

<http://scls-staff.kohalibrary.com/cgi-bin/koha/mainpage.pl>

- **Sending a box to a LINK library:**

1. When you send a BOCC box on to the next library on the list, you will need to change the Permanent location on all items to that of the receiving library.
 - a. Check all cases for correct number of CDs/cassettes.
 - b. Cross off your 3-letter library code on the white ID label.
 - c. Clean/dust cases.
 - d. Change Permanent location to receiving library by following this procedure:
 - e. On the Koha main page, choose “Batch Edit Items” (under Cataloging or Tools)
 - f. Scan the BOCC item barcodes (“Scan items one by one”); then hit “Continue.”
 - g. Select the **receiving library location** in field “a” – Permanent location (home library).
 - h. Click “Save” button at bottom of page. The “Job progress” bar will then appear.
 - i. Click “Done” on the next screen. The permanent location has now been changed to the receiving library.
2. You will also need to **print out a list** of all items in the box(es) that you are sending on to the next library. To do this:
 - a. At <http://psw.scls.lib.wi.us/>; Click on **ILS Support**
 - b. Enter your library’s three letter **Username** (EX: MAZ)
 - c. and **Password** (last 4 digits of your library’s main phone number – EX: 2104)
 - d. Click on **Reports**
 - e. Click on **Monthly Reports**
 - f. Scroll down to **Other Reports**; Click on **BOCC Quarterly Report**
 - g. Maximize screen; Scroll to your **box number**
 - h. **Select** (highlight) the entire contents of this box
 - i. **Open** a blank Word document (or Excel worksheet) and **Paste** the box contents there. You may need to change **Orientation** to **Landscape** to fit everything in.
 - j. **Save; Print;** place printed list in the box that you’re sending out.

- **Sending a box to a non-LINK library (currently RIO):**

This process is different from sending items to LINK libraries. Rio cannot pull BOCC items via a holds queue report, so items MUST be set to Unavailable in the Not for loan status field.

- a. Check all cases for correct number of CDs/cassettes.
- b. Cross off your 3-letter library code on the white ID label.
- c. Clean/dust cases.
- d. Change permanent location to receiving non-LINK library (RIO) by following this procedure:
- e. On the Koha main page, choose “Batch Edit Items” (under Cataloging or Tools)
- f. Scan the BOCC item barcodes (“Scan items one by one”), then click “Continue.”
- g. Select LDI (Troubleshooter) as the receiving library in field a – Permanent location (home library). **ALSO SELECT Not for loan status (field 7) as Unavailable.**
- h. Click “Save” button at bottom of page. The “Job progress” bar will then appear.
- i. Click “Done” on the next screen. The location has now been changed to LDI, and the Not for loan status set to Unavailable.

- **Receiving a box from a LINK library:**

When you receive a box of BOCC titles, you will need to verify that the previous library has correctly set the Permanent location (field a) to your library for each title in the box.

- Check each item in. It should say "Not checked out." If it does, continue to step c.
- If it does not, you will need to set the Permanent location to your library for that item. (Some items may actually be hold requests. Koha will trap the hold for the patron. Send holds after changes are made as outlined below):
 - Enter Batch Edit Items from the Koha home screen.
 - Scan the barcodes for items that need to be changed into the Barcode list field.
 - Click "Continue."
 - Change Permanent location (field a) to your library.
 - Click "Save." Items will update with your library listed as home library. Click "Done" to exit the Batch Editor.
- Check for correct number of CDs/cassettes.
- Print your 3-letter library code on the white ID label on each item.
- If cases need to be replaced, route to LDI (Troubleshooter) with BOCC Action Request Form. If barcodes need to be replaced, route to COL (Processor) with BOCC Action Request Form.

- **Receiving a box from a non-LINK library (RIO):**

When receiving a box from a non-LINK library (RIO), you will need to change the Permanent location and Not for Loan status on all items. This can be done in Batch Edit.

- Enter Batch Edit from Koha home screen.
- Scan barcodes into Barcode list field.
- Click "Continue".
- Change Permanent location (field a) to your library; change Not for loan status (field 7) to "0" to clear the Unavailable status.
- Click "Save". Items will update with your library as home library and clear the not for loan status at the same time. Click "Done" to exit the Batch Editor.
- Check in each item.** They should read "Not checked out" or trap Holds as appropriate.
- Check for correct number of CDs/cassettes.
- Print your 3-letter library code on the white label on each item.

- **Items returned after box is forwarded:**

At check-in you will be told to send to the next library. Before you route to the receiving library:

- Cross out your 3-letter library code from the white ID label.
- Change not for loan status on item to Unavailable and the permanent location to LDI if it is going to a non-LINK library.
- Route to next library with goldenrod Routing slip.

- **Receiving stragglers:**

You may need to change the item to your location. See directions above for using Batch Edit function.

- a. Check in item.
- b. Print your 3-letter library code on the white ID label.
- c. Shelf.

- **Problems:**

Case replacement, missing or damaged CDs or tapes:

- a. Set Lost status to AV Repair.
- b. Route item to **LDI (Troubleshooter)** with BOCC Action Request form (available online).

Missing tapes or CDs:

- a. Make every effort to recover and charge patron's card (\$10 for missing cassette or CD).
- b. After charging patron's card, place item on Lost status of AV Repair and hold audiobook at your library for 30 days while attempting to recover.
- c. When 30 days are up (or sooner if payment is made), send audiobook to **LDI (Troubleshooter)** to order replacement.
- d. Send patron payment by check made out to BOCC. These go to the **BOCC Treasurer (WYO)**.
- e. No refunds given after 30 days from payment.

- **Weeding:**

Each member library is responsible for weeding the BOCC boxes they receive. Plan to do this as part of your receiving new boxes procedure.

- a. Look at the age and condition of items, especially those that are five years or older. If you would not want to put the items in your player, neither will your patrons.
- b. Set all items to be withdrawn or replaced to Lost status of AV Repair.
- c. Route items needing new cases or replacement tapes or CDs to **LDI (Troubleshooter)** with BOCC Action Request form explaining problem.
- d. Route items to be withdrawn or completely replaced to **COL (Processor)** using a goldenrod Routing slip with an explanation of action to be taken.

- **Barcode Replacement:**

If a barcode needs replacement, please send the item to **COL (Processor)**. **Individual libraries should not replace barcodes.** Please use a goldenrod Routing slip indicating that the barcode needs replacing. Use the Batch Edit tool to change the Permanent Location to COL before sending the item. If the item is in such poor shape that you think it should be withdrawn, set the not for loan status to Unavailable and route to COL (Processor) with BOCC Action Request form.