

Rotating Collection Instructions to Post

When you receive a new collection:

1. Check the number of the collection you have received against the email notification from Anne to make sure you have the correct collection.
2. Print out the list of the collection's contents.
3. Check the physical items in the bin(s) against your list. Note on your list items that didn't arrive.
4. Check your list against the list that came with the collection.
5. Check in each item that arrived with your collection so that the status changes from "In transit" to "Available."
6. Search for any missing items in Sierra. If an item is neither checked out nor in transit from another library, change its status to "Missing." Then send a replacement request to UHLS.

When you're preparing to send a collection on:

1. Check an item in to verify where this collection is going. If the location in Sierra does not match the location in your email, contact Anne.
2. Print out the list of its contents.
3. Check what you're packing against your list.
 - a. If an item's status is "Available" but it's not with the collection, look for it. If it is missing, note it on the list as "missing."
 - b. If an item's status is "In transit," search for it in Sierra. If the item is in transit from "Rotate," mark the item on your list as missing. If it's in transit from another library, note that on your list.
4. Enclose your marked up list with the collection when you send it on.

Questions:

Mary Fellows: 437-9880 ext. 228, mary@uhls.lib.ny.us (overall management)

Anne Pitlyk – 437-9880 ext. 243, anne.pitlyk@uhls.lib.ny.us (rotations, lists, notices, adding and withdrawing)