MELCAT BORROWING QUICK REFERENCE DCB & SIRSI

1. **Receiving MeLCat Items from the Lending Library**
   a. Login to MeLCat with your agency code (all lower case) and Password
   b. Use initials dcb/dcb
   c. Change to the *Not My item Check-In mode*
   d. *Type or scan the barcode*
        a. If you get an error message, try typing a 'b' in front of the barcode
   e. *Click* **OK** to change status to MeLCat Received
   f. **OPTIONAL Run Hold Pickup Notices and Cancellation Notices**
        a. Change to the Notices mode
        b. Click on Prepare Notices, Click on OK to send, and Yes to Clear (**Do not clear notices until you are sure that they printed.)**
        c. Pickup and cancellation notices will be sent to patrons w/ email addresses in their records

2. **Checking Out MeLCat Items to your Patron on the DCB immediately**. (This shortens the due date.)
   a. Go to *Patron Checkout Mode*
        a. Enter Patron Barcode
   b. *Click OK*
   c. *Scan or type item barcode(s)* to be checked out.
        a. You may need to type a 'b' in front of the barcode
   d. *Close* patron record using close button on the upper right

3. **Create a Brief Title in WorkFlows**
   a. Use the **barcode on the item** to create a *brief title* including
        TITLE=TITLE OF ITEM
        HOME LOCATION=MELCAT
        ITEM TYPE=MELCAT or MELCAT-7D
        (The "MELCAT" item type is a 21 day loan period meant for books and the "MELCAT-7D" item type is a 7 day loan period meant for AV material. Take note of the due date that is assigned when checking items out to your patron in MeLCat. This will aid you in selecting the correct item type in WorkFlows.)
        Save the brief record by clicking on the "Add Brief Title" button.

        Choose from option b or c to notify the patron of their hold.
   b. Call patron to notify of available hold
        OR
   c. Place a hold on the item using the "Place Hold" wizard in WorkFlows and then use "Trap Hold" wizard to make hold available. This will cause the patron to be notified via the shared system's hold notices.

4. **Checkout Item in WorkFlows when patron comes to pick item up**
   a. Use *Checkout Wizard* to checkout to your patron as normal
   b. Write the 21 or 7 day due date on MeLCat label or wrapper

5. **Checking In Returned MeLCat Items in WorkFlows**
   a. **Use the Discharge/Checkin Wizard** to scan or type the item barcode
   b. **Check out items to your library's DISCARD USER so brief record will be purged.**

6. **Checking In Returned MeLCat Items on the DCB**
   a. Go to *Not My Item Check-In* mode
   b. **Scan the barcode(s)** – you may need to type a 'b' in front of the barcode
      Note: Items that were not picked up after 10 days on the holdshelf can be returned using the Return Uncirculated mode on the DCB

7. **Prepare the item(s) for return shipping in MeL Delivery. Each item must be packaged according to MeL delivery standards. See: http://www.mlcnet.org/cms/sitem.cfm/library_tools/mel_delivery/ for procedures on MeL packaging.**

MELCAT LENDING QUICK REFERENCE

SUPPLYING ITEMS

1. **Print Paging Slips**
   a. Login to MeLCat with your agency code (all lower case) and Password
   b. Use initials dcb/dcb
   c. Change to the *Notices* mode
   d. Select the Notice Type: ***Inn-Reach Paging Slips***
   e. Click on *Prepare Notices*
   f. Select the **Local Printer** for printing and click on **Print**
   g. Click on *Send Notices*
   h. VERIFY that the notices printed
      a. If notices did not print, make sure that the printer is able to accept jobs, and try Send Notices again – Step 1g.
      b. If notices still did not print, you can also go out of Notices by selecting another mode and then repeat steps 1c-1g
      c. Click **Yes** to "Clear all print notices" (**Do not clear notices until you are sure that they printed.)**

2. **Retrieve Available Items from the Shelves**

3. **Checkout Items to a Remote Site on the DCB**
   a. Go into *Library Checkout Mode*
   b. Scan the barcode(s) of the paged item
   c. Respond **OK**

4. **Checkout Items to Generic MeLCat Library User in WorkFlows**
   a. Open the **Checkout Wizard** in WorkFlows
   b. Access the **MeLCat Library User (XXXX-MELCAT is id format for the MeLCat library user in WorkFlows. XXXX would be replaced by your libraries four-letter delivery code ie: BERK-MELCAT.)**
   c. **Checkout** all paged items to the generic user

5. **Package and Ship the Item**
   a. Make sure that the paging slip is with the item
   b. Each item must have a MeLCat label or wrapper. TLN has created MelCat due date label templates for each participating shared automation library. See: http://tln.lib.mi.us/dept/automation/melcat-src.html for the MeLCat due date label templates. These due date label templates are set up to fit the Avery 6464 removable laser labels which are 3 1/3" X 4" in size.
   c. Package the item for delivery and ship-**Each item must be packaged according to MeL delivery standards. See: http://www.mlcnet.org/cms/sitem.cfm/library_tools/mel_delivery/ for procedures on MeL packaging.**

RECEIVING RETURNED MELCAT ITEMS

1. **Checkin the Returned Items(s) in the DCB Client**
    a. Login to MeLCat with your agency code (all lower case) and Password
    b. Use initials dcb/dcb
    c. Change to the *My Item Checkin* mode
    d. Scan the returned items

2. **Checkin the Returned MeLCat items on WorkFlows**
    a. Open the Discharge/Checkin wizard and checkin each item
    b. Remove the MeLCat labels or wrappers and reshelve