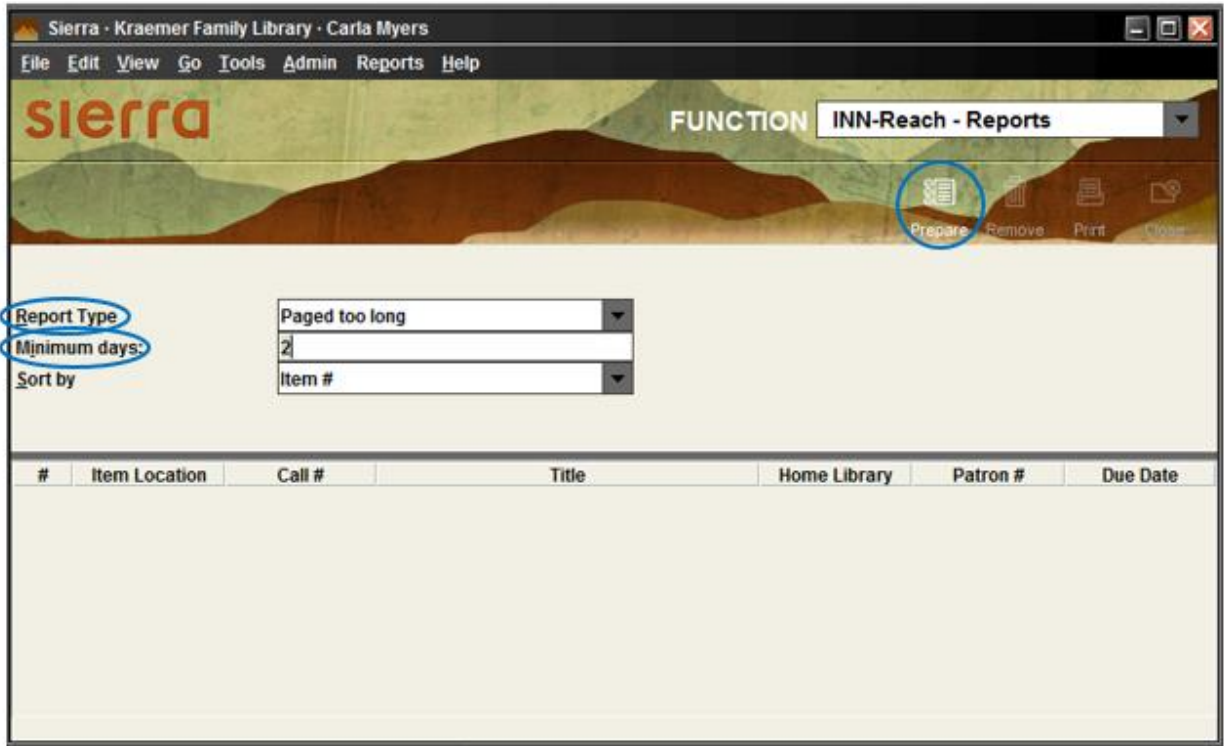


Prospector Paged Too Long List

This list consists of Prospector requests that have not been pulled in a timely manner. This list should be run **DAILY**.

1. Open the INN-Reach – Report module. Using the drop-down menus, select a *Report Type* of **Paged too long**. Set the *Minimum days* to “2.” Click on **Prepare**.

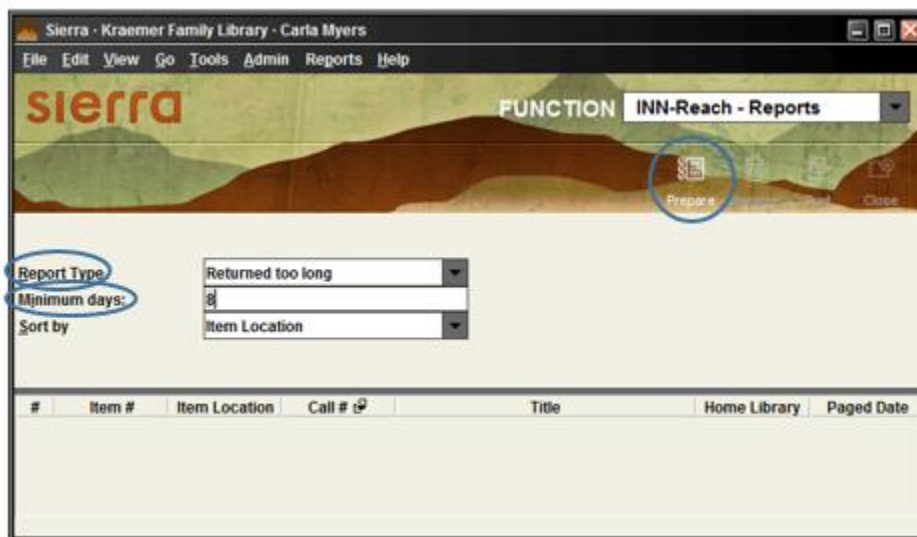


2. Print off the list of items this search returns and look for them. If they are found check them out to Prospector. If they are not found...
 - a. If there is a space on the shelf where the item should be then it is likely that the title was sent to the borrowing institution without first being checked-out to Prospector. Wait 3-5 days and see if the item arrives at the borrowing institution; you'll know if it has as it will no longer appear on this list.
 - b. If there is no space on the shelf where the item should be and it cannot be found anywhere else (e.g. temp shelving, the sorting tables, etc.) then:
 - i. Cancel the hold.
 - ii. Declare the item missing.

Prospector Returned Too Long List

This list contains Prospector items that we have returned to the lending library but have taken “too long” to arrive there.

1. Open the INN-Reach – Report module. Using the drop-down menus, select a *Report Type* of **Requested too long**. Set the *Minimum days* to “8.” Click on **Prepare**.



2. Sort the list by clicking on the Returned Date field header.

Sierra - Kraemer Family Library - Carla Myers

File Edit View Go Tools Admin Reports Help

sierra FUNCTION INN-Reach - Reports

Report Type: Returned too long
 Minimum days: 0
 Sort by: Item Location

All	#	Item Location	Call #	Title	Home Library	Patron #	Returned Date
	1	9cscpp-CSU-Pue...	Z473 .E98 2010	An extensive republic : print, culture, an...	circ -Circulation ...	p1008664x	07-24-2015
	2	6wash-Washing...	GF41 .E556 2011	Envisioning landscapes, making worlds...	circ -Circulation ...	p10078186	09-08-2015
	3	6wash-Washing...	E668 .D74 2015	After Appomattox : military occupation ...	circ -Circulation ...	p10564391	09-08-2015
	4	9jcpc-Jeffco Pu...	Q 912.755 PRITC...	Degrees of latitude : mapping colonial A...	circ -Circulation ...	p10260870	09-09-2015
	5	9uwyp-U of Wyo...	PQ6664.J4 E87 1...	Los españoles bajo tierra, o, El infame J...	circ -Circulation ...	p10076876	09-10-2015
	6	9cscup-Colorado...	TN311 .T59 2014	Deep down dark : the untold stories of 3...	circ -Circulation ...	p10001980	09-10-2015
	7	9mcmp-Colorad...	EDV PACI	Pacific Rim [videorecording] / Warner B...	circ -Circulation ...	p10404995	09-10-2015
	8	9cocp-Colorado...	PA4037 .C258 2...	The Cambridge companion to Homer / e...	circ -Circulation ...	p10493293	09-10-2015
	9	9rgsp-Registri...	LC5225.L42 B77...	The power of critical theory : liberating ...	circ -Circulation ...	p10423126	09-11-2015
	10	9jcpc-Jeffco Pu...	649.1 SIEGEL	No-drama discipline : the whole-brain w...	circ -Circulation ...	p1046704x	09-11-2015
	11	9dplp-Denver Pu...	FIC CHRISTIE A	Gutenberg's apprentice : a novel / Alix C...	circ -Circulation ...	p10001980	09-11-2015
	12	9cubp-UC-Bould...	QA11.2 .H37 2005	Handbook of mathematical cognition / e...	circ -Circulation ...	p10351929	09-11-2015
	13	9uncp-U of North...	LC71 .S87 2002	Education in a globalized world : the co...	circ -Circulation ...	p10440306	09-11-2015
	14	9aurp-Auraria-C...	LB1027.9 .W56 ...	Who chooses? who loses?: culture, in...	circ -Circulation ...	p10440306	09-11-2015
	15	9cubp-UC-Bould...	TK7871.99.C45 ...	CMOS/CCD sensors and camera syste...	circ -Circulation ...	p10166026	09-11-2015
	16	9arrp-Aurora - C...	COMPACT DISC ...	Live [sound recording] / Alice in Chains.	circ -Circulation ...	p10524848	09-11-2015
	17	9fcpc-Poudre Ri...	Noel, A.	Shadowland / Alyson Noel.	circ -Circulation ...	p1065558x	09-11-2015
	18	9cscup-Colorado...	W 5157	The evolution of India and Pakistan, 185...	circ -Circulation ...	p1055581x	09-12-2015
	19	9masp-Adams S...	RC489.M55 S54 ...	The mindful therapist : a clinician's guid...	circ -Circulation ...	p10520545	09-12-2015
	20	9cubp-UC-Bould...	RC569.5.B67 P7 ...	Integrative treatment for borderline per...	circ -Circulation ...	p10520545	09-12-2015
	21	9mssp-Summit ...	CDBK 649.1019 ...	The whole-brain child [sound recording]...	circ -Circulation ...	p10520545	09-12-2015
	22	9jcpc-Jeffco Pu...	BD 158.1 HAWN	10 mindful minutes [sound recording] : ...	circ -Circulation ...	p10520545	09-12-2015
	23	9arap-Arapahoe...	CD 155.5 SIEGEL	Brainstorm [sound recording] : the pow...	circ -Circulation ...	p10520545	09-12-2015
	24	9jcpc-Jeffco Pu...	BD 649.1 SIEGEL	Parenting from the inside out [sound re...	circ -Circulation ...	p10520545	09-12-2015
	25	9arap-Arapahoe...	DVD SMALL	Small town murder songs [videorecordi...	circ -Circulation ...	p1052048x	09-13-2015
	26	9cubp-UC-Bould...	PN1997.2 .M385...	Masters of horror. Season 1 [videoreco...	circ -Circulation ...	p1052048x	09-13-2015

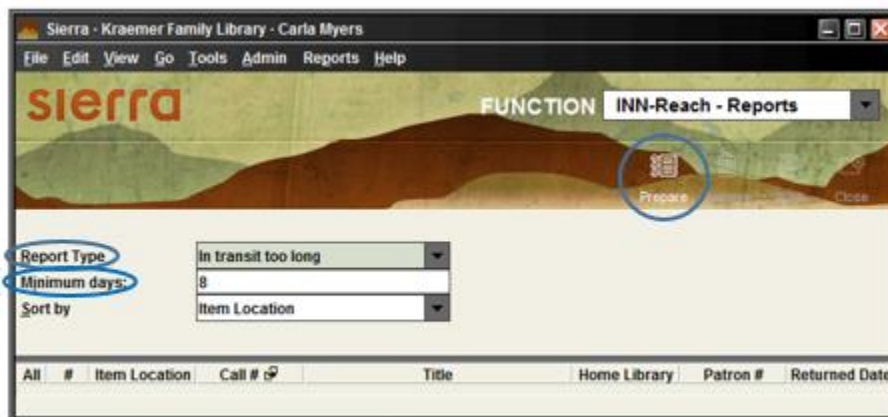
26 entries

3. Contact the library that owns each item to see if it arrived at their institution but was not properly checked-in.
 - a. If it was, they can check the item in to clear it from this list.
 - b. If it was not, then they can decide if they wish to check-in the item, declare it missing, and report the loss to the courier.

Prospector In Transit Too Long List

These are items that our patrons have requested from other Prospector libraries but have not arrived in a timely manner.

1. Open the INN-Reach – Report module. Using the drop-down menus, select a *Report Type* of **In transit too long**. Set the *Minimum days* to “8.” Click on **Prepare**.



2. Sort the list by clicking on the In Transit Date field header.

The screenshot shows the Sierra library system interface with a list of items. The 'Report Type' is set to 'In transit too long', 'Minimum days' is set to '8', and 'Sort by' is set to 'Item Location'. A blue arrow points to the 'In Transit Date' column header. The table below shows the following data:

#	Item Location	Call #	Title	Home Library	Patron #	In Transit Date
1	9mmp-Mesa C...	Graphic Novel K...	Naruto. Vol. 59, The five Kage / story a...	circ -Circulatio...	p10415476	05-02-2014
2	6mrln-Merlin - ...	TK7874 .W45 2...	CMOS VLSI design : a circuits and syst...	circ -Circulatio...	p10769821	08-25-2015
3	6swan-Swan - ...	Z4 .F56 2013	An introduction to book history / David ...	circ -Circulatio...	p10384698	08-25-2015
4	9jcjp-Jeffco Pu...	B CROW DOG C...	Lakota woman / by Mary Crow Dog an...	circ -Circulatio...	p10410399	08-27-2015
5	9jcjp-Jeffco Pu...	363.119622 TO...	Deep down dark : the untold stories of ...	circ -Circulatio...	p10001980	08-28-2015
6	9jcjp-Jeffco Pu...	FICTION AI	Under the hawthorn tree / Ai Mi ; transl...	circ -Circulatio...	p10419421	09-04-2015
7	9jcjp-Jeffco Pu...	CD POP/ROCK ...	The earth is not a cold dead place [sou...	circ -Circulatio...	p10524848	09-05-2015
8	9cubp-UC-Boul...	PR1119 .A2 no. ...	King Alfred's West-Saxon version of G...	circ -Circulatio...	p10469515	09-06-2015
9	9cubp-UC-Boul...	QP563.G32 G36...	Gamma-hydroxybutyrate : molecular, f...	circ -Circulatio...	p10580281	09-06-2015
10	9jcjp-Jeffco Pu...	741.5973 BATM...	Batman : Arkham Knight / Peter J. Tom...	circ -Circulatio...	p1052258x	09-06-2015
11	9jcjp-Jeffco Pu...	CD SOUNDTRA...	Rocky Balboa [sound recording] : the b...	circ -Circulatio...	p10524848	09-06-2015
12	9cubp-UC-Boul...	CB83 .S3 pt.2	Civilization and ethics / by Albert Schw...	circ -Circulatio...	p10704760	09-07-2015
13	9cubp-UC-Boul...	DR435.A7 A655...	The grandchildren : the hidden legacy ...	circ -Circulatio...	p10358468	09-07-2015
14	9mgcp-Garfield...	DVD LEV SEAS. 3	Leverage. The third season [videoreco...	circ -Circulatio...	p10395775	09-08-2015
15	9dplp-Denver P...	234.13 McKenna	Miracles do happen / Briega McKenna...	circ -Circulatio...	p10348621	09-08-2015
16	9uwyp-U of Wy...	DG209 .F735 20...	A critical history of early Rome : from ...	circ -Circulatio...	p10577944	09-08-2015
17	9uncp-U of Nort...	TX724.5.I4 B3 2...	Best ever Indian cookbook : 325 famo...	circ -Circulatio...	p10459637	09-09-2015
18	9mssp-Bud We...	649.125 CHA	The five love languages of teenagers / ...	circ -Circulatio...	p10474201	09-09-2015

55 entries

3. Contact the loaning library to see if the item in question it is still at their institution.
 - a. If it is, then the lending library should be able to send it on its way to us.
 - b. If it is no, proceed to step #4.

4. If possible, rerequest the item for the patron from another Prospector or Mobius library.
 - a. If you are able to request it through another institution in Prospector or Mobius email the patron to let them know the item has been requested for them and should be on its way to us.
 - b. If the item is not available from another institution in Prospector or Mobius, proceed to step #5.

5. If it cannot be obtained from another Prospector or Mobius library email the subject librarian to see if they would be interested in purchasing a copy for the patron to use. Sample email text:

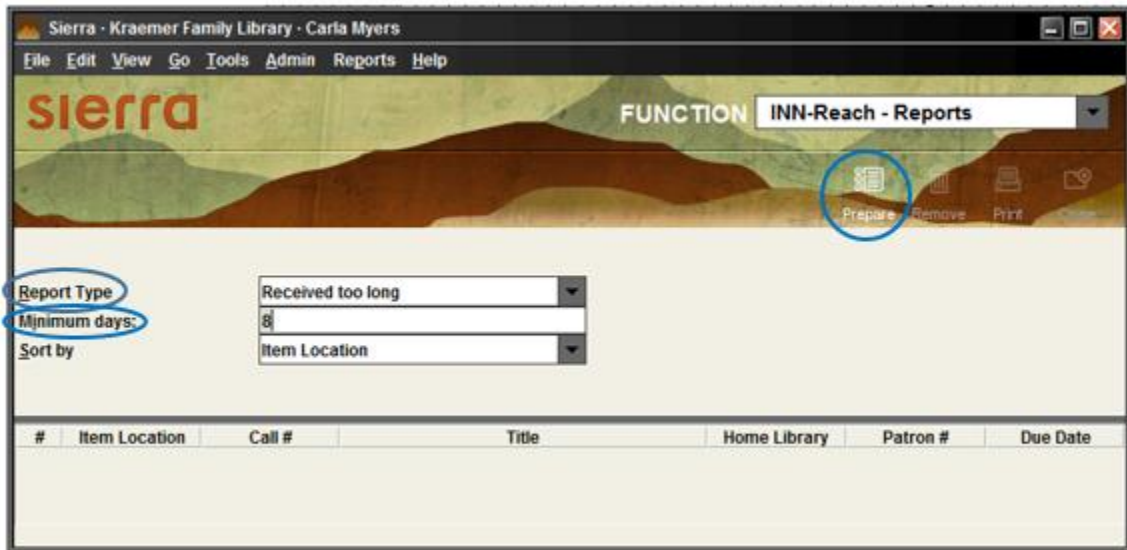
One of our patrons, PATRON NAME, has been trying to obtain the following item through Prospector/Mobius: INSERT A LINK TO THE PROSPECTOR/MOBIUS ITEM RECORD.
Unfortunately no copies are available for them at this time. Would you be willing to purchase a copy of this item to add to our collection? If yes, please have cataloging place a hold on the item for the patron named above, and please let me know so that I can inform the patron that we will be getting a copy for them. If no, please let me know so that we can encourage the patron to obtain a copy through Interlibrary loan.

 - a. If the librarian responds that they will be obtaining a copy for our collection email the patron to explain the situation with the Prospector/Mobius item and let them know that our library will be purchasing a copy for them to use.
 - b. If the librarian responds that they are not interested in purchasing the item, email the patron to explain the situation with the Prospector/Mobius items and encourage them to request a copy of the title through Interlibrary Loan.

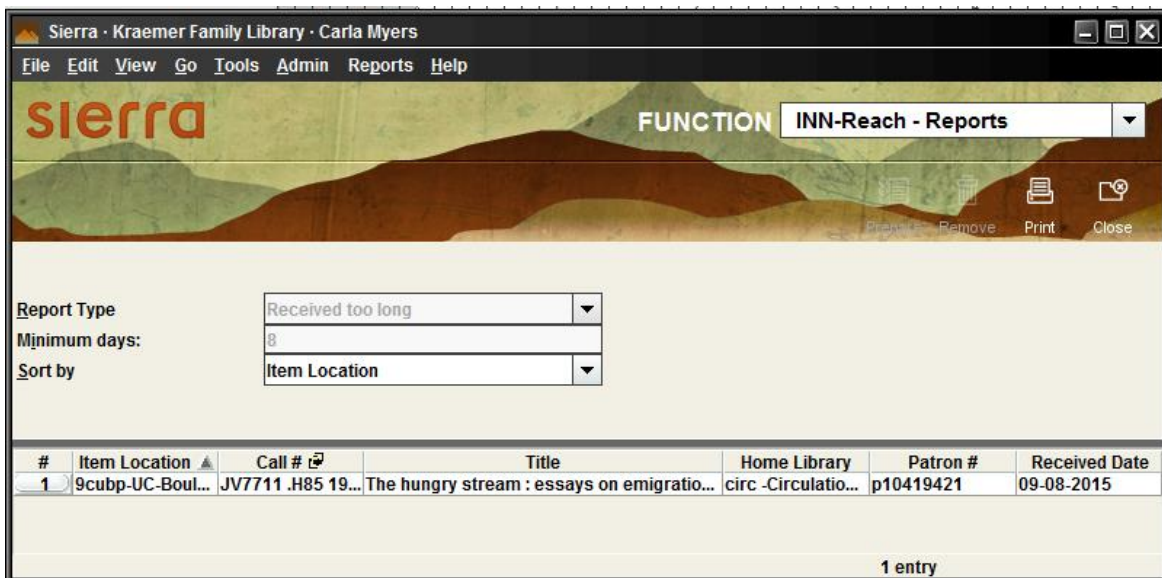
Prospector Received Too Long List

This list identifies items that we have received through Prospector that have been sitting on our hold shelf for too long. This list should be run **DAILY**.

1. Open the INN-Reach – Report module. Using the drop-down menus, select a *Report Type* of **Received too long**. Set the *Minimum days* to “8.” Click on **Prepare**.



2. Review any titles that are returned by this search to determine why we still have them, keeping in mind that this search does not talk to our Days Closed table. As such, if the library was closed for a holiday or due to inclement weather, items may appear on this list in error.

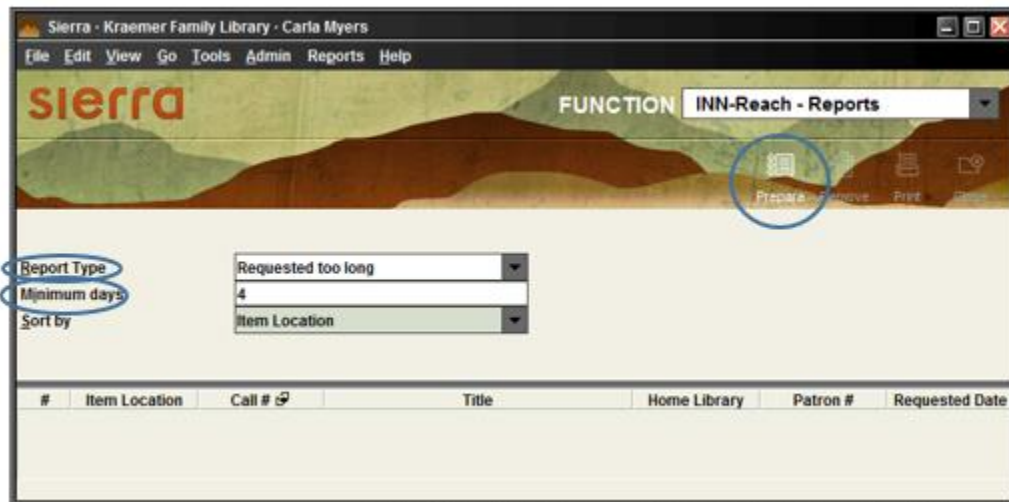


NOTE: Prospector items may appear on this list if they were not properly checked-out to the patron. As such, you may wish to contact the patron to see if they have the item.

Prospector Requested Too Long List

This list includes items that our patrons have requested through Prospector but have not been processed by the lending library in a timely manner.

1. Open the INN-Reach – Report module. Using the drop-down menus, select a *Report Type* of **Requested too long**. Set the *Minimum days* to “4.” Click on **Prepare**.



2. Check each item to see if there is an alternate “available” copy in Prospector or Mobius. If so, request the copy for the patron and cancel their original hold.
3. If no alternate copy is available email the subject librarian to see if they would be interested in purchasing a copy for the patron. Sample email text:

One of our patrons, PATRON NAME, has been trying to obtain the following item through Prospector/Mobius: INSERT A LINK TO THE PROSPECTOR/MOBIUS ITEM RECORD. Unfortunately no copies are available for them at this time. Would you be willing to purchase a copy of this item to add to our collection? If yes, please have cataloging place a hold on the item for the patron named above, and please let me know so that I can inform the patron that we will be getting a copy for them. If no, please let me know so that we can encourage the patron to obtain a copy through Interlibrary loan.

 - a. If the librarian responds that they will be obtaining a copy for our collection email the patron to explain the situation with the Prospector/Mobius item and let them know that our library will be purchasing a copy for them to use.
 - b. If the librarian responds that they are not interested in purchasing the item, email the patron to explain the situation with the Prospector/Mobius items and encourage them to request a copy of the title through Interlibrary Loan.

Prospector Institutional Overdues List

This list identifies long overdue items that have been borrowed from us by Prospector patrons.

1. Open the INN-Reach – Report module. Using the drop-down menus, select a *Report Type* of **Institutional Overdues**. Set the *Minimum days* to “**10**.” Click on **Prepare**.

Sierra · Kraemer Family Library · Carla Myers

File Edit View Go Tools Admin Reports Help

sierra FUNCTION INN-Reach - Reports

Prepare Remove Print Close

Report Type Institutional Overdues

Minimum days: 10

Maximum 9999

Sort by Patron Home Library & Name

Location
 All
 Select Location

#	Item Location	Call #	Title	Home Library	Patron #	Due Date
---	---------------	--------	-------	--------------	----------	----------

2. Search for each title returned to ensure that it did not make its way back into the collection without being properly checked in.
 - a. If an item is found, check it in to remove it from this list.
 - b. If the item is not found contact the borrowing institution and ask that they double check their shelves for it.

Prospector Reconciliation Process

The Prospector reconciliation process allows everyone to double check for items before officially declaring them as having been lost within the system.

The Chair of the Prospector Document Delivery Committee will begin the process by sending out general instructions to the Prospector community. In the past, these instructions have included:

1. Run an Institutional Overdues list to identify items from your collection with a due date from the previous calendar year. Example parameters include:

The screenshot shows the Sierra library system interface. The title bar reads "Sierra - Kraemer Family Library - Carla Myers". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Admin", "Reports", and "Help". The main header features the "sierra" logo and a "FUNCTION" dropdown menu set to "INN-Reach - Reports". Below the header, there are several form fields: "Report Type" is set to "Institutional Overdues"; "Location" is set to "Select Location 9uccp"; "Minimum days:" is set to "257"; "Maximum" is set to "9999"; and "Sort by" is set to "Patron Home Library & Name". A table header is visible below the form with columns: "#", "Patron #", "Item Location", "Call #", "Title", "Home Library", and "Due Date".

Minimum Days: (the current day of the year) – e.g. September 14 would be “257”

Maximum Days: Here you can enter either...

The current day (Minimum value + 365) – for September 14 this would be $257 + 365 = "622"$

-or-

Leave the Maximum Days at default “9999” to find any older overdue items you may want to take a look at

Location: limit the report to only your library location.

2. Search your stacks for these long-overdue items in order to identify any items that may have been shelved without getting properly checked in. Any items located are checked in to clear the INN-Reach patron.
3. After completing a search of the local collection, each library sends a spreadsheet of their remaining unfound items to the Chair of the Document Delivery Committee. They combine these individual spreadsheets into one spreadsheet, and this master list is then sent to all Prospector libraries.
4. Each Prospector library then searches their local collection for all of the items on this list. Found items are reported to the listserv, checked in, and, if applicable, sent back to the lending library.
5. After all library searches are complete, local libraries can clean up their long overdue items.

“Cleaning up” Items Owned by Other Libraries

Some items will no longer be checked out to ~~your~~ **our** patrons. To clear them:

1. Open the patron’s record
2. Click on the INN-Reach tab
3. Right-click on the item and select “Delete Virtual Item”

The screenshot shows the Sierra library system interface for a patron named Carla S. Myers. The interface includes a search bar, a menu, and a summary of the patron's record. The INN-Reach tab is selected, showing a list of items. A context menu is open over one of the items, with 'Delete Virtual Item' highlighted.

Check Out	0
Checked-Out Items	60
Holds	15
Fines	\$0.00
Check In	0
INN-Reach	20

Last Update	Title	Location	Barcode	Status
09-17-2015	The miniaturist / Jessie Burton.	9fcpp	33052013772329fcpp	IN TRANSIT
09-25-2015	Warrior [videorecording] / Lionsgate and Mirran Schur Pictures pr...	9icpp		REQUESTED
09-18-2015	Huck Finn's America : Mark Twain and the era that shaped his most...	9icpp	524125719jcpp	PROSPECT ...
09-14-2015	New England farmgirl : recipes & stories from a farmer		933506649bldr	10-05-2015
09-15-2015	The American heiress [sound recording] : a novel / Dais...		930298940019arap	10-06-2015

Some items will still be checked out to ~~your~~ **our** patrons. To clear them:

1. Open the patron’s record
2. Click on the Checked-Out Items tab
3. Click on the item
4. Click on the Mark Lost Items button (Do you need to say anything about our patrons being billed for these items – assume that it has been done?)

Sierra - Kraemer Family Library - Carla Myers

File Edit View Go Tools Admin Reports Help

sierra FUNCTION Check Out (Circulation Desk)

Key or Scan Item or Patron Barcode Search

PATRN NAME Myers, Carla S EMAIL ADDR cmyers8@uccs.edu
 P BARCODE 23280001465351 ADDRESS 7259 Little Timber Grove Apt. 202, Colorado Springs, CO 80923 US
 EXP DATE 01-17-2016
 P TYPE Lib faculty and staff

Check Out 0
 Checked-Out Items 60
 Holds 15
 Fines \$0.00
 Check In 0
 INN Reach 20

Checked-Out Items Renew Claim Returned Mark Lost Items Change Due Date All

All	#	Barcode	Call Num	Location	Title	Due Date	Status
<input type="checkbox"/>	1	313930238940019ar...	CD GOODWIN	9arap	The American heiress [sound recordin...	10-06-2015	
<input type="checkbox"/>	2	313930306857239ar... 644.5954 SINGLA		9arap	Indian for everyone: the home cook's...	10-12-2015	
<input checked="" type="checkbox"/>	3	312770127168639arrp	LARGE PRINT 52...	9arpp	Longitude: the true story of a lone gen...	10-05-2015	
<input type="checkbox"/>	4	312770158030079arpp	DVD 791.4372 To...	9arpp	Taking Chances [videorecording] / prod...	10-15-2015	
<input type="checkbox"/>	5	R00933506649bldr	644.5974 Robi	9bldr	New England farmgirl: recipes & stori...	10-05-2015	
<input type="checkbox"/>	6	111840041290799r-eun	S.6.71R.11.02.0	Green	Copyright and preservation: a serious	10-05-2015	

“Cleaning up” Items Owned by Your Library

As you hear from each Prospector library that they have “cleared” our items in their system, go into Sierra and check-in the item.

1. Change the item’s status to “missing.”
2. Enter a note into the item record stating that the item was lost to Prospector.
3. Print-out the item record and give it to the Director of Access Services.

The borrowing libraries may not clear our items in a timely manner. So we may need to initiate contact. Also, if the borrowing library has set a lost book status, then we won’t need to check it in on our end. There will be a note in the record such as:

IR03:Tue Jul 22 2014: Bill \$0.00, lost by p17784074@9aurp

So we don’t need to change it to missing or enter a note. We just need to pass on the info to Tech Services.