PALNI Group Circulation: Best Practices and Reconciliation

Great Lakes Resource Sharing
June 8-9, 2017
23 Libraries

AMBS
Ancilla
Anderson
Butler
CTS
Concordia
DePauw
Earlham
Franklin
Grace
Hanover
Huntington
Manchester
Marian
Oakland City
Saint Francis
Saint Joseph’s
Saint Meinrad
Taylor
Trine
U of Indy
Wabash
PALNI + WorldShare = PALShare

• Formed PALShare Admin Team

• Met frequently

•Tested numerous scenarios

• Created policies
Best Practices - Lending

• Pulling Materials
• Processing Outgoing Materials
• Lending Returns
Pull List

If there was something to pull it would show up here.
Lables

PALShare

14 Day Loan
How did we do? http://smarturl.it/palshare

PATRON
DUE DATE
PICK UP LOCATION

OWNING LIBRARY: BUTLER UNIVERSITY

DATE PLACED ON HOLD SHELF

PALNI

60 Day Loan
How did we do? http://smarturl.it/palshare

PATRON
DUE DATE
PICK UP LOCATION

OWNING LIBRARY: BUTLER UNIVERSITY

DATE PLACED ON HOLD SHELF

PALNI
Clear Hold Shelf

Clear Holds

The operation was successful, but there is nothing to do.
Best Practices - Borrow

• Arriving Requests
• Borrowing Returns
• Miscellaneous
Reconciliation

• Goals

• Things to Keep in Mind

• Process
# Items in Transit

**Example of Items in Transit Report**

![Image of Items in Transit Report]

<table>
<thead>
<tr>
<th>Item Branch Name</th>
<th>Item Permanent Shelving Location</th>
<th>Item Title</th>
<th>Item Barcode</th>
<th>Item OCLC Number</th>
<th>Item Call Number</th>
<th>Item Material Format</th>
<th>Item Status Origin Branch</th>
<th>Item Status Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vann Library</td>
<td>General Collection</td>
<td>Excursions in geometry</td>
<td>39318010820596</td>
<td>22006239</td>
<td>QA445 .044 1990</td>
<td>Book</td>
<td>Lilly Library</td>
<td>Vann Library</td>
</tr>
<tr>
<td>Vann Library</td>
<td>Juvenile Caldecott Collection</td>
<td>Sam &amp; Dave dig a hole</td>
<td>39318010977461</td>
<td>869526980</td>
<td>PZ7.B26615 Sam 2014</td>
<td>Book</td>
<td>Saint Meinrad</td>
<td>Vann Library</td>
</tr>
<tr>
<td>Vann Library</td>
<td>Microfiche Collection</td>
<td>Childhood education</td>
<td>0</td>
<td>1554226</td>
<td>Childhood education</td>
<td>Jml</td>
<td>Saint Meinrad</td>
<td>Vann Library</td>
</tr>
</tbody>
</table>
Reports

• OCLC sends us monthly reports.
Future of PALShare

What’s next?
Contact Information

Barb Chen
University of Saint Francis
bchen@sf.edu