

# Pick-Up Anywhere Cheat Sheet

## Tips

- Make sure you clearly identify outgoing Pick-up Anywhere items with a bright green band or sticker, and the words *Pick-Up Anywhere* or *PUA*.
- If you receive a Pick-Up Anywhere item that you are unable to process, call the owning library to be sure it was checked out.
- Tell guest patrons using Pick-Up Anywhere to contact their home school for any renewals.
- Make sure your own patrons know that they can request to have their OhioLINK books delivered to the library of their choice.

Pickup Institution:

Pickup Location:

## Pick-Up Anywhere -- Outgoing Step-by-Step

Pick-Up Anywhere paging slips will have **\*\*Pick-Up Anywhere\*\*** displayed across the top. Once the books are pulled, they are processed the same way as any other OhioLINK items. Click on the *INN-Reach* button and select *Check-Out*. Scan the barcode and a message will appear telling you where to send it. This should match the information on the paging slip.

**INN-Reach - Check-Out to Remote Site**

Up one level

Check-Out

Visitor Check-Out

Return Item

Reports

Key or Scan Item Barcode

Search

PATRN NAME McDowell, Charissa M  
 EXP DATE 07-14-2010  
 MBLOCK -  
 DOCDEL ---  
 P TYPE 201 OhioLINK Graduate  
 PSTATUS x UNKNOWN

**Message**

04-15-10 requested by .p1453454x@ke2ug for pickup at "U of Akron, Bierce" (201)

Item has status OHIOLINK PAGED and has been cleared.

Send book to above patron at Univ of Akron

OK

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**INN-Reach - Check-Out to Remote Site**

Print

Up one level

Check-Out

Visitor Check-Out

Return Item

Key or Scan Item Barcode

Search

PATRN NAME McDowell, Charissa M  
 EXP DATE 07-14-2010  
 MBLOCK -  
 DOCDEL ---  
 P TYPE 201 OhioLINK Graduate  
 PSTATUS x UNKNOWN

Barcode	Title	Delivery Stop	Due Date	Status
310029023096329	Qualitative methods in management research / Evert Gummesson ; foreword by... Bierce Libr...		May 06 2010	

Click *OK*. Send to the indicated library with the proper band and markings!

# Pick-Up Anywhere -- Incoming Step-by-Step

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**INN-Reach Pickup Anywhere - Receive Item**

Item

Barcode

Title

Site Antioch University

#	Title	Barcode	Site	Status	Date
<input checked="" type="checkbox"/> 1	OhioLINK, a concise history / by William J. Studer	1002529669	ou4ug	Shipped	02-18-2010

When you receive a Pick-Up Anywhere item for one of your patrons, click on the *Pick-Up Anywhere* button and select *Receive Item*. Scan the barcode of the item. It should appear with a status of *Shipped*.

Make sure the box next to the item is checked and click process. The status should then change to *Received*. Place the item on the hold shelf.

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**INN-Reach Pickup Anywhere - Receive Item**

Item

Barcode

Title

Site Antioch University

#	Title	Barcode	Site	Status	Date
<input checked="" type="checkbox"/> 1	E OhioLINK, a concise history / by William J. Studer	1002529669	ou4ug	Received	02-18-2010

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**INN-Reach Pickup Anywhere - Check-Out**

Patron Name  Patron McDowell, Charissa M  
Library ke2ug  
Central P Type 201  
Exp Date 09-13-2010  
Record Number 1453454

Item Barcode

#	Title	Barcode	Site	Status	Date
<input checked="" type="checkbox"/> 1	OhioLINK, a concise history / by William J. Studer	1002529669	ou4ug	Received	02-18-2010

To check out the item to the patron, click on the *Pick-Up Anywhere* button and select *Check-Out*. Type in the patron's name (last name, first) to open their record. Items that are on the hold shelf will have the status of *Received*. Items that are in transit will have the status of *Shipped*.

Check the box next to the item that you want to check out and click *Process*. The due date will now display as the status.

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**INN-Reach Pickup Anywhere - Check-Out**

Patron Name  Patron McDowell, Charissa M  
Library ke2ug  
Central P Type 201  
Exp Date 09-13-2010  
Record Number 1453454

Item Barcode

#	Title	Barcode	Site	Status	Date
<input type="checkbox"/> 1	OhioLINK, a concise history / by William J. Studer	1002529669	ou4ug	Due 03-11-2010	02-18-2010

When the patron returns the item, click on the *Pick-Up Anywhere* button and select *Return Item*. Scan the barcode and click *Process* to change the status to *Returned*. The item is now ready to be packed up and returned to the owning school.

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**INN-Reach Pickup Anywhere - Return Item**

Item Barcode

#	Title	Barcode	Site	Status	Patron Name
<input type="checkbox"/> 1	OhioLINK, a concise history / by William J. Studer	1002529669	ou4ug	Returned	McDowell, Chari...