Printing pull slips:

In Sierra, in the FUNCTION menu, select "Notices." Click the "New" button.

For Notice Type select "INN-Reach Paging Slips." Location should be "All."

Click "Sort By." In the first box type "b" to select "BIBLIOGRAPHIC," then in the second box type "c" to select "Call No." Click "Save."

Click the "Prepare" button. On the next two boxes that pop up, click "Print."

Click "Send Notices" (*not* "Print") then click OK. WAIT until the notices have started coming out of the printer before clicking "Yes" to clear all print notices.

Click the "Close" button twice, then click "No" when it asks if you want to save.

Shipping loans:

In the FUNCTION menu, select "INN-Reach – Check-Out to Remote Site." Scan each book's barcode, and ship via courier.

Processing borrowing (Prospector receives):

In the FUNCTION menu, select "Check-In (No Patron)." For each book, type "b" in the search box, then scan the book's barcode. If the book came with paperwork, click "No" when it asks if you want to print a slip.

Check the paperwork for the pickup location. Some slips say "Dayton Memorial Library" on them, but also specify a different campus. Make sure you see "Northwest Denver" on anything you're holding here.

If the book gets held here, highlight the borrower's last name on the slip and write the date ten days from today next to the name. Put the slip in the book so that the name and date can be seen when it's on the hold shelf, and put it on the shelf in alphabetical order by last name.

If the book's going to another campus, look up the borrower's account in Sierra and check the book out to them. Fill out a book band (blue for Regis books, yellow for other libraries' books) and wrap it around the front cover. Never tape it to the book! Attach a campus delivery slip to the book with rubber bands, and put it in the outgoing mail (not the courier).

If the book has paperwork but Sierra can't find the barcode:

Make sure the barcode on the book matches the barcode on the paperwork. If not, send the book back to the lender with a note explaining the problem.

If it matches, look up the borrower's account in Sierra. Click the "INN-Reach" tab on the left, and find the book on their list of Prospector requests. If the Barcode field is blank, right-click on it and select "Insert Barcode." Scan or type the book's barcode without typing "b" first. Then move on to highlighting the name, etc. Don't check it in after that.

If the book has no paperwork and Sierra can't find the barcode:

> It was probably sent here by mistake. Send it back to the owning library via courier.

Sending pickup notices:

> Sierra sends notices automatically at 3PM, but if you're doing the courier in the morning or after 3, you should send them manually.
>
> In Sierra, in the FUNCTION menu, select "Notices." Click the "New" button.
>
> For Notice Type select "Pickup and Cancellation." Location should be "All."
>
> Click the "Prepare" button, then click "Print" on the next two windows that pop up.
>
> Click "Send Notices," then click "Yes" to clear the queue.
>
> Click the "Close" button, then answer "No" when it asks if you want to save.

Returning Prospector books:

> Check the book in using the normal "Check-In (No Patron)" function in Sierra. Band for shipping via courier.

To find a courier code:

> Look the library up on the short list taped to the ILL cabinet, or the big list in the ILL cabinet, or use the search box at http://clicweb.org/library-courier .

Returning MOBIUS books:

> Go to https://www.coalliance.org/peer-peer-mobius and get the pdf from "Mobius Address Labels (1 per page)." You have to open it with Adobe, it won't work right if you open it in a browser tab.
>
> Click on "Select TO Library" and track down the library by its code. The code is printed on the green shipping slip that should be with the book. Make sure to send the green slip back with the book, don't throw it away. If the green slip is missing, you'll have to browse the list for the name of the library.
>
> Click on "Select FROM Library" and find "Regis University – Denver." Then click the big green PRINT button to print the address label.
>
> Put the book in a black Mobius bag, and put the address label in the clear holder on the outside, making sure the destination code is visible. If we're out of Mobius bags, you can band it up like a normal courier book. Mobius books are sent with the courier.