



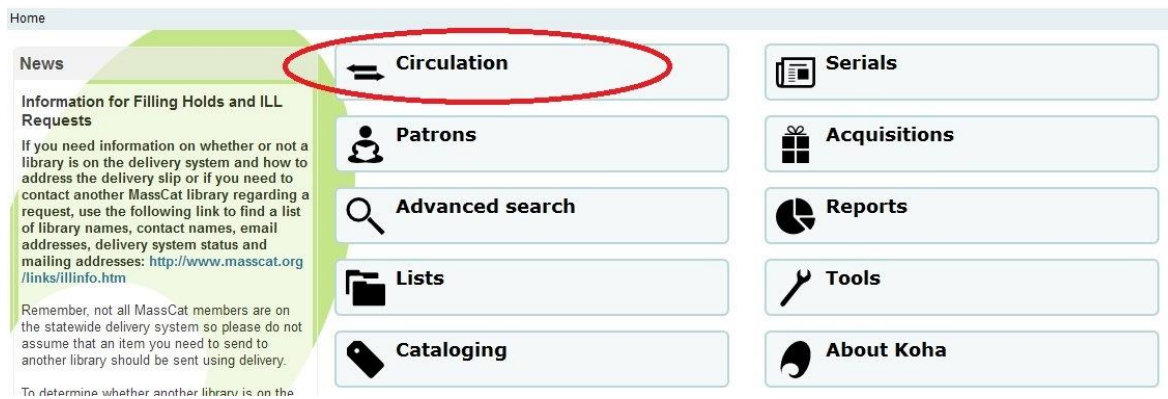
Receiving an ILL Item from Another MassCat Library

Managing Items Your Patrons Have Borrowed from Other Libraries:

When an item that has been requested for loan from another library in MassCat has arrived at your library, you need to do the following:

Login to MassCat.

Click on the "Circulation" link from the staff functions page:



Then choose the "Check In" link:

Circulation

- [Check out](#)
- [Check in](#)
- [Transfer](#)
- [Fast cataloging](#)

Offline circulation

- [Offline circulation file \(.koc\) uploader](#)
- [Offline circulation \(Firefox add-on\)](#)

Circulation Re

- [Holds queue](#)
- [Holds awaiti](#)
- [Hold ratios](#)
- [Transfers to](#)
- [Overdues - V](#)
[on systems](#)
- [Overdues wit](#)
[for other det:](#)

Scan or type in the barcode of the item to be checked in.

[Culation](#) > Check In

Check In
Enter item barcode:

You will get the following message:

Hold Found (item is already waiting): [The lyrical poetry unique to the Las Huelgas Codex :](#)

Hold for:

- [Library Lenox Memorial Middle High School](#)
(20590000000001)
- 197 East Street
Lenox 02140-2206
- 413-637-5560 x400
- akennedy@lenoxps.org

Hold at Lenox Memorial Middle High School Library

(If you don't get the above message, see the section of this document called "when the barcode number isn't found.")

Click on the hotlink for the patron name, in this case it will be your library's name:

Hold Found (item is already waiting): [The lyrical poetry unique to the Las Huelgas Codex :](#)

Hold for:

- [Library Lenox Memorial Middle High School](#)
(20590000000001)
- 197 East Street
Lenox 02140-2206
- 413-637-5560 x400
- akennedy@lenoxps.org

Hold at Lenox Memorial Middle High School Library

This will take you to your patron record so you can check the item out. You need to check the item out in order to clear the "In Transit" status on the item which will tell the system that you've received the item in delivery and it is not lost. This will also clear your hold off of the title in MassCat.

To get to the check out screen you need to click on "Check Out" on the menu on the left side of the screen:

Lenox Memorial Middle High School Library
(20590000000001)

197 East Street
Lenox, MA 02140-2206
413-637-5560 x400
akennedy@lenoxps.org
Category: Library Staff (LIBSTAFF)
Home Library: Lenox Memorial Middle High School Library

Check Out

Details

Circulation History

Notices

Edit Duplicate Print

Lenox Memorial Middle High :

197 East Street
Lenox MA 02140-2206

Primary phone: 413-637-5560 x
Primary email: akennedy@lenoxps.org

[Edit](#)

Patron messaging preference

	Days in advance	En
Unknown	-	<input type="checkbox"/>
Unknown	-	<input type="checkbox"/>
Unknown	-	<input type="checkbox"/>
Item Due	-	<input type="checkbox"/>
Advance Notice	0	<input type="checkbox"/>
Item Checkout	-	<input type="checkbox"/>
Hold Filled	-	<input type="checkbox"/>
Item Check-in	-	<input type="checkbox"/>

[Edit](#)

You should then scan or type the barcode in the checkout box. You can now use the item or check it out to your patron within your local circulation system.

When the Barcode Number Isn't Found:

Unfortunately, not all libraries use a full barcode number on their items. When this is the case, you need to hand-enter their full barcode number in this box. To find the full barcode number for an item, either contact the MassCat office or search for your hold for the item. Do this by doing the following:

Click on the "search" box under the "Patrons" heading and enter part or all of your library's name:

Enter patron card number or partial name:

Circulation

You will be taken to your library's patron record. Scroll down to the bottom of the screen and click the tab called "holds:"

[Check Out](#)

[Details](#)

[Circulation History](#)

[Notices](#)

Advance Notice	0	<input type="checkbox"/>	<input type="checkbox"/>
Item Checkout	-	<input type="checkbox"/>	-
Hold Filled	-	<input type="checkbox"/>	-
Item Check-in	-	<input type="checkbox"/>	-

[Edit](#)

Address

Address

City:

Zip/Post

[Edit](#)

Alternate

Surname

First name

Address

Address

City:

Zip/Post

[Edit](#)

0 Checkout(s) Fines & Charges **3 Hold(s)**

Patron has nothing checked out.

You'll get a list of all the holds you currently have open in the system. There is a column called barcode which provides the barcode number of the items sent to you. Either write the number down or highlight and copy the barcode number:

0 Checkout(s) Fines & Charges **3 Hold(s)**

Hold date	Title	Call Number	Barcode	Priority	Delete?
12/19/2011	The gates of the forest. , by Wiesel, Elie,	FIC WIE	<i>Item in transit from Beverly High School Library since 12/23/2011</i> 31012000300370		No
01/05/2012	The lyrical poetry unique to the Las Huelgas Codex. , by Sneddon, Shelagh A.	ML 172 .S63 L9 1993	31800000017332		No
01/05/2012	The wandering scholars of the Middle Ages , by Waddell, Helen,			1	No

[Cancel Marked Requests](#)

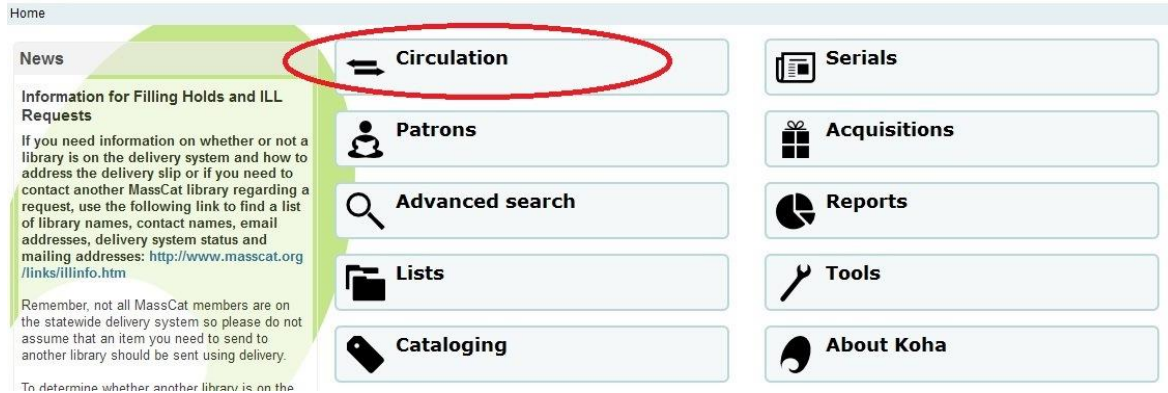
Return to the "Check In" box and follow the instructions at the start of this document.

Returning an ILL Item to Another MassCat Library:

When your library user returns the item and you need to return it to the MassCat library that you borrowed it from, do the following.

Login to MassCat.

Click on the "Circulation" link from the staff functions page.



Then choose the "Check In" link:

Circulation

- [Check out](#)
- [Check in](#)
- [Transfer](#)
- [Fast cataloging](#)

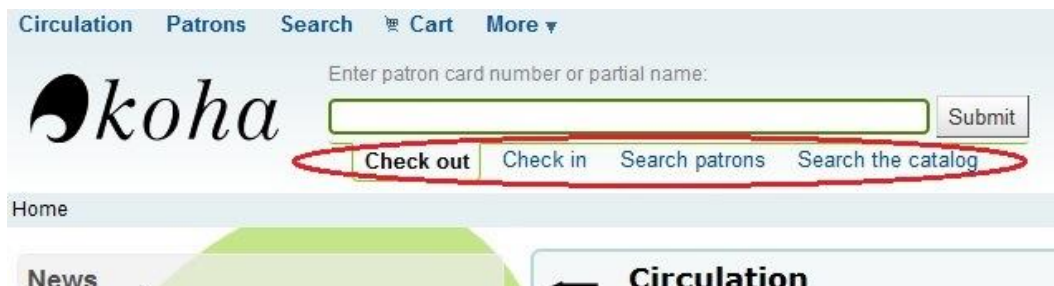
Offline circulation

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Alternatively, you can enter the patron name or card number into the box at the top of the screen when you first login. The default is "Check Out" mode, you can click on the other links at the top to access those functions:



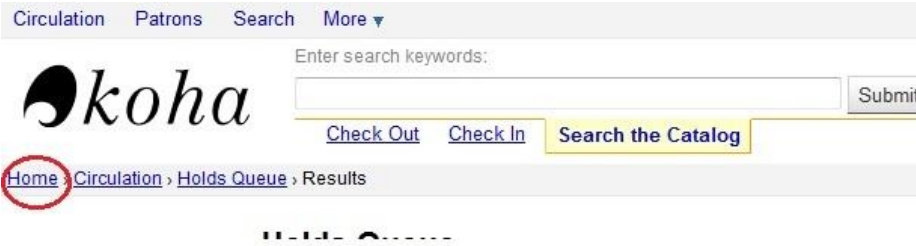
Scan the barcode of the item to be checked in.



You will get the following message:

Please return [Aids to a vegan diet for children.](#) to
MASSCAT

To determine whether the library you need to return the item to receives delivery service, go to the "Home" page of the staff area in MassCat. Do this by clicking the "Home" link near the top left corner of the page:



The left side of the "home page" of the staff area contains a variety of useful links. Click on the first link you see near the top of the section of words on the left side of the screen. This is a list we have created and maintained of all the libraries participating in MassCat and whether or not they receive delivery service. If they receive delivery service, information about which letter slip to use and how to address the slip is included. If the library does not receive delivery service, their mailing information is provided in the table:



Prepare the item to be returned to the loaning library.