

## **PAGING SERIAL SET VOLUMES FROM SW DEPOSITORY IN MILLENIUM CIRC**

Select Search/Holds from left menu bar

Search title: United States Congressional Serial Set

Select appropriate record by volume number range (double click)

Scroll thru list of volumes to find exact volume

Click on selected volume to highlight it

Click on “Hold Selected Item”

Enter initials and password – authorization required. If you don’t have this level of authorization, contact supervisor

Search for patron screen appears. Change Index box to patron barcode.

Scan patron barcode

Item is non-circulating. You will be asked if you want to override – answer yes and enter initials and password

Select “Place hold and print page slip”

Pickup location screen appears. Accept location “docpu” by clicking OK.

### **WHEN VOLUME(S) RECEIVED**

Check volume in

Put on Hold Shelf

When requested by patron:

- Remove paging slip and hold it at desk

- Ask patron to use in the dept., near desk

- When it is returned to desk ask if patron is completely done or will need again

- If patron will return, put paging slip in volume and return to Hold Shelf

When patron is finished with volume:

- Check volume out in patron’s name (from paging slip) after patron is gone

- Immediately check volume back in – print transit slip

- Put transit slip in book – write “Return to SWORD – Change status back to Library Use Only (o)” across top of slip that sticks out of the book

- Place on SWORD shelf in CIRC or give to librarian to do so – make note of volume number.

- In a few days check that the status has been reset to “o”