

STEP 2B – Lending – BOOKS & Media

BOOKS & Media

In Millennium

1. Under **Key or Scan Patron Barcode**
<type> nill(current month) (Ex. nILL Sept 2009)

Log In:

Username =
Password =
Initials =
Password =

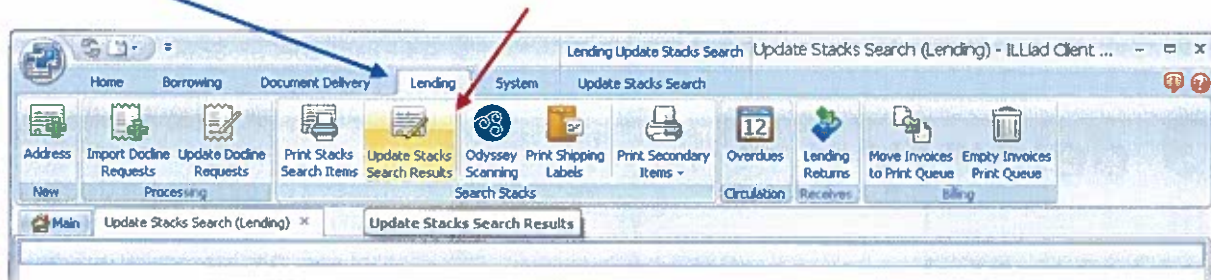
2. Now scan the barcode – with the barcode scanner.
3. <click> **Close** icon when finished.

In ILLiad

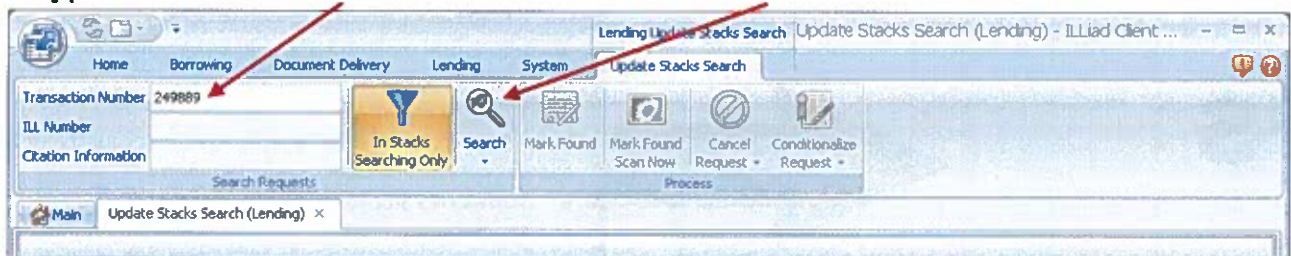
Log In:

Username =
Password =

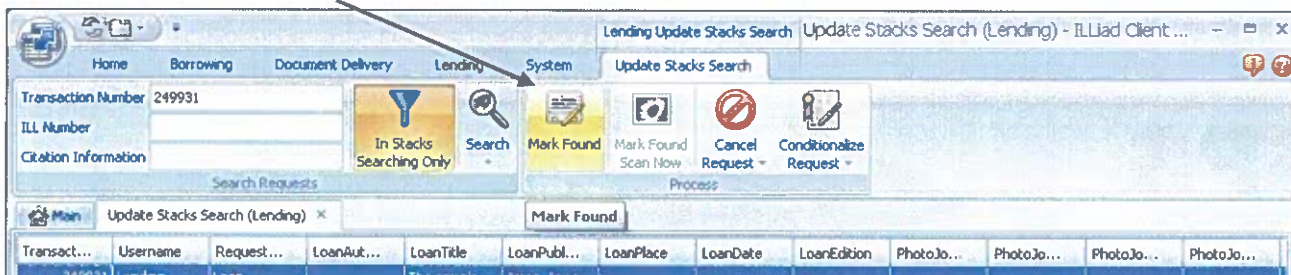
1. Under **Lending** Tab <click> **Update Stacks Search Results**



2. <type> the **Transaction Number** & <click> **Search**



3. <click> **Mark Found**



(*note IDS Conference people – we don't print Shipping labels. Ours are on our book slips. We skip that step)

STEP 3 – Lending

Shipping Books & Media

Although we have a “Shipping” person,
you need to know **where** these go and **how** to ship to get them out ASAP!

NOTE: ALL MEDIA MUST GO IN A BOX!

There are 4 ways to Ship.

They are LISTED IN PRIORITY of how you ship:

RRLC delivery

All packages for RRLC must be in
delivery *before 11 AM*

Address Label on **Book Slip** will start out:

RRLC Delivery –(College name)

- Labels can be found in the UPS desk.
- Delivery Bags are **MAROON**
- Delivery Bin is by door into ILL/Serials

ELD delivery

All packages for ELD must be in
delivery *before 9 AM*

Address Label on **Book Slip** will start out:

ELD Delivery –(College name)

- Labels can be found in the UPS desk.
- Delivery Bags are **BLUE**
- Delivery Bin is by door into ILL/Serials

UPS

Address Label on **Book Slip** will start out:

UPS –(College name)

Address **must** have a STREET address.

No UPS to Alaska, Hawaii, Canada, any other country, or an address with just a PO Box.

- Follow **UPS Ship** sheet to generate labels
- Use recycled 1st, then new puffy envelopes or boxes
- Pick up shelf for UPS is by door into ILL/Serials

USPS

Packages that can't go Delivery or UPS go USPS.

These include addresses that:

- have only PO Boxes
- Alaska, Hawaii, Puerto Rico, Canada
- Any Foreign library

Package & leave on shipping counter in USPS bin.