

## Checking Out Items

### I. Use of Circulation System

**Confidentiality:** Use of Circulation module requires knowledge of "**Confidentiality of Borrower Records**" law. Review the University of Colorado-Boulder Libraries' official policy regarding the confidentiality of Borrower Records. (<http://ucblibraries.colorado.edu/circulation/cpm/i.htm#C>). Use of Circulation should be only for checking items in or out or checking on the status of items in process by preservation. Refer all other circulation activities or any questions to your supervisor.

- a. **Patrons come first:** Refer any activity that might affect patrons to your supervisor who will refer it to Circulation Patron Accounts. Examples: overdue items, holds, or billed items.
- b. **Other:**
  1. Leave any notes or flags sticking out of books.
  2. Books secured with a grip-tite or in an envelope or box (fragile books) should remain secured or returned to enclosures.
  3. Many of these books are very fragile--**Handle with Care**.
  4. If you do not have time to complete checking out an entire cart, leave note on top that says, "Not checked out" and initial.
  7. Refer any questions to the Brittle Books technician or leave clear note in the book and place on "Check Out Problems" shelf.
  9. If you get any messages when checking-out that are unclear or questionable, press **Alt-No** or **ESC**, make note and put on Check Out Problems shelf. If Millennium checks out the item anyway, include that information in your note.

### II. Checking Out Items to the PRESERVATION-Assessment account:

1. In Millennium (login: presmil), open Circulation module (login: preserve). (Password is available from supervisor).
2. Click on "print slip" box to remove the check mark.
3. Access patron by barcode: bassess1 (for Science) or bWDS (for Business). The account will be different for each collection, so ask before you start checking out.
4. Wand or scan the barcode for each bundle. (Cursor ought to be in the box labeled "Key or scan item or Patron Barcode.")

**NOTE:** You can respond to pop-up messages by using the ALT key and the first letter of the response (e.g. **Alt-N** for no) or you can click on the appropriate box. [Sometimes typing just “n” or “y” works and sometimes hitting the space bar will accept the default key. It is probably safest to use the mouse or ALT key]

- a. Messages/responses:
  - i. "Clear FROM BINDERY status?" respond yes (**Alt-Yes**)
  - ii. "Clear in Transit?" **Alt-Yes**.
  - iii. "Check out item anyway?" **Alt-Yes**.
  - iv. "Item in use by system" Check to be sure you have not just checked this out already. Otherwise, wait about 15 minutes and try again. If the item is still in use, place the item on the "Check Out Problems" shelf with a note.
  - v. **Library use only** can be checked out, but will require supervisor's authorization. Place on cart by brittle technician's desk.
  - vi. **All else: Place anything unusual** on "Check Out Problems" shelf. Always include a note that explains the problem ("checked out to another patron--Overdue" or "Trace" or "Hold" etc) **and** that indicates the item is part of the Assessment Project.
5. When all items have been checked out click on "close" in the upper right of the screen and exit Millennium. Move checked out items to the TO BE ASSESSED shelves or begin to complete the appropriate assessment form.