Walkin Borrowing Pilot - Circ Instructions

1. Is this person from a participating library?

    a. Check the list of participants at:
        https://www.maine.gov/msl/libs/directories/reciprocal_borrowing_libraries.shtml

        i. Yes - Carry on

        ii. No – Sorry, but walk in borrowing is not available for that library.
        * Note: Although some libraries previously had a "try it and see if it works" policy for walk-in borrowing, please **do not** check out to the patron of a library not on the list. Certain libraries made purposeful decisions not to participate based on their local situations, and we need to respect their decision.

2. Is this person from a library in my system? (PPL and UNE can skip)

    a. If you're not sure, check in the list of participants.

        i. Yes – Follow directions for in-system checkout

        ii. No – Follow directions for MaineCat walk-in

3. In-System Checkout

    a. Check out exactly as you would one of your own patrons. Regular old "Check Out (Circulation Desk)".

    * The due date is based on the system's inter-library rules, so it may not be the same date as one of your patrons.

    * All notices, billing, or fines will function exactly as if the patron received the item via delivery at their home library and checked it out.

    * If the item is returned to any in-system library, it will be set into transit and a slip printed to send it home. If it is returned to an out-of-system library, it will not scan into transit, therefore will remain checked out to the patron while in delivery.

4. MaineCat/INN-Reach Visiting Patron Checkout

a. In Sierra, change to FUNCTION: INN-Reach – Visiting Patron Check-out

b. Pick patron's library from the drop down in the middle
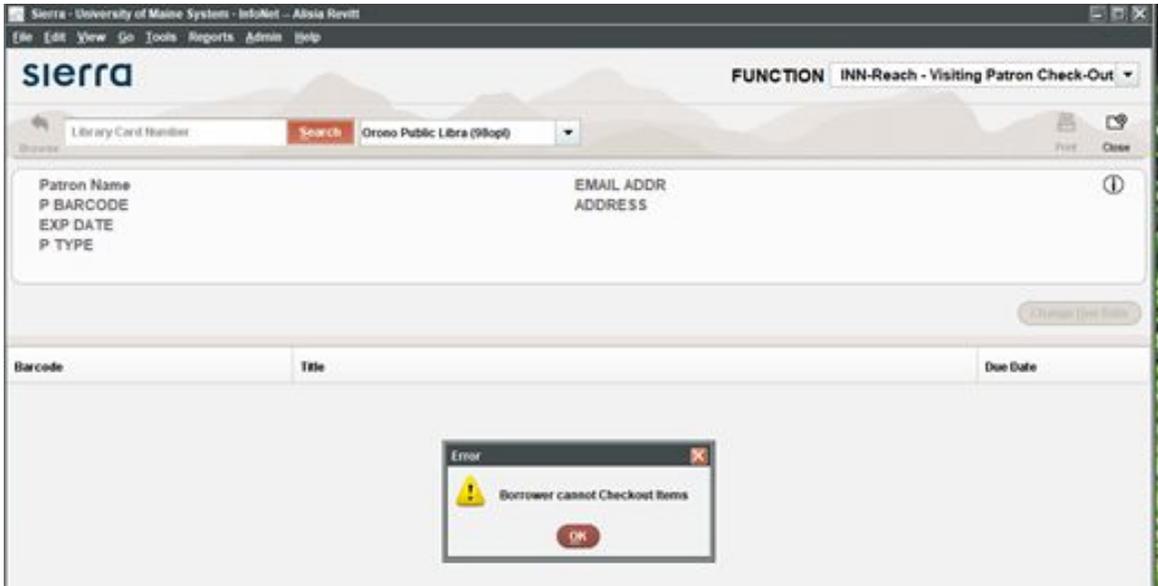

c. Scan patron's barcode (if Bates or Bowdoin patron, ID number instead) in the box to the left.

d. Notice that limited Patron info comes up. If the patron is not in good standing at their local library, you will see an error.
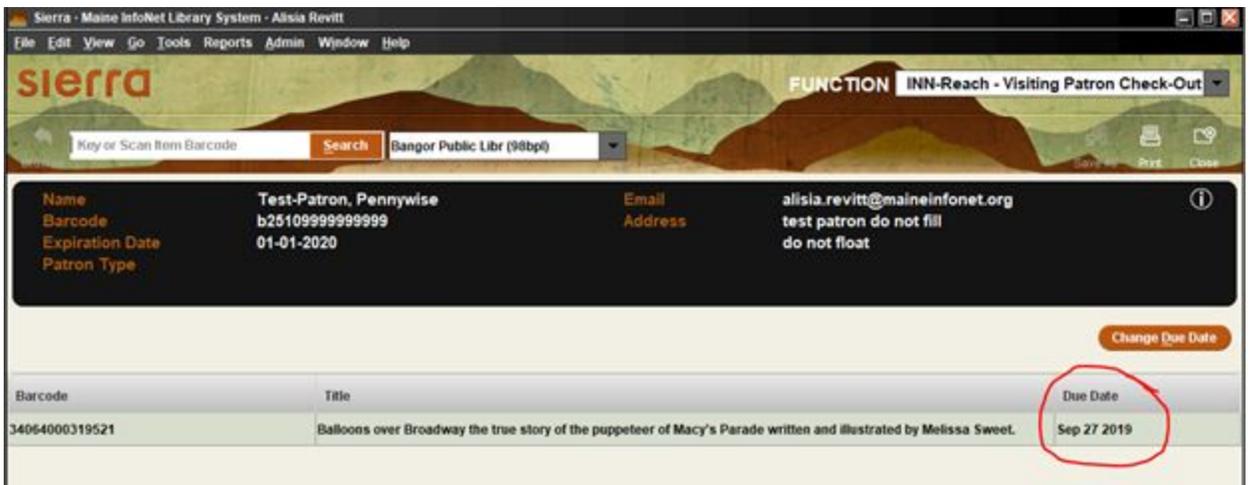
e. Scan item barcode(s) in the same box

f. Item check out info is shown, notice due date is the standard MaineCat rules (4 weeks with 2 weeks renewal in this example, 1 week for other items), so the patron will have the item for the same amount of time as they would upon checking it out at their library's circ desl.

* The due date is based on the system's inter-library rules, so it may not be the same date as one of your patrons.

* All notices, billing, or fines will function exactly as if the patron requested the item in MaineCat and received the item via delivery at their home library and checked it out.

* If the item is returned to any library in your system or the patron's system, it will be set into transit and a slip printed to send it home. If it is returned to an out-of-system library, it will not scan into transit, therefore will remain checked out to the patron while in delivery.

Item record in your system looks like this: notice MaineCat status and message and the 4 week due date.

Patron record in their local system looks like this: notice it looks like any MaineCat transaction and shows the same due date (unlike delivery)