

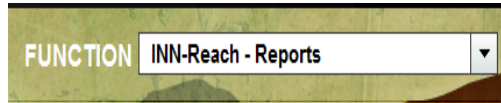
IN TRANSIT TOO LONG REPORT (AS A BORROWING LIBRARY)

This report shows items that are in transit to your patrons. Regular review of this list helps find books that may have been

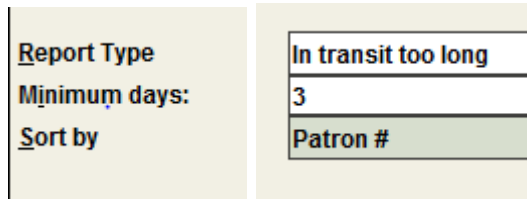
- put on the hold shelf without being checked in.
- returned to the home library without ever arriving at your library
- are lost in transit

Recommended frequency: Weekly

To generate this report, select the function **INN-Reach Reports**



Choose Report Type **In Transit Too Long**
 Select the Minimum Number of Days the item has been in transit (this is your choice; we recommend between 3 and 5, depending on the number of Priority Deliveries you receive each week)
 You can select a sort here, but the final report can be re-sorted by any of the columns, so it isn't essential to pick a sort order here.



Prepare the report



Here's what the report looks like on the screen; it can be sorted by any of the columns by clicking on the column header.

#	Item Location	Call #	Title	Home Library	Patron #	In Transit Date
1	oh5dp-Share Depository Sy...	B828.3 .L39 1988	The opening of vision : nihilism and the postmoder	-		08-12-2016
2	mu3ug-Miami U	ND237.A6423 C6 1981	Karl Anderson, American artist / by Dorothy Davis	-		08-12-2016
3	oh5dp-Share Depository Sy...	D727 .F55 1984	The Genoa Conference : European diplomacy, 1921-19	-		08-12-2016
4	ci3ug-U of Cincinnati	BF1598.H6 L33 2011	The quest for Hermes Trismegistus : from ancient E	-		08-12-2016
5	ke2bg-Kenyon College	Q127.S65 D4513 2016	The case of academician Nikolai Nikolaevich Luzin	-		08-11-2016
6	os4ug-Ohio State University	QA11.A1 M23445 2015 v.2	Mathematics for teaching : a problem-based approac	-		08-09-2016
7	de4ua-Denison University	LC196 .E38 1997	Education and cultural studies : toward a performa	none -none		08-12-2016

Here's what the report looks like printed out

08-16-16: 28 OhioLINK Items with IN TRANSIT status for more than 3 days

Min. Days In Transit : 3
 Patron Number :
 Patron Name :
 Virtual Item Number : i14329220@hi2bg
 Barcode : 35223003179980hi2bg
 Home Library : none -none
 Item Location : hi2bg-Hiram College
 Title : The book of madness and cures : a novel / by Regin
 Call Number : F Om2b
 In Transit Date : Thu Jan 02 2014
 Central Name : ohioil
 Central Status : -
 Central Item Level Holds: 0
 Central Due Date : -

Min. Days In Transit : 3
 Patron Number :
 Patron Name :
 Virtual Item Number : i42813748@wo2bg
 Barcode : 39667007678064wo2bg

Home Library : none -none
Item Location : wo2bg-College of Wooster
Title : Ex machina. Book 1, The first hundred days / Brian
Call Number : PN6727.V387 E92 Bk.1 200
In Transit Date : Mon Jan 27 2014
Central Name : ohio1
Central Status : -
Central Item Level Holds: 0
Central Due Date : -

Min. Days In Transit : 3
Patron Number : p [REDACTED]
Patron Name : [REDACTED]
Virtual Item Number : i1733965@co4tg
Barcode : 3061600859713co4tg
Home Library : none -none
Item Location : co4tg-Columbus St CC
Title : The subtle body : an encyclopedia of your energeti
Call Number : 615.5 D139s
In Transit Date : Thu Oct 08 2015
Central Name : ohio1
Central Status : @
Central Item Level Holds: 0
Central Due Date : Thu Oct 29 2015

Recommended follow-up:

- Depending on how your hold shelves are arranged, sort the list by patron number or call number , print, and check the hold shelf for the items. Libraries with multiple branches should check each hold shelf. If found, check the item in to update to OhioLINK Received.
- Check your own library shelves for items that may have been mistakenly shelved in your own collection.
- Contact the PCIRC Contact at the owning library to have them search for the items back home. Note that items with a Central Status that is not @ and/or does not have a Central Due Date are likely a broken hold.

Leave any items that are not resolved for at least 6 months; if the items are truly delayed by the Courier this allows them to be processed successfully when they arrive. After 6 months, the owning library may choose to check the item in and declare it missing; this will clear the transaction from the borrowing library's In Transit Too Long report. Remaining items will be cleared during the Annual Reconciliation/Clean-up process each summer.

IN TRANSIT (HOME) TOO LONG REPORT (AS AN OWNING LIBRARY)

Items in transit to the owning site may have been missed when received by staff. Innovative has not provided a standardized report to review these items, so this process creates a search list for locations to check their shelves and check-in items returned to the collection.

Recommended frequency: At least monthly

- a. Create a list for item records with an item status equals 'off-campus' (usually @) and message has 'In Transit'
- b. Sort list by last updated date (this will usually correspond to the date of the In Transit message).
- c. Export list including fields useful for searching, such as location, barcode, call number, volume, copy number, due date, title and message.
- d. Review the list and:
 - i. Remove any records with transit messages within the last 2 weeks. This will provide at least 2 weeks for items to return and be re-shelved.
 - ii. Note discrepancies (i.e., multiple in transits messages, due dates more than 6 weeks after return/transit date, multiple items returned on same date but not found, etc.) for later review and cleanup. (Some items may have been returned or checked out to other patrons and contain erroneous in transit messages. These simply need to be removed from the item records.)
- e. Search for all items at their owning locations or branches. Check-in found items should be checked in.
- f. Once all locations have searched, contact the borrowing library's PCIRC Contact for a search of that library's records (the book may have been paid for by the patron) and the shelves.