

Mitchell Memorial Library
Mississippi State University



Circulation
Best Practices

All information located here can be found online
<http://library.msstate.edu/mlp>

*Welcome to the Mississippi Library Partnership!
We look forward to working with all of you in the days and years to come.*

Mississippi Library Partnership

(Formerly Golden Triangle Regional Library Consortium)

The Mississippi Library Partnership, established as the Golden Triangle Regional Library Consortium in 1993, is a consortium of multi-type libraries that share a library automation system as a means of increasing the sharing of resources (access to one database which would contain all of the holdings of the member libraries) and automation costs as well as the sharing of technical expertise. The Charter members include the [Mississippi State University Libraries](#) and the [Mississippi University for Women Library](#). In 2012 the name of the consortium was changed to the Mississippi Library Partnership to better reflect the geographic area covered by the consortium.

As members of the Partnership, each library adds its bibliographic and patron databases to the library automation system (SIRSI) housed at MSU. Each member uses the SIRSI system for its circulation, online catalog, acquisitions and serials system. The majority of the technical expertise and management of the SIRSI system is provided by MSU Libraries. Additionally, the Partnership added the Directors Station product to the suite of modules available via SIRSI. This product provides administrators with a top-down view of the online system and provides up-to-date information on the many aspects of the system including circulation transactions, cataloging statistics, acquisitions expenditures and much more. For more information see <http://www.sirsidynix.com/Solutions/Products/analytical.php>.

Training and support for the Partnership is handled by the [Mississippi State University Libraries Systems personnel](#). These individuals assist with training and ongoing support. The SIRSI server is housed on the campus of Mississippi State University in the [Information Technology Services \(ITS\)](#) computer room. This controlled environment provides a safe, protected area for the online system. The ITS department maintains regular backups of the online system and the MSU Library Systems personnel handle the SIRSI upgrades. Individual member libraries are only responsible for their Internet connections and their individual personal computers.

Since 2005, the libraries' participating within the Mississippi Library Partnership (MLP) has permitted patrons to place holds or requests for books held at other member libraries. This service has been extremely popular with patrons as it provides them the opportunity to request a book from another library and the ability to have it delivered to the patrons' local library.

The mission of the Partnership is to provide a central database that patrons can utilize to provide easy access to resources available throughout the member libraries. Building upon the success of the venture between Mississippi State University and Mississippi University for Women, the partnership continues to impact libraries and provide exceptional service to its members.

Columbus-Lowndes Public Library System

- Columbus-Lowndes County Public Library
314 North 7th Street
Columbus, MS 39701
(662) 329-5300
- Artesia Public Library
18 South Front Street
Artesia, MS 39736
(662)272-5755
- Crawford Public Library
320 Main Street
Crawford, MS 39743
(662) 272-5144
- Caledonia Public Library
754 Main Street
Caledonia, MS 39740
(662) 356-6384

East Mississippi Community College Library System

- Golden Triangle Mayhew Campus Library
8731 South Frontage Road
Mayhew, MS 39753
(662)243-1914
- Scooba Campus Library
1512 Kemper Street
Scooba, MS 39358
(662) 476-5054

First Regional Libraries

- M. R. Davis Public Library
8554 Northwest Drive
Southaven, MS, 38671-2411
(662) 342-0102
- M. R. Dye Public Library
2885 Goodman Road
Horn Lake, MS 38637-1227
(662) 393-9468
- Walls Public Library
7181 Delta Bluff Parkway
Walls, MS 38680
(662) 781-3664

- B. J. Chain Public Library
6619 Highway 305 North
Olive Branch, MS 38654
(662) 895-5900
- Robert C. Irwin Public Library
1285 Kenny Hill Avenue
Tunica MS, 38676
(662) 363-2162
- Hernando Public Library
370 West Commerce Street
Hernando, MS 38632
(662) 429-4439
- Jessie J. Edwards Public Library
610 East Central Avenue
Coldwater, MS 38618
(662) 622-5573
- Senatobia Public Library
222 Ward Street
Senatobia, MS 38668
(662) 562-6791
- Sam Lapidus Memorial Public Library
108 Missouri Street
Crenshaw, MS 38621
(662) 382-7479
- Emily Jones Pointer Public Library
104 Main Street
Como, MS 38619
(662) 526-5283
- Sardis Public Library
101 McLaurin Street
Sardis, MS 38666
(662) 487-2126
- Batesville Public Library
206 Highway 51 North
Batesville, MS 38606
(662) 563-1038

- Lafayette County & Oxford Public Library
401 Bramlett Blvd
Oxford, MS 38655
(662) 234-5751
- Robinsonville Public Library
5274 Kirby Road Suite B
Robinsonville, MS 38664
(662) 373-1704

Hinds Community College

- McLendon Library
101 Central Dr.
Raymond, MS 39154
(601) 857-3255
- Jackson Academic & Technical Center Library
3925 Sunset Dr.
Jackson, MS 39213-5899
(601) 987-8123
- Nursing and Allied Health Library
1750 Chadwick Dr.
Jackson, MS 39204-3490
(601) 376-4816
- Rankin Library
3805 Hwy 80 E.
Pearl, MS 39208
(601) 936-5538
- William H. Holtzclaw Library (Utica)
Miss. Hwy 18
Utica, MS 39175-9599
(601) 885-7035
- Vicksburg Library
755 Highway 27
Vicksburg, MS 39180-8699
(601) 629-6846

Lee - Itawamba Library System

- Lee County Library
219NorthMadisonStreet
Tupelo, MS 38804
(662) 841-9027
- Itawamba County Pratt Memorial Library
210 Cedar Street
Fulton, MS 38843
(662) 862-4926

Mid-Mississippi Regional Library System

- Attala County Public Library
201 South Huntington Street
Kosciusko, MS 39090
(662) 289-5141
- Carthage-Leake County Public Library
114 East Franklin Street
Carthage, MS 39051-3716
(601) 267-7821
- Duck Hill Public Library
127 North State Street
Duck Hill, MS 38925
(662) 565-2391
- Durant Public Library
15338 North Jackson Street
Durant, MS 39063
(662) 653-3451
- Goodman Public Library
9792 Main Street
Goodman, MS 39079
(662)472-0550
- Kilmichael Public Library
102 1st Street
Kilmichael, MS 39747
(662) 262-7615
- Lexington Public Library
208 Tchula Street
Lexington, MS 39095
(662) 834-2571
- Pickens Public Library
309 Highway 51
Pickens, MS 39146
(662) 468-2391
- Tchula Public Library
105 Mercer Street
Tchula, MS 39169
(662) 235-5235
- Walnut Grove Public Library
146 Main Street
Walnut Grove, MS 39189
(601) 253-2483

- West Public Library
24843 Highway 51
West, MS 39192
(662) 967-2510
- Winona-Montgomery County Library
115 North Quitman Street
Winona, MS 38967
(662) 283-3443
- Winston County Public Library
301 West Park Street
Louisville, MS 39339
(662) 773-3212
- Phil Hardin Foundation Library (MSU-Meridian
College Park Campus & Riley Campus)

Meridian Campus

1000 Highway 19 North
Meridian, MS 39307
(601) 484-0236

Riley Campus

2214 5th Street
Meridian, MS 39301

- Gertrude C. Ford foundation Library (Jackson
Design Center, Jackson, MS)
Fifth Year Program
509 East Capitol Street
Jackson, MS 39201
(662) 325-0679

Mississippi Delta Community College Libraries

- Greenwood Center
207 West Park Ave.
Greenwood, MS 39
(662) 453-7377
- Greenville Higher Education Center (GHEC)
1134 Archer Range Rd.
Greenville, MS 38701
(662) 332-8931
- Moorhead Campus
Hwy 3 & Cherry St.
Moorhead, MS 38761
(662) 246-6378

Mississippi University for Women Mississippi School for Math and Science

- Fant Library
1100 College Street
Columbus, MS 39701
(662) 329-7348

Starkville-Oktibbeha County Public Library System

- Starkville Public Library
326 University Drive
Starkville, MS 39759
(662) 323-2766
- Maben Public Library
3982 2nd Avenue
Maben, MS 39750
(662) 263-5619
- Sturgis Public Library
3865 Highway 12 West
Sturgis, MS 39769
(662) 465-7493

Mississippi State University Libraries

- Mitchell Memorial Library
395 Hardy Road
Mississippi State, MS 39762
(662) 325-7668
- College of Veterinary Medicine Library
240 Wise Center Drive
Mississippi State, MS 39762
(662)325-1256
- Bob and Kathy Luke Architecture Library
899 Collegeview Drive
121 Giles Hall
Mississippi State, MS 39762
(662) 325-2204

Tombigbee Regional Library System

- Amory Municipal Library
401 2nd Avenue North
Amory, MS 38821
(662) 256-5261
- Bryan Public Library
338 Commerce Street
West Point, MS 39773
662) 494-4872

- Evans Memorial Library
105 North Long Street
Aberdeen, MS 39730
(662) 369-4601
- Hamilton Public Library
40460 Highway 45 South
Hamilton, MS 39746
(662) 343-8962
- Mathiston Public Library
298 Scott Avenue
Mathiston, MS 39752
(662) 263-5196
- Nettleton Public Library
182 Main Street
Nettleton, MS 38858
(662) 963-2014
- Webster County Public Library
445 West Fox Ave.
Eupora, MS 39744
(662) 258-7515
- Wren Public Library
32655 Highway 45 North
Aberdeen, MS 39730
(662) 256-4957

Mississippi Library Partnership

Contact Directory

Library	Contact Person	Phone	Email
Mississippi State University Libraries			
	Tobias Sumrall (Circulation/Reserves Supervisor)	662-325-9348	tsumrall@library.msstate.edu
	Summer Mord (Access Services Coordinator)	(662) 325-7664	smord@library.msstate.edu
	Anita Winger (Systems/Reports)	(662) 325-7681	awinger@library.msstate.edu
	Bob Wolverton (Cataloging)	(662) 325-0548	bwolverton@library.msstate.edu
	Systems Help Desk	(662) 325-2842	Report a Problem: http://library.msstate.edu/report
Columbus – Lowndes Public Library System	Erin Busbea	(662) 329-5150	ebusbea@lowndes.lib.ms.us
East Mississippi Community College Libraries Mayhew & Scooba	Lisa Justis	(662) 476-5054	ljustis@eastms.edu
First Regional Libraries	Jennifer Stephenson	(662) 429-4439	jstephenson@firstregional.org
Hinds Community College	Mary Beth Applin	601-857-3380	Mary.applin@hindsec.edu
Lee - Itawamba Library System	Juanitta Easley Jeffrey Martin	(662) 841-9027 (662) 862-4926	jeasley@li.lib.ms.us jmartin@li.lib.ms.us
Mid – Mississippi Regional Library System	Brandon Cain Jannine Hutchison	(662) 289-5151	refill@mmrls.lib.ms.us cataloger@mmrls.lib.ms.us
Mississippi Delta Community College	Kristy Bariola	(662) 246-6378	kbariola@msdelta.edu
Mississippi University for Women Fant Library	Amanda Powers Robin Holliman	(662) 329-7336 (662) 329-7333	acpowers@muw.edu rholliman@muw.edu
Starkville - Oktibbeha County Public Library System	Philip Carter Kara Roberts	(662) 323-2766	pcarter@starkville.lib.ms.us kara@starkville.lib.ms.us
Tombigbee Regional Library System	Valerie Hargrove Priscilla Ivy	(662) 494-4872	vhargrove@trlsms.com pivy@trlsms.com

Mississippi Library Partnership

Circulation Period and Fine Policy

Library	Loan Period	Grace Period	Fine
Columbus-Lowndes County Public Libraries	New Books: 7 days Other Books: 28 days	No grace period for new books. 2 day grace period for other books.	\$.10 per day maximum of \$5.00
East Mississippi Community College Libraries	14 days	No grace period	\$0.25 per day maximum of \$10.00
First Regional Libraries	21 days	1 day	\$0.10 per day maximum of \$3.00
Hinds Community College	14 days	No grace period	No fines
Lee-Itawamba Libraries	Books: 14 days DVD/Blu-Ray: 7 days	No grace period No grace period	\$0.10 per day maximum of \$5.00 \$0.50 per day maximum of \$5.00
Mid-Mississippi Regional Libraries	Books: 14 days DVD/Blu-Ray: 3 days	No grace period No grace period	No fines
Mississippi Delta Community College	14 days	No grace period	\$0.10 per day maximum of \$5.00
Mississippi State University Libraries	28 days	28 days	\$10.00 after grace period
Mississippi University for Women Library	28 days	28 days	\$10.00 after grace period
Starkville-Oktibbeha County Libraries	New Books: 7 days Other Books: 14 days	No grace period	No fines
Tombigbee Regional Libraries	14 days	No grace period	No fines

*Fines and circulation rules may vary depending on preferences set by a patron's home library.

*Example: Senior citizens may not be charged for overdue materials at their home library. However, they are subject to late fees for items borrowed from another library.

All Circulation Options are performed under Circulation Menu Located at Top of Screen

Register and Modify Users:

- Under "Users Tab", click "Display User", click the man with the magnifying glass in the top left corner
- Search for patron using LAST NAME, FIRST NAME to ensure patron is not affiliated with consortium
- Under "Users Tab", click "User Registration" or "Modify User"
- Enter the new user ID to be associated with the patron
- Select your library under "Profile Name" and click "OK"
- Fill out fields in "Basic Info" tab
- Under "Privilege" tab, change "PIN" to the last 4 digits of the patron's ID number or the pin number chosen
- Tab over to "Override" field and enter your library override password
- Under "Addresses" tab, complete as many fields as possible under Address 1
- Under "Extended Info" tab, you may add a "Note" or a "Comment" that will display when patron's account is accessed.
- Click "Register User" at bottom

* Having an affiliation with one of the consortium members grants privileges to all libraries within the consortium.

*MSU, MUW, HCC and EMCC will have a school issued ID card with a built-in patron ID number. The public libraries will have a card issued with barcode number on it. Each system has its own barcode system.

Checking Out Items:

- Click "Checkout" tab
- Enter patron's ID
- Enter item ID
- Workflows will set due date for item

Renewing Items using SIRSI:

- Click "Renew User" or "Renew Item"
- Enter the patron's ID or the Item ID
- Click "Renew Item" at bottom for new due date

*Items borrowed through the MLP may be renewed once either online or through Workflows. The online feature won't work if the book is overdue or has a hold on it. Past due renewals must be approved by using your libraries' override code.

Discharging Items:

- Click “Discharge” tab
- Enter item ID
- Item will be directed to appropriate location
 - Shelf
 - Hold Shelf for another home patron’s hold
 - In-Transit to owning or other requesting library

*Your library may have additional locations.

If your library is closed on Sundays, or any other day, when emptying book drop on Monday morning, libraries should discharge the item as if it were returned on the last day your library was open. **Keep in mind that other libraries do charge daily fines.

Operating in Offline Mode:

*Before using Offline Mode, libraries should ensure they were connected online and running properly within the past 24 hours.

*It is suggested that libraries only use Offline Mode for checking-out items to patrons. Once system is back online, a report will be generated displaying any errors encountered while checking-out items.

*Be aware that if you do discharge an item using Offline Mode, the system will not prompt you when there is a hold on the item nor where to put the item in-transit to owning or requesting library.

Adding a Brief Title (fast add):

- Under "Items" tab, click "Add Brief Title"
- Fill in appropriate fields based on your library's procedure
- Place Item ID in proper location on item
- Be sure to include call number and Item ID number to assist in correctly cataloging item upon its discharge.

Placing a Hold in SIRSI:

- Under "Holds" menu, click "Place Hold"
- Enter patron’s ID
- Enter item ID
- Choose location to pick up item
- Click "Place Hold" at bottom

*When placing a Hold through SIRSI, the default setting is TITLE level hold with a GROUP range. If the title you are placing on Hold is not in your library system, you will see an error message stating "*No items qualified for hold.*" You will then need to change the Hold from GROUP to SYSTEM level Hold.

*Libraries should not “force place” a hold using their override code. Should the system ask for an override; that typically means the item is a “non-holdable” item set by the owning library. Should there be a question, contact the owning library.

*Patron will be notified via email automatically, if email is provided in profile or by your library's notification procedure once the item is available for check-out.

*Libraries are not granted the option to reorder the hold position in the queue.

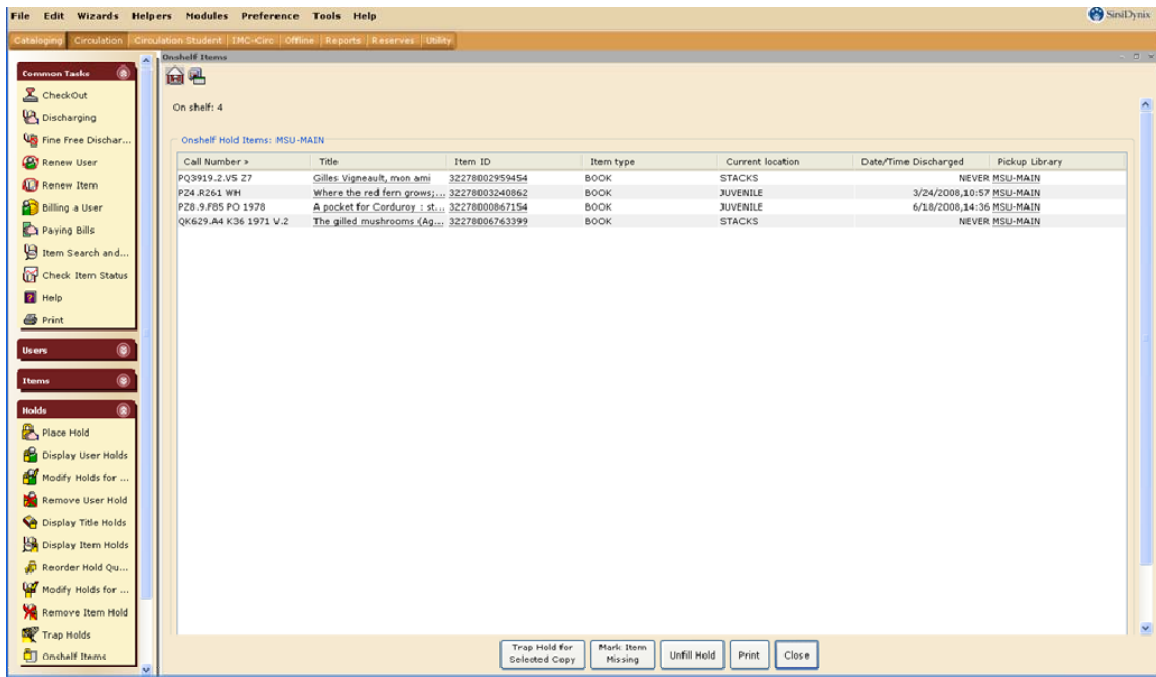
*The Mississippi Library Partnership’s policy is to keep available hold books on the hold shelf hold for 7 days. If the item has not been picked up, remove the hold and return item to the shelf, the owning library or make it available for the next patron.

Daily Holds Procedures:

*The Onshelf Items feature located in under the “Holds” tab is produced in real time. Libraries may check periodically throughout the day for any holds on their materials.

Onshelf Items Feature

*You may choose the *Print* option at the bottom to print this list. Printing the list has no effect on the hold or the item.



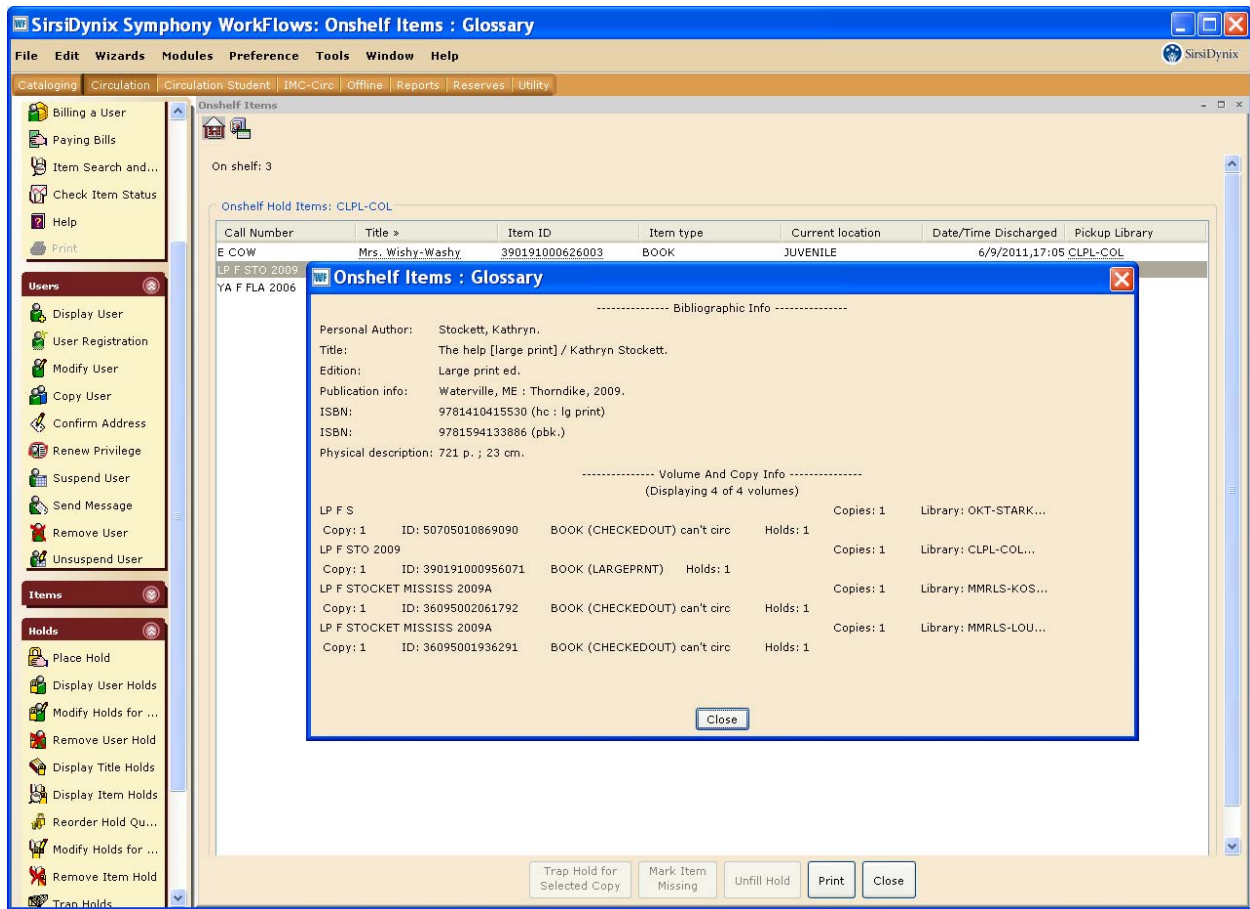
Sample of printed Onshelf Hold Items

Onshelf Items

Onshelf Hold Items: MSU-MAIN

Call Number	Copy	Title	Item ID	Item type	Current location	Date/Time Discharged	Pickup Library
QA276 .S78343 1999	1	Statistics and neural networks : advances.	32278009272059	BOOK	STACKS	7/22/2011,9:25	MSU-MAIN
QD79.C454 L55365 2003	1	Liquid chromatography/mass spectrometry,...	32278010556821	BOOK	STACKS	7/22/2011,9:24	MSU-MAIN
RJ505.B4 A36 1990	1	Adolescent behavior therapy handbook	32278006875649	BOOK	STACKS	NEVER	MSU-MAIN

*By clicking on the requested item and viewing the ***Onshelf Items: Glossary***, you may check to see if another library within the consortium has the item in its collection, should you not be able to fill the hold request.



*Once the requested items have been pulled, you may highlight the item and select **Trap Hold for Selected Copy**. This makes the hold available for the patron. You may skip the check item status step if using this feature.

*If you are unable to fill the hold and there is another copy available within the consortium, checking within the *Onshelf Items: Glossary*, you may highlight the item and click *Unfill Hold*. This will re-route the requested item to the next library which has it available. After clicking *Unfill Hold* you will be asked to continue with *Unfill Hold*. Click OK.

On shelf: 6

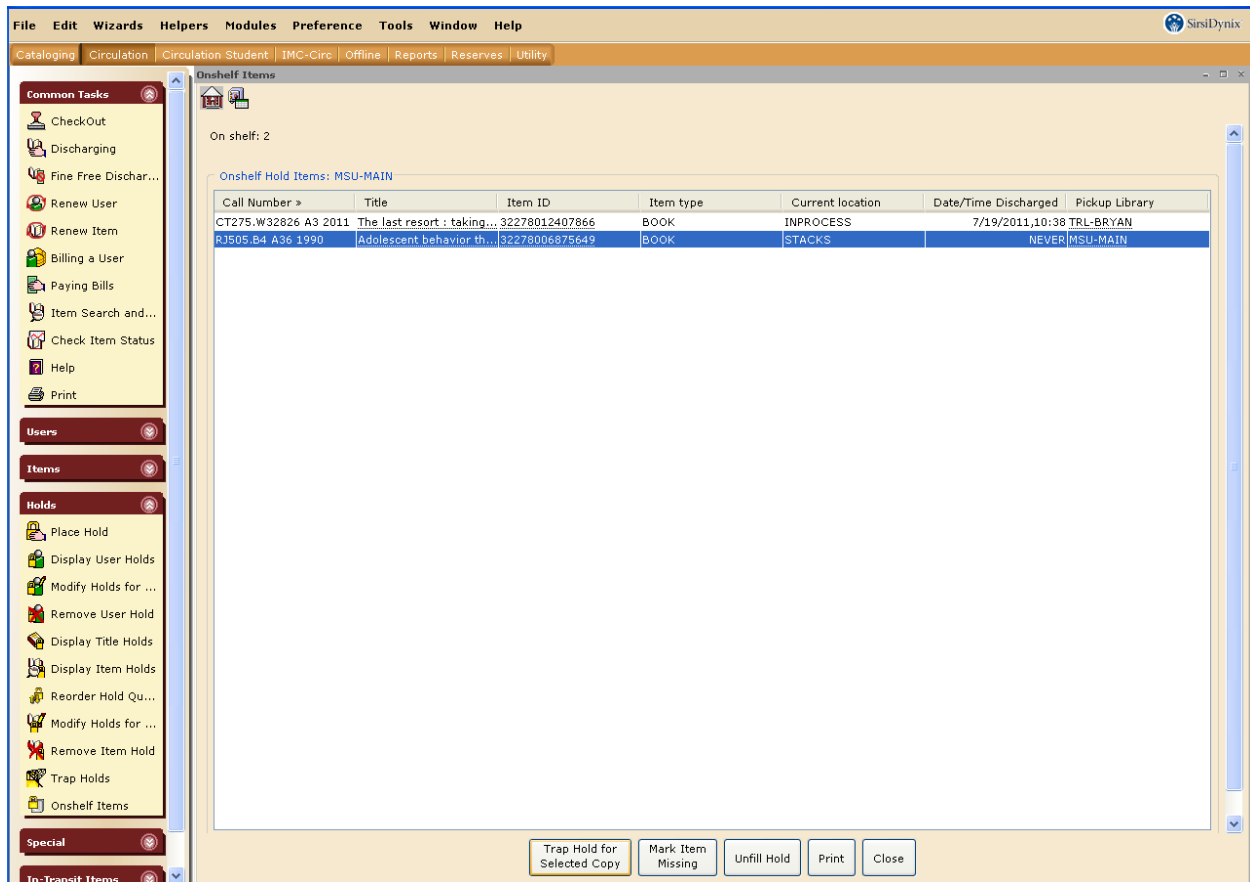
Onshelf Hold Items: MSU-MAIN

Call Number >	Title	Item ID	Item type	Current location	Date/Time Discharged	Pickup Library
H61 .M423	Scaling: a sourcebook ...	32278003072356	BOOK	STACKS	7/22/2011,9:25	MSU-MAIN
HV5770.L29 N67 2008	Sacred gifts, profane, ...	32278012042127	BOOK	STACKS	7/22/2011,9:24	MSU-MAIN
PZ7.F57 ONE 2006	One odd day	32278012043299	BOOK	JUVENILE	12/8/2010,11:46	MSU-MAIN
QA276 .S78343 1999	Statistics and neural n...	32278009272059	BOOK	STACKS	7/22/2011,9:25	MSU-MAIN
QD79 .C454 L55365 20...	Liquid chromatography...	32278010556821	BOOK	STACKS	7/22/2011,9:24	MSU-MAIN
RJ505.B4 A36 1990	Adolescent behavior th...	32278006875649	BOOK	STACKS		NEVER MSU-MAIN

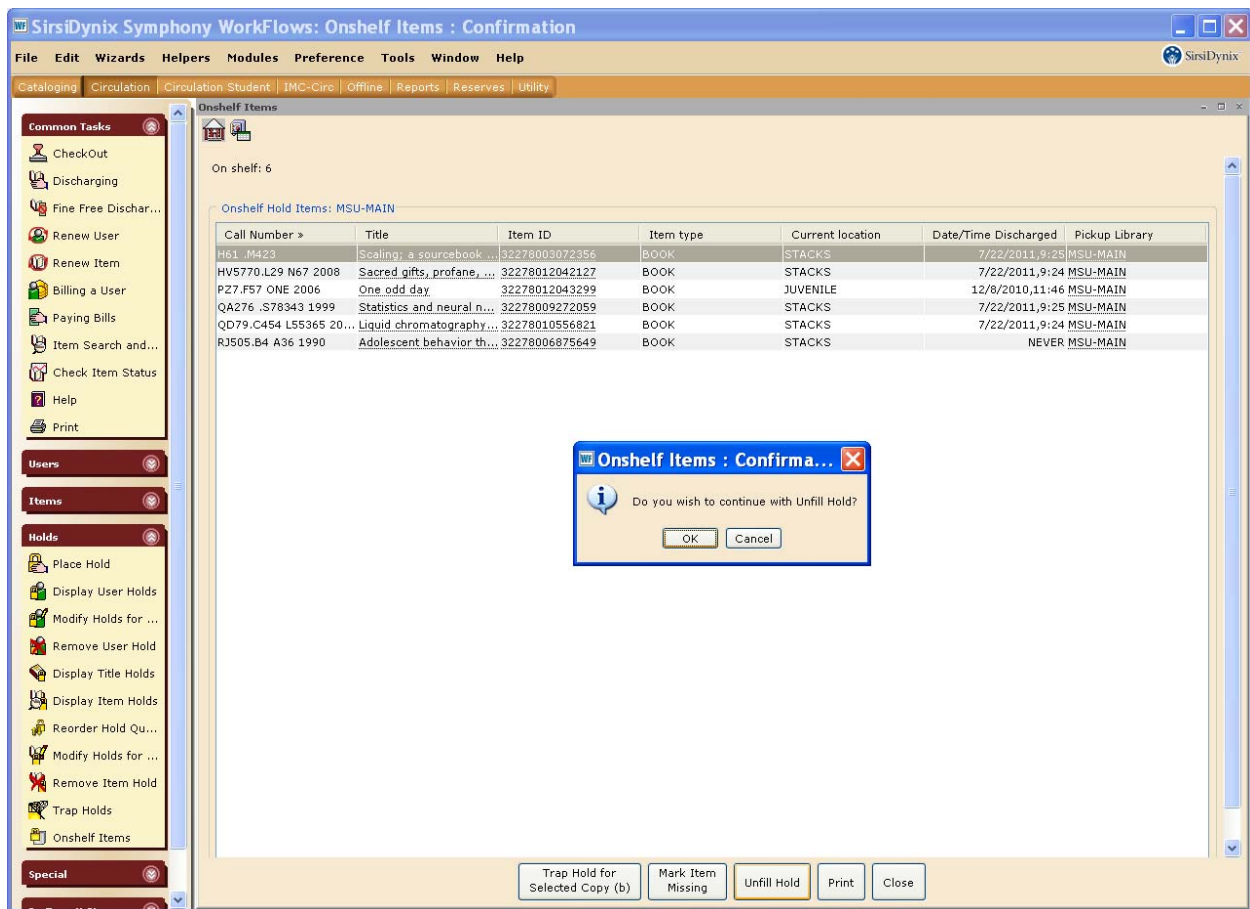
Do you wish to continue with Unfill Hold?

OK Cancel

Trap Hold for Selected Copy (b) Mark Item Missing Unfill Hold Print Close



checking within the *Onshelf Items: Glossary*, you may highlight the item and click *Unfill Hold*. This will re-route the requested item to the next library which has it available. After clicking *Unfill Hold* you will be asked to continue with *Unfill Hold*. Click OK.



*When unfilling a hold, be sure there is another library with the item available. Unfilling the hold does not remove the hold from the patron's account. If you are the only library with the item, you should proceed with cancelling the hold and notifying the patron via email why his or her hold was cancelled.

*If you are unable to fill the hold and there is another copy available within the consortium,

*You may also mark an item missing from this page. Highlight the item you wish to mark missing and select **Mark item Missing**. Then click ok. This item has now been marked missing.

*If you are unable to fill the hold and there is another copy available within the consortium,

*You may also mark an item missing from this page. Highlight the item you wish to mark missing and select **Mark item Missing**. Then click ok. This item has now been marked missing.

The screenshot shows the 'Onshelf Items : Confirmation' window in SirsiDynix Symphony Workflows. The window title is 'SirsiDynix Symphony Workflows: Onshelf Items : Confirmation'. The menu bar includes File, Edit, Wizards, Helpers, Modules, Preference, Tools, Window, and Help. The toolbar includes Cataloging, Circulation, Circulation Student, IMC-Circ, Offline, Reports, Reserves, and Utility. The main area shows 'On shelf: 5' and a table of 'Onshelf Hold Items: MSU-MAIN'.

Call Number >	Title	Item ID	Item type	Current location	Date/Time Discharged	Pickup Library
HV5770.L29 N67 2008	Sacred gifts, profane, ...	32278012042127	BOOK	STACKS	7/22/2011,9:24	MSU-MAIN
PZ7.F57 ONE 2006	One odd day	32278012043299	BOOK	JUVENILE	12/8/2010,11:46	MSU-MAIN
QA276 .S78343 1999	Statistics and neural n...	32278009272059	BOOK	STACKS	7/22/2011,9:25	MSU-MAIN
QD79.C454 L55365 20...	Liquid chromatography...	32278010556821	BOOK	STACKS	7/22/2011,9:24	MSU-MAIN
RJ505.B4 A36 1990	Adolescent behavior th...	32278006875649	BOOK	STACKS		NEVER MSU-MAIN

A dialog box titled 'Onshelf Items : Confirmation' is displayed in the center, asking 'Do you wish to continue with Mark Item Missing?' with 'OK' and 'Cancel' buttons. The 'Mark Item Missing' button in the bottom toolbar is highlighted.

*Again, this does not remove the hold from the item or the patron's account. If there is no other library with the item, please remove the hold and inform the patron why his or her hold was cancelled.

Hold requested from other library:

- Click "Check Item Status" and enter item ID
- "Receive the item" at bottom
- Check out as normal
- When item is returned, discharge as normal
- Workflows will direct you that the item is now in-transit (route) to the appropriate library
- Send to appropriate library

Removing a Hold:

- Under "Holds" menu, click "Remove Item Hold"
- Enter item ID
- Ensure that the item was, in fact, received and has been available for pick up at least 7 days
- Select the patron who has the item on hold as multiple patrons could have holds on the item
- Click "Remove Hold" at bottom
- Item will be directed to proper location
- If another patron has placed a hold on the item, it will now be available for that patron

Unfilled Holds Report:

*This report helps to ensure we are filling patrons' requests for items that are available for checkout.

*Report will be generated on a weekly basis. This report will list all holds that were "unfilled" within your library and / or your library branches. See Anita for exact parameters of report.

*Remember, unfilling a hold does not remove the patron's hold on that title.

Printing Unfilled Holds Report:

- Print report from email
- Under "Check Item Status" type in each item number
- If display prompts you to "Make Hold Available" or "Put Item In-Transit", click "Cancel". This hold has not been filled. These items should be searched for again and, if located, made available to patron or put in-transit to requesting library.

Items with a hold but unable to be filled:

*After searching for unfilled holds at least 3 times, the hold should be removed (see above for removing a hold).

*Next, the item should be marked missing (see below for marking an item missing). This will ensure other patrons will not place a hold on the item since it's currently missing from your collection.

*Follow your library's procedures for missing items.

MLP Courier Policies and Procedures

The MSU Libraries' supplies a driver for the MLP courier and will deliver books every week according to the transit schedule below.

Policy: In order to simplify the courier service and streamline the processing, all libraries will put materials going to other libraries in the MLP supplied white bins. The materials will be pre-sorted by library system and each item will have a standardized label on the book. Each library system headquarters will start with a set amount of white bins based on volume, with library "route to" labels and will be responsible to pre-sort books prior to the courier picking them up.

Books should be pre-sorted prior to the pickup date making sure that:

- the white bin is properly labeled for the receiving library
- all books within a labeled bin are going to the appropriate library
- the white bin is not too heavy to carry.

The white bin should be correctly labeled (MDCC, MSU, MUW, EMCC, HCC, LILS, MMRLS, FRL, OKT, TRL, CLPL). Each library with intransit books will have a separate bin.

Please use your own cardboard boxes for passing books between your branch libraries. If you come across a bin that needs to be replaced, please let the courier know so that he can pick it up and bring it back to MSU-Main.

If you run out of bins at any time, please e-mail the member libraries, using the MLP listserv, to request more from a library with extra.

MLP Transit Courier Schedule:

*MSU-Main (Mitchell Memorial Library) serves as the hub for items shipped to and from partner libraries.

Monday-Friday: Pick up and deliver to MSU meridian and MSU 5th year architecture; Hinds Community College and all Oktibbeha County Libraries and MSU Libraries

Tuesday: Pick up and deliver to Mid-Mississippi Libraries (Attala) and Mississippi Delta Community college libraries (Moorhead)

Wednesday: Pick up and deliver to Lee-Itawamba Libraries (Tupelo) and First Regional Libraries (meet in Tupelo)

Thursday: Pick up and deliver to Columbus-Lowndes County Libraries (Columbus), Mississippi University for Women Library (Columbus), East Mississippi Community College Libraries (Mayhew) and Tombigbee Regional Libraries (West Point)

Friday: Pick up and deliver to all Oktibbeha County Libraries and MSU Libraries

*The borrowing library is responsible for the book until it returns to the lending library. Should a book get lost while in transit to another library (after being discharged and put in transit), the borrowing library is responsible for the replacement costs.

Marking an Item Missing:

- Click "Mark Item Missing"
- Search using item ID. This will ensure you are marking your copy of the item missing and not another copy
- Once the item ID is highlighted, click "Mark Item Missing" below
- The item is now "missing" and will not appear in your online catalog
- A missing item report may be generated to aid in searching for missing items
- Should a missing item be located, simply discharge the item. This places the item back in its original home location and it becomes available for check-out

*Marking an item missing makes it non-holdable.

*MSU searches for missing items up to 6 months before withdrawing an item from the collection.

Marking an Item Claims Return:

- Under the Special Menu, click "User Claims Return"
- Enter the patron's ID
- Mark the appropriate item charged to their account "claims returned" by clicking the square box next to the due date.
- Select the date the patron claims to have returned the item
- Click "Mark Items Claimed Returned" below

*Marking an item "Claims Returned" will ensure the patron is not accruing fines for the past due item.

*Report can be generated to aid in searching for "Claims Returned" items.

Billing a Patron and Paying a Bill:

*Overdue fines are automatically added to patron's account once the overdue item has been discharged.

*Libraries may **not** bill patrons for anything not associated with their items.

*Libraries are not allowed to waive or cancel fines on items belonging to other libraries. Should you feel a fine has been accrued in error, contact the owning library.

Billing a User:

- Click on "Bill a User" and enter patron's ID
- Provide a reason for billing (lost, processing fee, damage, photocopies, fax, etc)
- Enter amount of bill with decimal
- Payment type
- Click "Pay Now" at the bottom if patron is present to pay. If patron is not there to "Pay Now" click "Bill User"
- The amount and reason will be billed to their account.

*If billing a patron for fees associated with an item, include the item ID.

Charging Patron for Lost or Damaged Item:

- Retrieve amount to replace the item.
- Click "Billing a User;" enter patron's ID
- Reason for bill is LOST or DAMAGE
- Amount of replacement
- The item ID of the lost item
- Bill User at bottom
- Using the same steps again, bill patron the amount of your library's PROCESSING FEE
- Discharge the item and follow your library's procedure for withdrawing the item from your collection
- Item should be marked "Lost" prior to being withdrawn. This removes the item from your available catalog ensuring the item doesn't show to be available for checkout

Paying Bills that have been charged to account:

- Click "Paying Bills" and enter patron's ID
- If more than one bill, pay each bill individually
- Enter Payment Type
- Enter Payment Amount
- Click "Pay Bills"

*You are unable to pay a bill associated with an item if it is still charged to patron's account. Item must be discharged in order to pay a bill. SIRSI will display the "estimated amount owed" on an item still charged to a patron's account.

*Patrons may pay fines at any library within the consortium.

*When you have a patron that has a fine for a library other than your library, pay the bill as normal in SIRSI and add it to your cash drawer. The designated person for your library will receive a monthly report that details the amount of money you owe other libraries for fines as well as a report that details the amount of money you are owed from other libraries. Libraries should generate an invoice to be sent to each individual library that owes you money that month. Individual libraries will pay you the amount they have collected in fines for that month.

*Several libraries wait until they are owed at least \$50.00 before invoicing. There is no particular set limit; each library may set its own minimal invoicing amount.

*Due to differences in fiscal years, all libraries should invoice for the months of May and September regardless of amount owed.

Online Catalog Instructions

Placing a Hold via online catalog:

- Locate the item you would like to place on hold by searching the online catalog
- Chose the "Place Hold" option
- Log in
- Choose location to pick up item
- Click "Place Hold"
- Patron will receive notification when item is available for checkout

*The OPAC will place system holds.

Renewing materials via online catalog:

- Log into the online catalog
- Choose the "My Account" link in the middle banner
- Click "Renew My Materials"
- Select the items to renew and click "Renew Selected Items"
- New due date will be displayed
- If item is unable to be renewed online, please return item to local library for assistance