

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

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

1. When you send an ABC 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.
  - 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:
    - i. On the Koha main page, choose “Batch Edit Items” (under Cataloging or Tools)
    - ii. Scan the ABC item barcodes (“Scan items one by one”); then hit “Continue”.
    - iii. Select the receiving library location in field “a”- permanent location (home library).
    - iv. Click “Save” button at the bottom of the page. The “Job in Progress” bar will then appear.
    - v. Click “Done” on the next screen. The permanent location has now been changed to the receiving library.
    - vi. Check in each title before sending on to the next 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 [www.scls.info](http://www.scls.info) 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. Scroll down the list and click on ABC Report (formerly BOCC)
  - f. Click on the current year folder
  - g. Click on the report you want (they are listed quarterly)
  - h. An Excel sheet will open, listed in Box order. Scroll to your Box number.
  - i. Highlight the entire contents of this box and copy it
  - j. Open a blank sheet in Excel and Paste the contents there. You may now edit the sheet and print it from here.

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

This process is different from sending items to LINK libraries. RIO cannot pull ABC 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.
- 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 by following this procedure:
  - i. On the Koha main page, choose "Batch Edit Items" (under Cataloging or Tools)
  - ii. Scan the ABC item barcodes ("Scan items one by one"); then hit "Continue".
  - iii. Select LDI (Troubleshooter) as the receiving library location in field "a"- permanent location (home library). **ALSO SELECT Not for Loan status (field 7) as Unavailable.**
  - iv. Click "Save" button at the bottom of the page. The "Job in Progress" bar will then appear.

Click "Done" on the next screen. The permanent 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 ABC 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.

- a. Check each item in. It should say "Not checked out." If it does, continue to step c.
- b. 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):
  - a. Enter Batch Edit Items from the Koha home screen.
  - b. Scan the barcodes for items that need to be changed into the Barcode list field.
  - c. Click "Continue".
  - d. Change Permanent location (field a) to your library.
  - e. Click "Save". Items will update with your library listed as home library. Click "Done" to exit the Batch editor.
- c. Check for the correct number of CDs.
- d. Write your 3-letter library code on the white ID label on each item.
- e. If cases need to be replaced, route to LDI (Troubleshooter) with an ABC Action Request Form. If barcodes need to be replaced, route to COL (Processor) with an ABC 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.

- a. Enter Batch Edit from Koha home screen.
- b. Scan barcodes into Barcode list field.
- c. Click "Continue."

- d. Change Permanent location (field a) to your library; change Not for Loan status (field 7) to "0" to clear the Unavailable status.
- e. 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.
- f. Check in each item. They should read "Not checked out" or trap Holds as appropriate.
- g. Check for the correct number of CDs.
- h. Write your 3-letter library code on the white label on each item.

## Problems:

Case replacement, missing or damaged CDs or Playaways:

- a. Set status to AV Repair.
- b. Route item to LDI (Troubleshooter) with an ABC Action Request Form.

Missing CDs or Playaways:

- a. Make every effort to recover and charge patron's card (\$10 for missing CD, Playaways to be determined by LDI).
- b. After charging patron's card, place item on Lost status 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 ABC to BER (Treasurer).
- e. No refunds given after 30 days from payment.

## Weeding:

Each member library is responsible for weeding the ABC 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.
- c. Route items needing new cases or replacement Playaways or CDs to LDI (Troubleshooter) with an ABC Action Request Form explaining the problem.
- d. Items to be withdrawn completely may be deleted and the current Home library can decide what to do with the withdrawn audiobooks.

## 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.