

Cleaning up ILL and Intransit Items

Where are my books???

1. Run a shelflist to be opened in Excel. (INFOhio tab > CAT: Shelflist)

Item Selection tab:

- Your library – results will be only items your library owns.
- Current Status: use gadget to select ILL and INTRANSIT

Output Options tab:

- Report Format – Choose Plain text
- Report Type – Choose Spreadsheet
- Field selections:
 - Barcode
 - Call number
 - Status
 - Title
 - Last Checkout date (this is for your information – may help jog your memory!)

2. Open the report in Excel and sort by status.

ILL –These are **your** items that were checked out to another library's ILL user, but never checked back in. Usually these items just need to be checked in.

- Check to see if the item is on your shelf.
- If you have it, scan using the **Check in wizard**. That should make the item available.
- If you don't have it, use the Check Item status wizard to see who borrowed it. Contact them to get it returned. If they don't have it, use the Mark Item Missing wizard to change status to Missing.

INTRANSIT – These are **your** items that were put in transit and never received.

- Check to see if the item is on your shelf.
- If you have the item, use the **Pending Transits wizard** (Special Circ menu) and Receive the item. This lets you choose the title from a list. You can also use the **Receive Items in Transit wizard** if you have the barcode number and want to scan or paste it in.
- If you don't have the item, use the Check Item status wizard to see who borrowed it. Contact them to get it returned. If they don't have it, use the Mark Item Missing wizard to change status to Missing.

Do I have books from another library?

1. Run the Transit Items report two times. (Circulation tab > List Transits)

NOTE: *This report does not indicate ownership of items. It only indicates the library that put them in to transit and where they were sent.*

Transit selection tab

- a. **First time:** Destination library = your library. These will be items that may or may not belong to you. They were sent to you either to be returned or as a loan.
- b. **Second time:** Starting library = your library. These may or may not be your items. These are items that you put into transit to another library either to loan or return.

Viewing the report

- Bullet View Result and Format Report
- Locate the item. If you have the item, and it's yours, use the Pending Transits wizard (Special Circ menu) and Receive the item. This lets you choose the title from a list. You can also use the Receive Items in Transit wizard if you have the barcode number and want to scan or paste it in.
- If you find the item and it's not yours, return it to the owning library.
- If you can't find it and it's not yours, notify the owning library.

2. Items checked out to your ILL user. (All Circulation Tab > List User Activity)

NOTE: *These are items that were checked out to your library's ILL user, but are not currently in transit. These items belong to another library.*

User ID tab

- Use the Gadget to search for your building and select the ILL user (XXXX-ILL)

Viewing the report

- Bullet View Result and Format Report
- Locate the items.
- Return items to the owning library. You do not need to do anything in Sirsi.
- Owning library should check the items in.
- If you can't locate the items, notify the owning library.