STEP 2B – Lending – BOOKS & Media

BOOKS & Media

In Millennium

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

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

In ILLiad

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 Tags 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 1”, 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.