

GOVERNMENT & LAW CIRCULATION (Millenium)

CHECKING OUT – WITH BARCODE

Attach date due slip, if necessary
Select Circulation Desk, Check Out tab (if not already on screen)
Scan patron ID --
May need to click in box to activate cursor
Scan publication barcode
If “On the Fly” message appears, click OK
Note due date from screen, stamp date due slip
Desensitize
CLICK CLOSE AT TOP TO EXIT PATRON RECORD
Recommend publications be returned to Gov Desk, rather than Circ or book drops

CHECKING OUT – NO BARCODE (ON THE FLY)

Check THOROUGHLY for a barcode first
Attach barcode on back right side 1” from top
Attach date due slip
Select Circulation Desk, Check Out tab (if not already on screen)
Scan patron ID
Scan publication barcode
“Item-on-fly” screen opens, click New at top
Type in CAPS. Type info in each box over any previous info. Press return or click Next after each entry.
Title: Title – do not include “the”, “a,” or “an.” when it is the **first** word
Duplicate record found box may appear – just close
Location: DOCLI (for U.S.)
Less commonly: DOCO (Ohio), DOCEU (European), DOCUN (UN)
Item type: 19 (standard)
10 (3 day)
Volume: leave blank, click next
Call No.: SuDoc or other call number
(space between letters and numbers when no punctuation)
See list on back for call nos. to use with House and Senate Reports or Documents and Serial Set volumes.
Full record will display: click in any field to make a correction, if necessary
Click on Save at top

On-the-fly message box, click OK
Note due date from screen, stamp date due slip
Desensitize
Click close to exit patron record
Recommend publications be returned to Gov Desk, rather than Circ or book drops

CHECKING OUT – RESERVE

Select Circulation Desk, Check Out tab
Scan patron ID
Scan publication barcode
If “On the Fly” message appears, click OK
Inform patron that publication is for in-library use and is due back in 2 hours or before closing whichever is sooner

CHECKING IN

Select Check-In
Scan publication barcode
If on-the-fly box, click yes and give to librarian
If other message box write message on scrap of paper and insert in publication and give to librarian
Cross out date due on date due slip
Sensitize publication
Place on 2nd shelf of book truck at desk

CHECKING IN – RESERVE

Select Circulation Desk, Check-In
Scan publication barcode
Reshelve in reserve area

RENEWAL

Patron may renew using online catalog – view circulation record option
Messages may indicate some material is not eligible for renewal
Renewal may also be done at Gov Desk, but isn’t necessary. See back for those instructions

MATERIAL THAT CANNOT BE CHECKED OUT

Reference (Gov Ref, Doc Ref, Ref Doc labels)
Law (Gov Law, Doc Law labels)
Census (Gov or Doc Census labels)

Microforms
Some CD-ROMs
Congressional Record – bound volumes
Any publication stamped or labeled “For Use in Library Only”

FINES/CLAIMED RETURNED

Fines are paid at the main Circulation Desk
If patron claims a publication was returned, check shelf, then notify librarian
Disputes should be referred to a librarian

PATRON ID

ID is required to check out material. Acceptable ID include:
Miami ID card
Driver’s license or photo ID if patron is in the system – instead of scanning ID, type n(last name) (first name) – no space after n
OhioLINK member card with barcode
Friends of the Library card with barcode
Community patrons may purchase Friends cards in the Dean’s Office, 2nd floor

RENEWAL – METHOD 1

Select Renew
Scan publication barcode (or type in if patron is renewing over the phone)
Note the new due date
Stamp date due slip (or inform patron on phone)

RENEWAL – METHOD 2

Select Circulation Desk, Check Out
Scan patron ID
Highlight item(s), click on Renew
Note the new due date
Stamp date due slip (or inform patron on phone)

RECEIPT FOR RETURNED ITEMS

Select Circulation Desk, Check Out
Scan patron ID
Click on Check In **tab** (not left menu button)
Click “print receipt” box
Scan publication barcodes
Click on print at top
First time may be asked to select printer – click on “local printer”

CLOSE PATRON RECORD

IN-HOUSE USE

Materials used in the dept. may be placed on the top shelf of the book truck next to the Gov Desk for recording of in-house use.
Materials for which in-house use has been recorded may be moved to the 2nd shelf of the book truck, preshelving, or be reshelved.
Recording in-house use for barcoded publications:
Select Count Use
Scan publication barcode
Click on “up one level” when done
Recording in-house use – no barcode:
Attach date due slip, if necessary
Stamp with in-house use date stamp
Count number of items
Record count on in-house use statistics sheet near back of clipboard – erase old number and pencil in new total for current day
Recording in-house use – microforms
Count number of titles
Record count on in-house use statistics sheet near back of clipboard – erase old number and pencil in new total for current day
File microfiche in “to be filed” box in office

SOUTHWEST DEPOSITORY

(SW DEPOSITORY, SWORD)

Patrons may request from online catalog – select request an item while viewing the desired record

SUDOC STEMS FOR HOUSE & SENATE REPORTS OR DOCUMENTS & SERIAL SET VOLUMES.

SERIAL SET VOLUMES Y 1.1/2:
(3 DAY LOAN)

Use volume number following the colon.
Example: Y 1.1/2:12334

For the following, use report or document number following the colon. Example: Y 1.1/3:108-35

SENATE DOCUMENT Y 1.1/3:
SENATE TREATY DOC. Y 1.1/4:
SENATE REPORT Y 1.1/5:
SENATE EXEC. REPORT Y 1.1/6

HOUSE DOCUMENT Y 1.1/7:
HOUSE REPORT Y 1.1/8: