Circulating Inter-library Loan books (from Public or College Libraries)

Many librarians would like to get books from other libraries and circulate to students and staff. However, Sirsi won't recognize barcodes from another library system. Here's a work around for tracking those items and increasing your circulation statistics too. Keep in mind, there are many different ways to do this. We are just documenting one simple way. If something different works better for you, don't feel you need to change your procedure.

1. **Create a brief bib record.**

   a. If you are only doing this **occasionally** and aren't concerned about keeping the circulation statistics, this record can be very brief.
      1. **Click** Item Maintenance > Add Brief Title
      2. **Enter** the title
      3. **Scan** a dumb barcode for the Item ID.
      4. **Click** Add brief title.

   b. If you will be doing this **frequently**, want to keep circulation statistics on these items, or are getting multiple copies of the same title (class set), you'll want to add a bit more detail. _Detailed directions for creating brief records are in the Workflows Handbook > Cataloging > Basic Cataloging > Add Brief Title._
      1. **_The first time set your properties according to the guide in the Handbook. You may want to discuss options for details to include in the record with your ITC's INFOhio provider._**
      2. **Click** Add Brief
      3. **Enter** the title. (You can also scan the Public Library barcode number along with the title so that the title field contains the title plus the public library barcode. This will allow you to later search by either title or the public library barcode number.)
      4. **Enter Call number** – use the other library's initials and the item's original barcode number.
      5. **Item group – optional** – This is only needed if you'll be running reports and want an easy way to isolate these titles. Choose an item group just for this procedure.
      6. **Item ID** – scan a dumb barcode (if not using autogenerate id function)
      7. **Click** Add brief title.
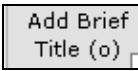
Add Brief Title (o)

Add Brief Title ✕
Add Brief Title

REQUIRED FIELD
XX(34269.1)   ID:32612000081038

Title info

ISBN:	020			
Personal Author:	100	1		
Title:	245			To kill a mockingbird (3)
Publication info:	260			
Physical description:	300			
INFOhio template:	989			

Call number and copy info (4)

New call number:	RPL 10002345678
Class scheme:	AUTO
Library:	DLHS (6)
Item group:	SPECLCIRCY
Shelf location:	AVAILABLE
Item ID:	32612000081038
Material type:	BOOK

2. **Physically connect barcode number to the book**. Below are some options schools have used or you may come up with one that works better for you.

   - Use a large Manila envelope or ziploc baggie and put a dumb barcode on it. Keep the public library book in the envelope while the student has it and return book in envelope.
   - Put the dumb barcode on a card and keep the card with the book. (Paper clip it)
   - Make a paper band that goes around the front cover. Put the barcode on that. You can print something on the band reminding students it's from another library and include any special directions. You can print 2 on a sheet of 11x17 paper or 11x14 whichever you have. Wrap around the front cover and tape it.

3. **Record keeping -** Since the borrowed book has your library's barcode on it, you will be able to check it in, check it out, renew, run reports, etc. just like any item in your library.

   a. Occasional use - Since you're creating a record only needed for a short time, you can delete the record when the item is returned. That will allow you to reuse the envelopes, baggies, etc. **However, if you want to include these items in your circ stat reports, don't delete the records**. Once a record is deleted, its history won't be included in any reports.

   b. Reports
      1. Overdues – these items will show up on a student's overdue list.
      2. List of titles borrowed – run a shelflist for the item group you chose for these items.
      3. Circulation statistics – these items will be included.