OhioLINK Pick-Up Anywhere Cheat Sheet

Tips

- Make sure you clearly identify outgoing Pick-Up Anywhere items with a bright green band or label, and the words “Pick-Up Anywhere” or “PUA.”
- If you receive a Pick-Up Anywhere item that you are unable to process, contact the owning library to make sure it was checked out through INN-Reach.
- Instruct guest patrons to contact their home institution’s library for any renewals.
- Make sure your own patrons know about Pick-Up Anywhere, and that they can have their OhioLINK books delivered to the OhioLINK library of their choice. (SearchOhio [public] libraries do not participate in Pick-Up Anywhere.)

Pick-Up Anywhere — Outgoing Items Processing

Pick-Up Anywhere paging slips will have “Pick-Up Anywhere” or “PUA” in the gray header box at the top of the page.

Once the books are pulled, they are processed the same way as any other OhioLINK items, through INN-Reach – Check-Out to Remote Site. 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 library indicated with a Pick-Up Anywhere label, band, or markings!
Pick-Up Anywhere — Incoming Items, Check-Out, & Returns

When you **receive** a Pick-Up Anywhere item for one of your patrons, select *Pickup Anywhere – Receive Item* from the Function drop-down menu. 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” (above.)**

The status should then change to *Received*. Place the item on the hold shelf.

To **check out** the item to the patron, select *Pickup Anywhere – Check-Out* from the Function drop-down menu. 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, then click “Process” (above.)**

The due date will now display as the status.

When the patron **returns** the item, select *Pickup Anywhere – Return Item* from the Function drop-down menu. Scan the barcode, then click “Process” to change the status to *Returned*. The item is now ready to be returned to the owning library.