Tip of the Week # 5
Inserting missing barcodes in virtual items - barcodes are essential
Keywords: insert barcode, Inn-reach

Lenders

When checking-out materials to OFF-CAMPUS make sure that each item has a barcode. These barcodes are a essential part of how the system works. If you fail to put a barcode in the item and it is sent to the borrowing site, they will then need to call you to have this information inserted. This causes extra work for all involved.

Borrowers

If you are on the receiving end and the barcode is not on the item or on the paging slip, then you will need to call the lending library contact to get this information.

If you do have a barcode in the book, but one is not on the patron record, then you can pull the barcode over from the lending library's system.

Inserting a Barcode in a Patron's INN-Reach Item

If a barcode has not been transmitted for an item that a patron has requested through INN-Reach, you must insert a barcode for the item before Millennium Circulation allows you to check in the item. To insert a barcode:

View the patron's INN-Reach items in the INN-Reach tab:

Fines($0.00)	Check In!	Linked Patrons(0)	Bookings(0)	ILL(0)	INN-Reach(3)		
Check Out!			Checked-Out Items(0)			Holds(3)	

Last Updated	Title	Location	Barcode	Status
05-27-1999 0...	The beetles of the Pacific North	ri4tg	30005332ri4tg	IN TRANSIT
05-27-1999 0...	Bees: their vision, chemical sen	ri4tg	60009095ri4tg	RECVD
05-27-1999 0...	Little bear / Pictures by Mauric	ri4tg		REQUESTED

Right-click the item that needs a barcode and select the Insert Barcode option from the pop-up menu. This option is available only for items that have status REQUESTED (&) or RE-REQUESTED (_) and for which the barcode element is blank. Millennium Circulation prompts you to enter a barcode.

Entering or scanning a barcode checks the item in and changes its status to RECEIVED (#). If a message number is specified in the TEXT PICKUP NOTICE element of the Loan Rule, Millennium Circulation automatically prints a pickup notice.