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.

### 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.

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

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.

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.