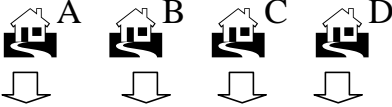
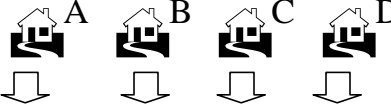




























Your library as a MORE Requester
(requesting items from other libraries for your patrons)


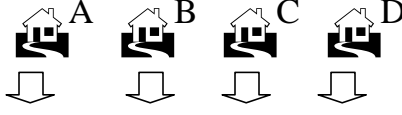


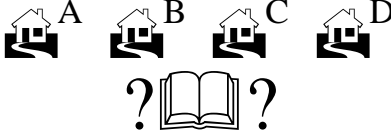


Centralized MORE Workflow	De-Centralized MORE Workflow
<p>Scenario: 4 Building District</p>  <p>All students and teachers can and do submit MORE requests.</p> <p>With Centralized processing - the staff at one location is responsible for the following MORE tasks.</p>	<p>Scenario: 4 Building District</p>  <p>All students and teachers can and do submit MORE requests.</p> <p>With De-centralized processing - the staff at every location is responsible for the following MORE tasks.</p>
<p>Staff at Centralized processing location will: Log into MORE</p> <ul style="list-style-type: none"> - Authorize the requests (system can be set to automatically authorize all requests) 	<p>Staff at each of the De-Centralized Processing locations will: Log into MORE</p> <ul style="list-style-type: none"> - Authorize the requests (system can be set to automatically authorize all requests)
<p> The MORE system then takes the requests and builds a list of potential lenders (called the rota). </p> <p>Libraries respond and one lucky lender will pull the item from their shelves and ship it to you via US Cargo.</p>	
<p> The item arrives at the district's US Cargo location Building A* </p> <p>Each item will have a MORE shipping slip that identifies the responding library (who's sending the book), the shipping destination (district's US Cargo Stop), and the pickup location - this is where the student wants to pick up the item so it could be Building A, B, C or D.</p> <p>*This scenario assumes that the district is paying for only one US Cargo stop at Building A. A district could choose to pay for multiple US Cargo stops, one per building, if this were the case then de-centralized workflow would be a district's only option.</p>	

Your library as a Requester continued





Centralized MORE Workflow	De-Centralized MORE Workflow
<p style="text-align: center;"> A</p> <ul style="list-style-type: none"> - Centralized staff changes MORE status to received. - Select and update MultiLIS item for use in tracking item. <ul style="list-style-type: none"> - For instance, place hold for patron with pickup location, which will cause an interbranch transfer transaction. - Pack and ship to pickup location or keep if patron selected Building A as their pickup location. 	<p style="text-align: center;"> A</p> <ul style="list-style-type: none"> - Staff at US Cargo stop (A) ships item to pickup location (B, C, or D).
<p> Internal district delivery of item from US Cargo stop to pickup branch. </p>	
<p style="text-align: center;"> B  C  D</p> <ul style="list-style-type: none"> - Branch staff checks item out to patron. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> </div> <div style="text-align: center;"> </div> <div style="text-align: center;"> </div> </div>	<p style="text-align: center;"> B  C  D</p> <ul style="list-style-type: none"> - Branch staff changes MORE status to received. - Select and update MultiLIS item for use in tracking item. <ul style="list-style-type: none"> - For instance, place hold for patron with pickup location, which will cause an interbranch transfer transaction. - Branch staff checks item out to patron. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> </div> <div style="text-align: center;"> </div> <div style="text-align: center;"> </div> </div>
Issues	Issues
<ul style="list-style-type: none"> - Central staff would authorize requests for all patrons. - MORE workload only at one site. - Only Central staff need intimate knowledge of MORE system. 	<ul style="list-style-type: none"> - Branch staff would authorize requests for all the requests placed by their building's patrons. - MORE workload spread out over all buildings. - All library staff need intimate knowledge of MORE system.

Your library as a MORE Responder

(sending items to other libraries to fulfill their patron's requests)

<p align="center">Centralized MORE Workflow</p>	<p align="center">De-Centralized MORE Workflow</p>
<p>Scenario: 4 Building District</p> <p align="center">  </p> <p>Central staff logs into MORE and reviews lists of requests.</p>	<p>Scenario: 4 Building District</p> <p align="center">  </p> <p>Staff at each branch logs into MORE and reviews requests for their building.</p>
<p align="center">  </p> <p>Central staff must:</p> <ul style="list-style-type: none"> - Determine which district copy to provide. - Request copy from branch sent to central location via MultiLIS Inter-branch Transfer. <p align="center">  </p> <p>Branch staff must:</p> <ul style="list-style-type: none"> - Pull item from their shelves. - Send item to Central site (A). 	<p align="center">  </p> <p>Branch staff must:</p> <ul style="list-style-type: none"> - Pull items off their shelves. - Log into MORE - Change MORE status to shipped - Print MORE shipping slip - Check item out to MORE in MultiLIS. - Send item to US Cargo stop (A).
<p align="center">  Internal district delivery of item from branch to US Cargo stop (A).  </p>	

Your library as a MORE Responder continued

Centralized MORE Workflow	De-Centralized MORE Workflow
 <p>Central staff must:</p> <ul style="list-style-type: none"> - Check item out to MORE in MultiLIS. - Log into MORE <ul style="list-style-type: none"> - Change MORE status to shipped - Print MORE shipping slip - Pack and ship item to MORE 	 <ul style="list-style-type: none"> - Staff at US Cargo stop pack and ship item to MORE.
 US Cargo picks up the item and delivers it to the requesting library. 	
Issues	Issues
<ul style="list-style-type: none"> - Central staff reviews lists of all requests. - MORE workload only at one site. - Only Central staff need intimate knowledge of MORE system. 	<ul style="list-style-type: none"> - Branch staff reviews requests for their building. - MORE workload spread out over all buildings. - All library staff need intimate knowledge of MORE system.