Barcode” box, “SUBMIT INPUT”. (If the Request Number is illegible you can input the barcode in box).
5. Verify location item is being returned to then click “OK”.
6. Place material in an orange DILL bag and be sure to mark the “#Items Sent” and apply correct blue address label that ships the item back to the lending library.