Sharing library items between schools

Lending/Returning Workflow

Due to barcode completion any items being lent between libraries must use 14 digit codebar barcodes. Any items not using 14 digit codebar barcodes need to be rebarcoded before following the steps below.

Lending Items to Another Library

Lending Library

1. Open the copy bucket interface in Evergreen (*Edit -> Copy Buckets*).
2. Create a copy bucket and give it a descriptive name ie. "BNSP to BSST - Textbook Loan".
3. Record the bucket # so you can share the bucket as needed.
4. Scan all copies into the *Barcode* field in the *Copy Bucket* interface.
5. Click *Add All* to add them to your bucket.
6. Use the column picker to display *Circulating Library* and *Owning Library* as columns.
7. If the titles are not all highlighted, use SHIFT + CLICK to select all titles
8. Click *Edit Item Attributes.*
9. Change the *Circulating Library* to the borrowing library.
10. Click *Modify Copies*.
11. Check the items in. This will send them into transit in Evergreen to the borrowing library.
12. Box up the items and ship them to the borrowing library. Send the bucket number to staff at the borrowing library.

Borrowing Library

1. Receive the box and check in all items (*Circulation -> Check In Items*). If there are any holds they will generate.
2. Shelve the items or check them out to students.

Returning Items to Another Library

Borrowing Library

1. Collect all items being returned. (All items should have the status of available or reshelving)
2. Change the circulating library back to the lending library.
   a. Via Bucket (If all Items are being returned)
      i. Open the copy bucket interface in Evergreen (*Edit -> Copy Buckets*)
      ii. Select *Retrieve shared bucket* from the drop down menu and enter the bucket number provided by the lending library.
      iii. Ensure that you physically have all the items the in bucket.
      iv. If the titles are not all highlighted, use SHIFT + CLICK to select all titles

     v. Click *Edit Item Attributes*

    vi. Change the *Circulating Library* to the lending library.

   vii. Click *Modify Copies.*

  viii. Check the items in (*Circulation -> Check In Items*). This will send them into transit in Evergreen to the lending library.

    ix. Box up the items and ship them to the lending library. If needed, send the bucket number to staff at the lending library.

b. Via Item Status (If only some items are being returned)

     i. Open the *Item Status* interface (*Circulation -> Show Item Status by Barcode*)

    ii. Ensure *Trim List (20 rows)* in unchecked

   iii. Scan all the item

   iv. Highlight all the items and click *Actions for Selected Items -> Edit Item Attributes*

    v. Change the *Circulating Library* to the lending library.

   vi. Click *Modify Copies*.

  vii. Check the items in (*Circulation -> Check In Items*). This will send them into transit in Evergreen to the lending library.

 viii. Box up the items and ship them to the lending library. If needed send the bucket number to staff at the lending library.

Lending Library

1. Receive the box and check in all items. If there are any holds they will generate.
2. If needed retrieve the copy bucket to check for any missing items.
3. Shelve the items or check them out to students.