

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”.

The screenshot shows the Sierra library system interface. At the top, the user is logged in as David J Elswick. The main header displays the 'sierra' logo and the 'FUNCTION' dropdown set to 'INN-Reach'. A search bar is present with the text 'Key or Scan Item Barcode' and a 'Search' button. Below the search bar, a patron's information is displayed: PATRN NAME: ELSWICK, DAVID; EXP DATE: 11-09-2017; PCODE1: -; STMT CHARGES: 0 None; P TYPE: 204 OhioLINK Courtesy/Permit. A message dialog box is open in the foreground, containing a yellow warning icon and the following text: '08-11-17 requested by .p10610066@sl4gg for pickup at "Kent - Main Circ Dsk" (208). Item has status OHIOLINK PAGED and has been cleared. Send book to above patron at Kent State University'. An 'OK' button is at the bottom of the message box.

The screenshot shows the Sierra library system interface with the 'FUNCTION' dropdown set to 'INN-Reach - Check-Out to Remote Site'. The search bar contains 'Key or Scan Item Barcode' and a 'Search' button. The patron information is the same as in the previous screenshot. Below the patron information, a table displays book records. The first record is highlighted.

Barcode	Title	Delivery Stop	Due Date	Status
31850033801557	Modern approaches to fluvial geomorphology / Ramkrishna Maiti	Kent - Main Cl...	Sep 05 2017	

Send to the library indicated *with* a Pick-Up Anywhere label, band, or markings!

Pick-Up Anywhere — Incoming Items, Check-Out, & Returns

Sierra - KentLINK - David J Elswick

FUNCTION Pickup Anywhere - Receive Item

Item

Barcode Title Site

Barcode: [] Title: [] Site: Akron-Summit County PL

Search Process

#	Title	Barcode	Site	Status	Date
1	Tracing common themes : comparative courses in the study of religion / edited by John ...	A11307801669	bg1ug	Shipped	08-08-2017

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.

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FUNCTION Pickup Anywhere - Receive Item

Item

Barcode Title Site

Barcode: [] Title: [] Site: Akron-Summit County PL

Search Process

#	Title	Barcode	Site	Status	Date
1	Tracing common themes : comparative courses in the study of religion / edited by John ...	A11307801669	bg1ug	Received	08-11-2017

Sierra - KentLINK - David J Elswick

FUNCTION Pickup Anywhere - Check-Out

Patron Name [] Patron ELSWICK, DAVID
Library sl4gg
Central P Type 204
Exp Date 05-26-2018
Record Number 1061006

Search

Item Barcode [] Scan Process

#	Title	Barcode	Site	Status	Date
1	Modern approaches to fluvial geomorphology / Ramkrishna Maiti	31850033801557	ke2ug	Received	08-14-2017

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.

Sierra - KentLINK - David J Elswick

FUNCTION Pickup Anywhere - Check-Out

Patron Name [] Patron ELSWICK, DAVID
Library sl4gg
Central P Type 204
Exp Date 05-26-2018
Record Number 1061006

Search

Item Barcode [] Scan Process

#	Title	Barcode	Site	Status	Date
1	Modern approaches to fluvial geomorphology / Ramkrishna Maiti	31850033801557	ke2ug	Due 09-04-2017	08-14-2017

Sierra - KentLINK - David J Elswick

FUNCTION Pickup Anywhere - Return Item

Item Barcode [] Search Process

#	Title	Barcode	Site	Status	Patron Name
1	Modern approaches to fluvial geomorphology / Ramkrishna Maiti	31850033801557	ke2ug	Returned	ELSWICK, DAVID

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.