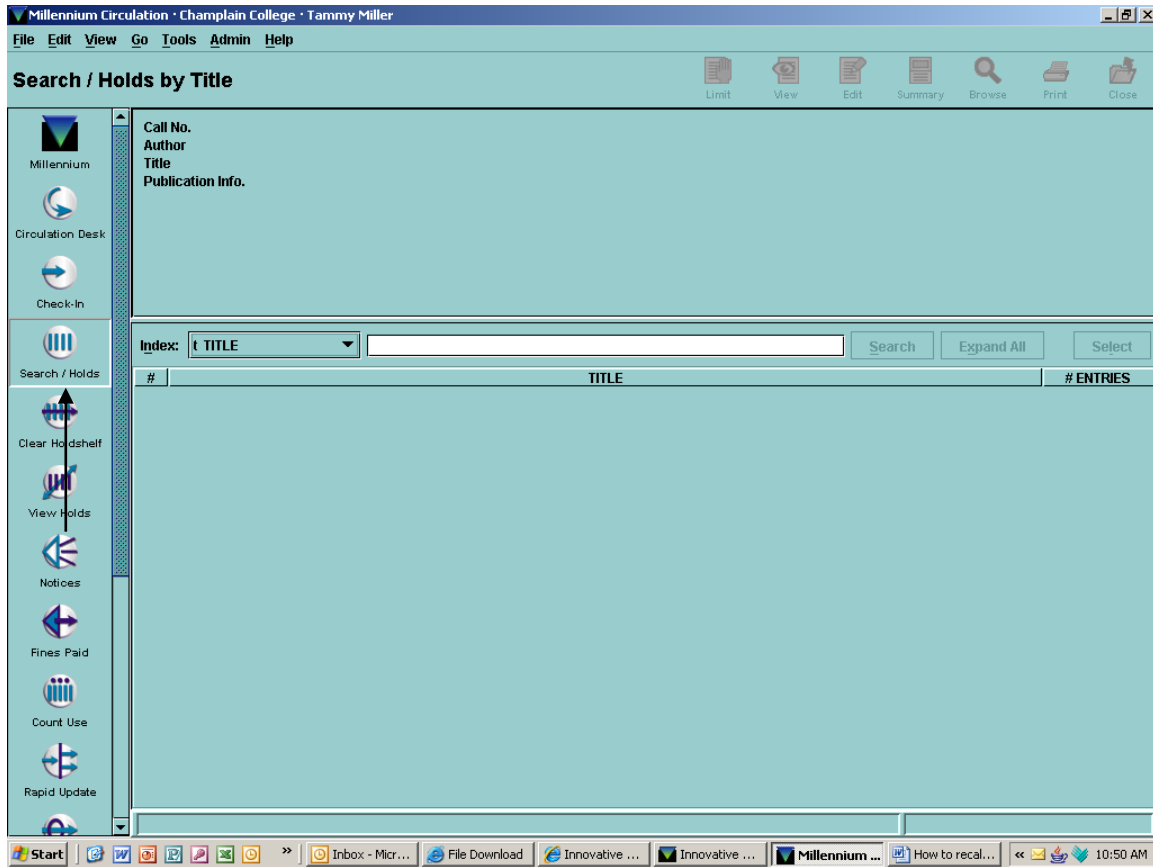


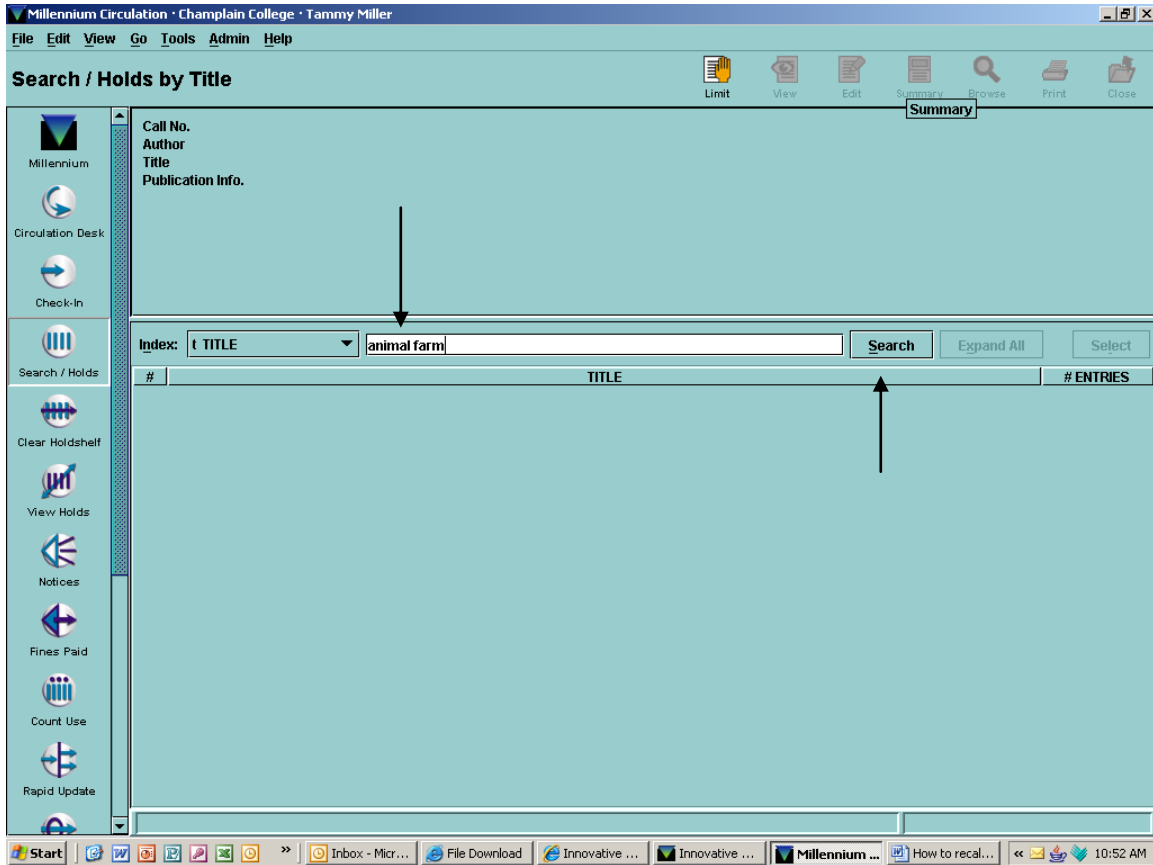
HOW TO RECALL A BOOK (Circulation Coordinators & Library Aide IIs Only)

First, you must find the record for the book you would like to recall. You would find the book using “**Search/Holds.**”



Appendix B

Type in the title of the book & click on the **Search** button:



Appendix B

The entry should come up with **Hold Copy Returned Soonest** & **Hold Selected Items** buttons active:

Click on the **Hold Copy Returned Soonest** when there is more than one copy of the book. Click on **Hold Selected Item** when there is only copy of the book.

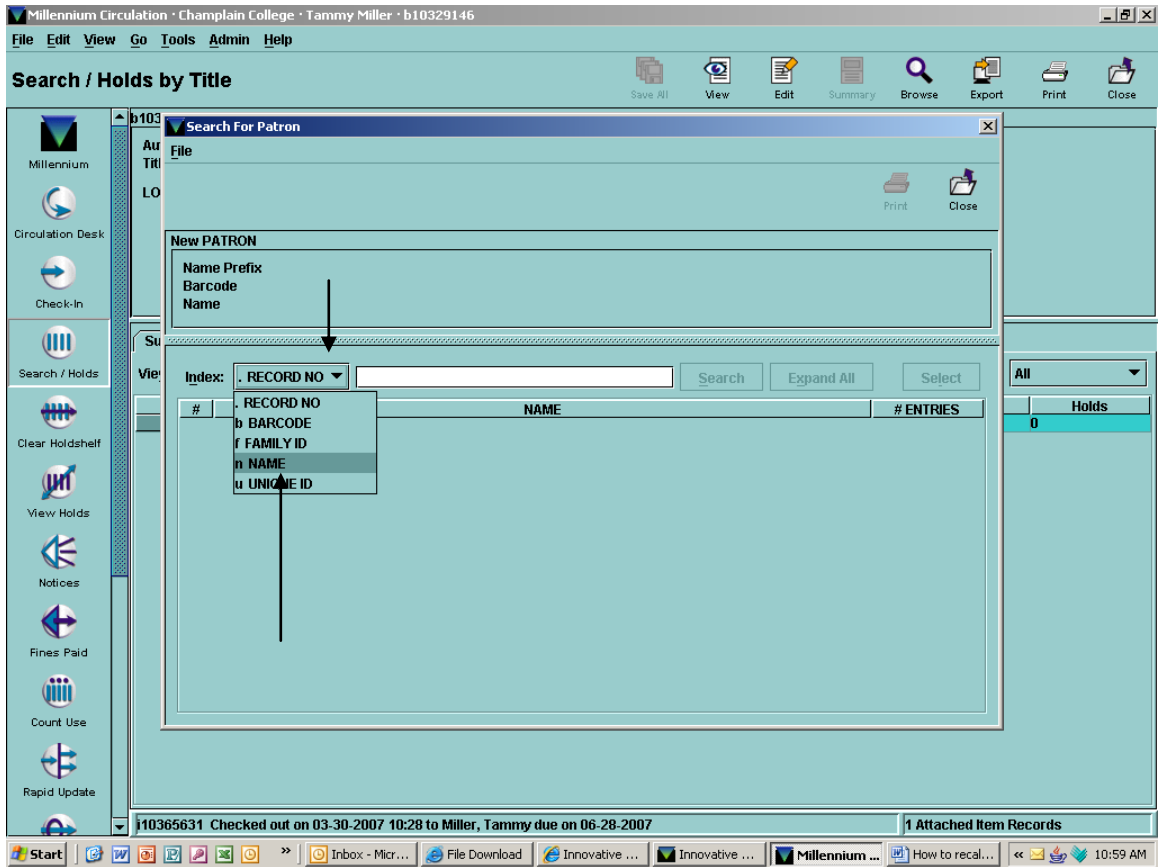
The screenshot shows the Millennium Circulation interface for Champlain College. The window title is 'Millennium Circulation - Champlain College - Tammy Miller - b10329146'. The main area displays search results for 'Animal farm : a fairy story / by George Orwell ; with a preface by Russell Baker ; introduction by C.M. Woodhouse.' The record is checked out to Tammy Miller on 03-30-2007, due on 06-28-2007. A table below shows one hold record with the following data:

#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	i10365631	PR6029.R8 A598	0207600330261	cbstx	06-28-2007	0

Buttons for 'Hold Copy Returned Soonest' and 'Hold Selected Item' are visible and active. The status bar at the bottom indicates '1 Attached Item Records'.

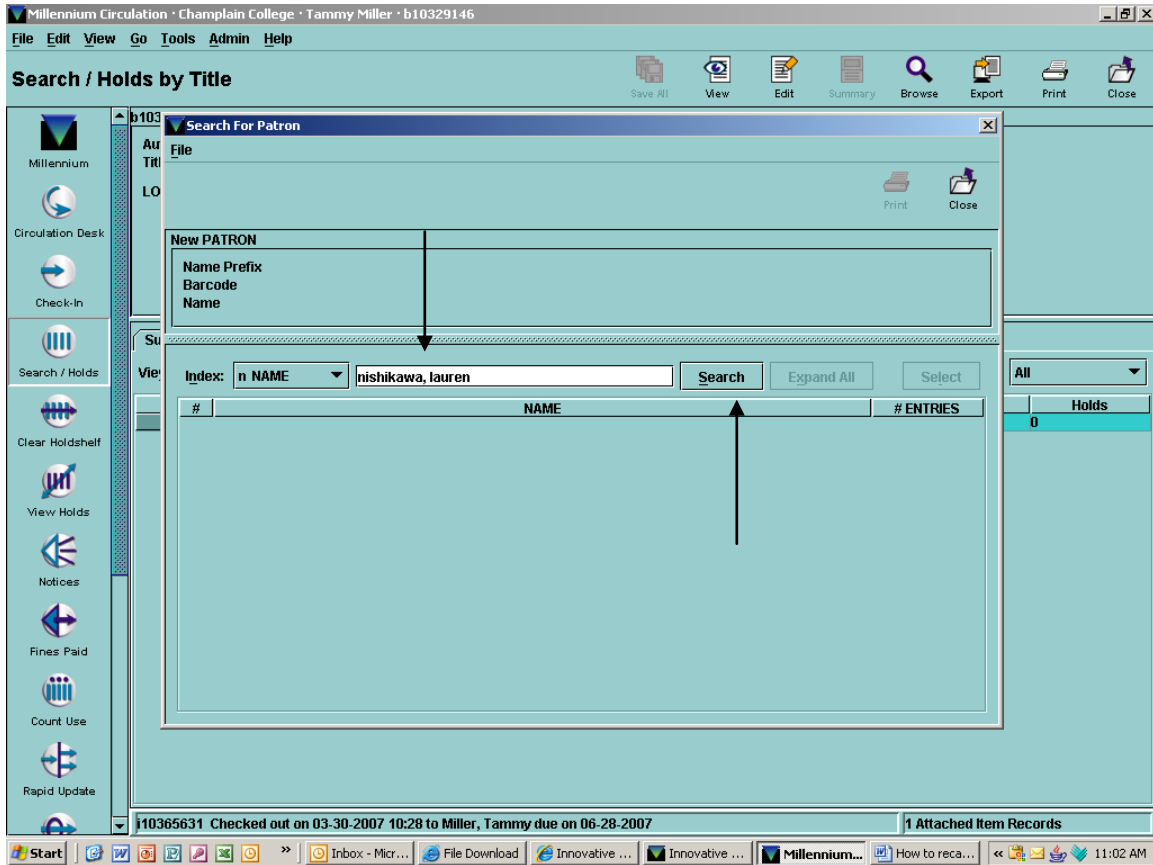
Appendix B

The screen will appear with only the **.RECORD NO** tab showing. You will have to click on the drop down menu to bring up the **n NAME** tab:



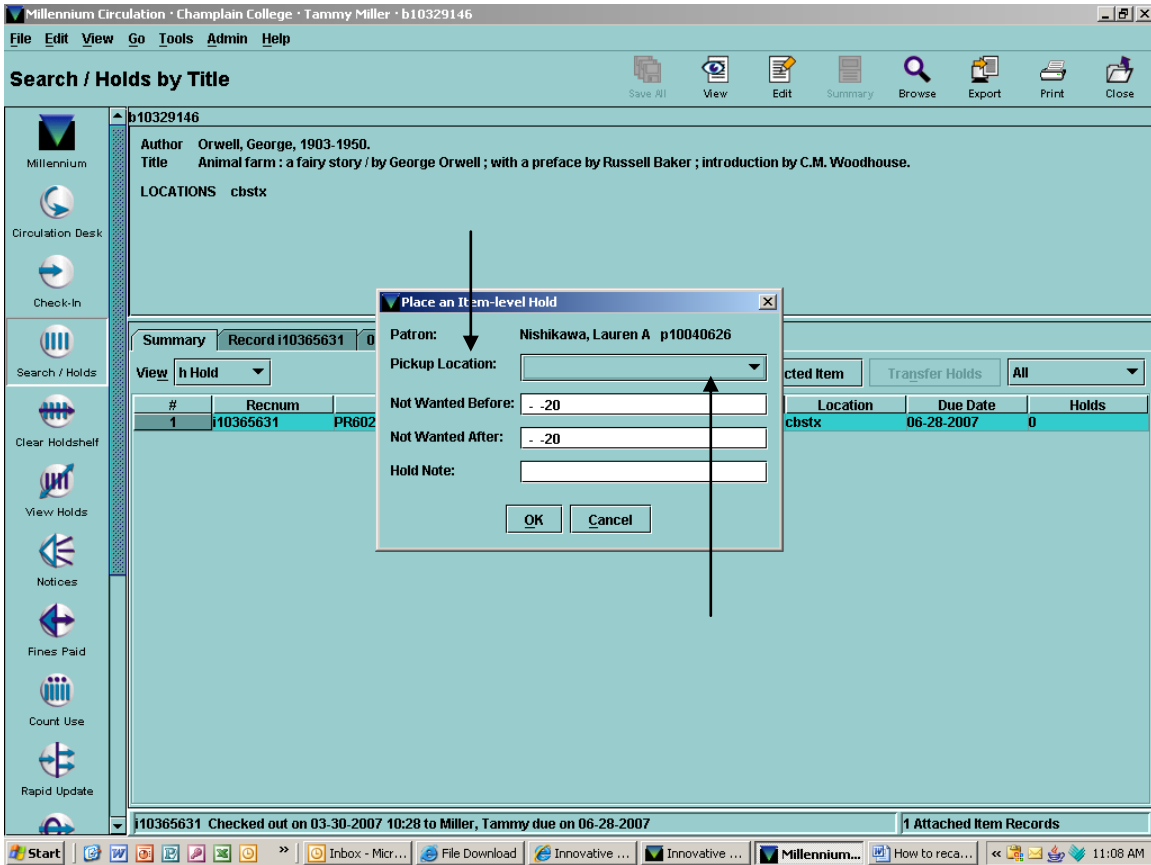
Appendix B

Next, type in the person's name ... last name, first name & click the **Search** button:



Appendix B

It is very important that there is **Pickup Location** tab or drop down menu:



Appendix B

On the **Pickup Location** drop down menu, select **Circulation Desk** & click **OK**:

The screenshot shows the Millennium Circulation interface. The main window displays the record for item **10329146**, which is the book *Animal farm : a fairy story* by George Orwell. The pickup location is currently set to **cbstx**. A dialog box titled "Place an Item-level Hold" is open, showing the following details:

- Patron: Nishikawa, Lauren A p10040626
- Pickup Location: **Circulation Desk** (indicated by an arrow)
- Not Wanted Before: - -20
- Not Wanted After: - -20
- Hold Note: (empty field)

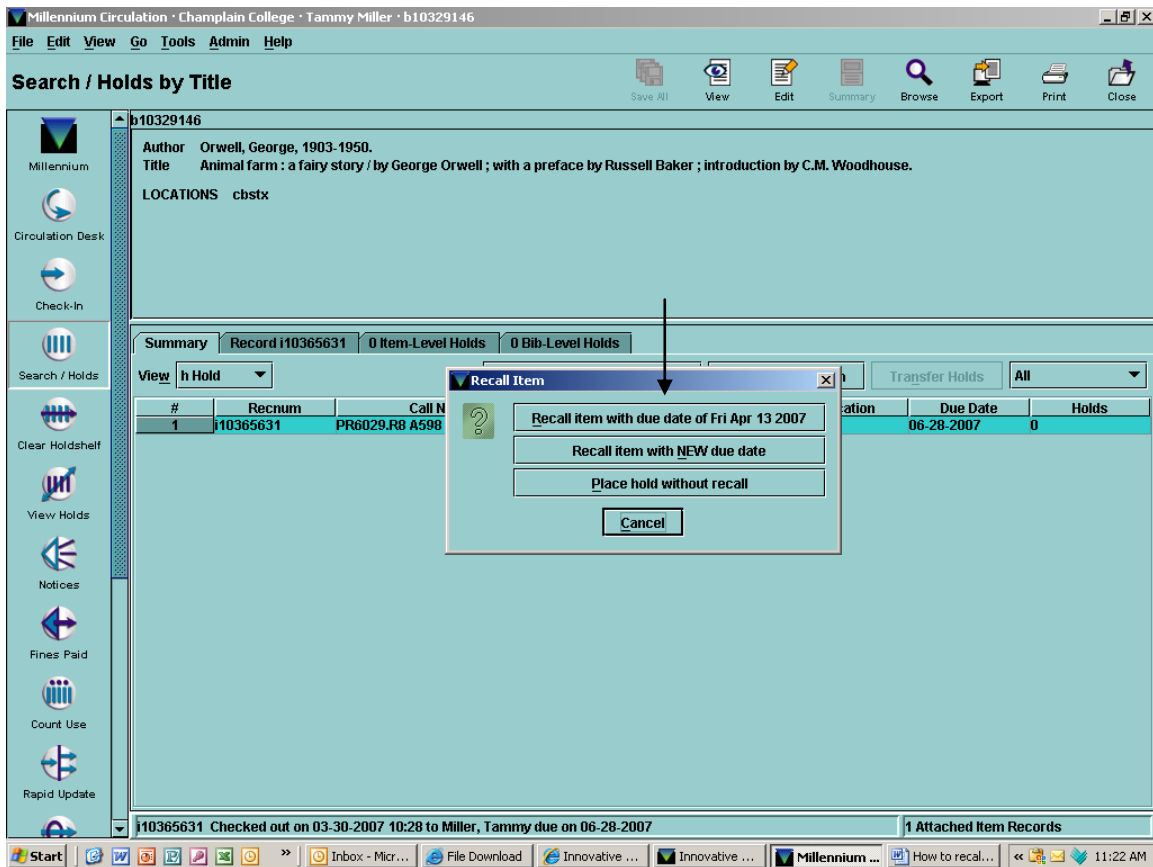
At the bottom of the dialog box are **OK** and **Cancel** buttons, with an arrow pointing to the **OK** button. The background interface shows a table of attached item records:

Location	Due Date	Holds
cbstx	06-28-2007	0

The status bar at the bottom of the window indicates the item is checked out on 03-30-2007 to Tammy Miller, due on 06-28-2007, and there is 1 attached item record.

Appendix B

You can choose several options. Ask the patron which option he or she would prefer. I will choose the top option **Recall item with due date of Fri Apr 13 2007** for this example:



Appendix B

A recall has now been placed on the book. You will see a **1 Item-Level Hold** on the book. Sometimes you may see a **1 Bib-Level Holds**. Both hold types will work for a recall:

Millennium Circulation · Champlain College · Tammy Miller · b10329146

File Edit View Go Tools Admin Help

Search / Holds by Title

Summary

Author Orwell, George, 1903-1950.
 Title Animal farm : a fairy story / by George Orwell ; with a preface by Russell Baker ; introduction by C.M. Woodhouse.
 LOCATIONS cbstx

Summary Record i10365631 **1 Item-Level Hold** 0 Bib-Level Holds

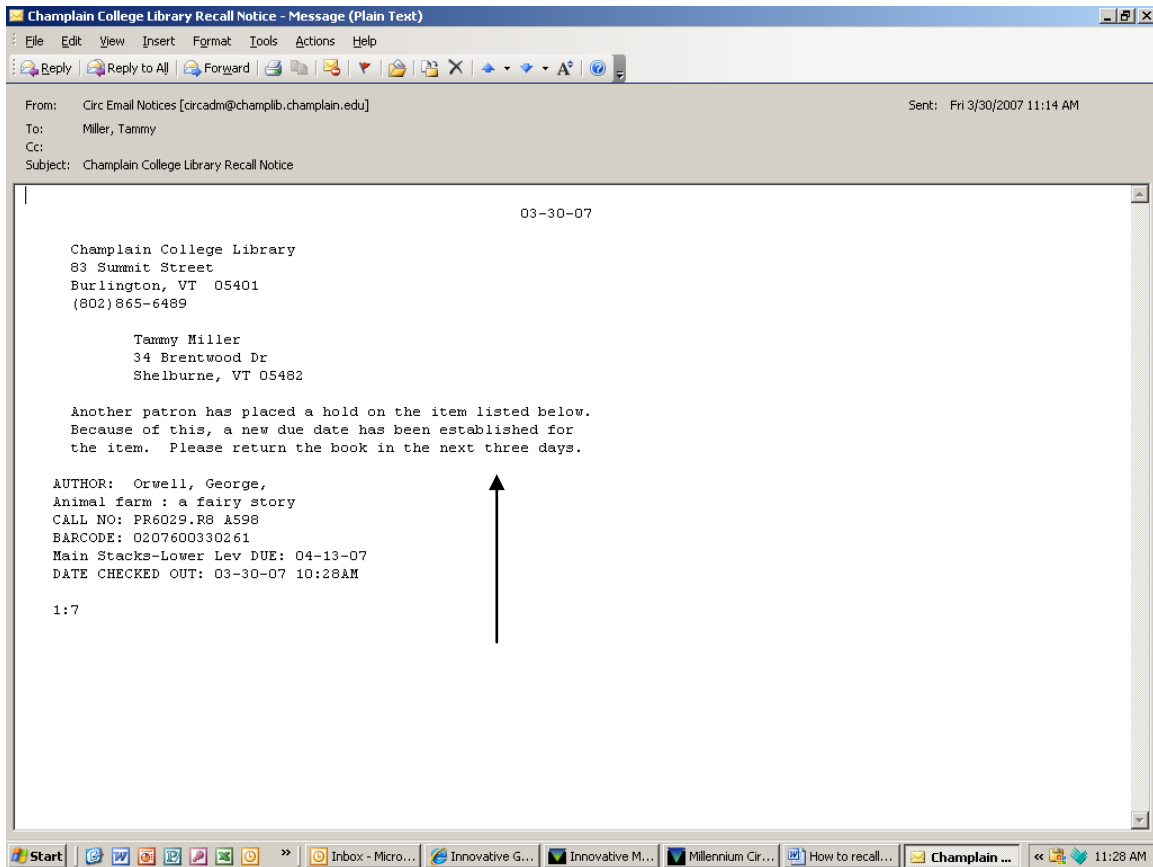
View h Hold Hold Copy Returned Soonest Hold Selected Item Transfer Holds All

#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	i10365631	PR6029.R8 A598	0207600330261	cbstx	04-13-2007	1

10365631 Checked out on 03-30-2007 10:28 to Miller, Tammy due on 04-13-2007 1 Attached Item Records

Appendix B

The person will receive a recall notification through his or her Champlain College E-mail Account to return the book in **3 days**:



Appendix B