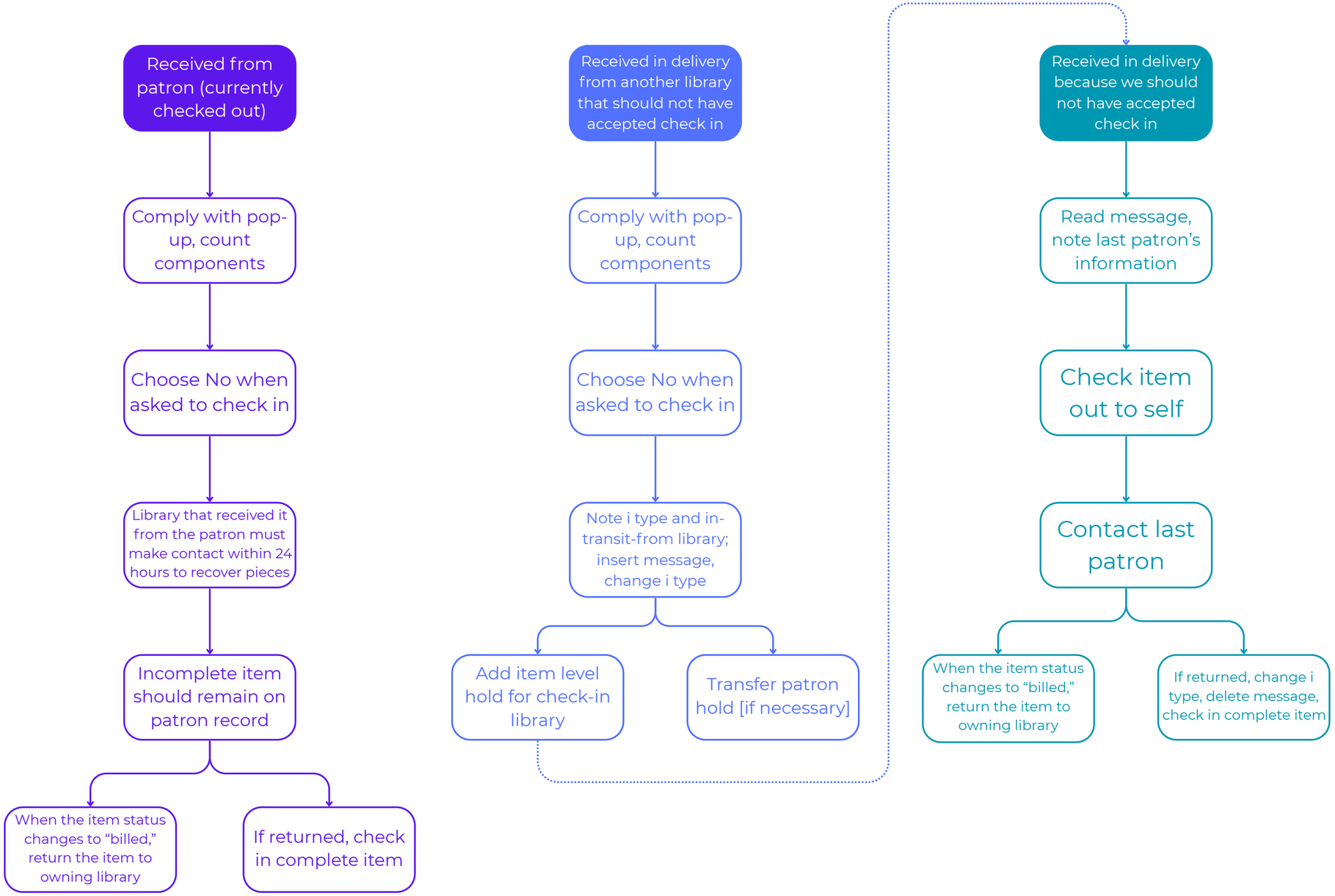
Received from patron (currently checked out)
Comply with pop-up, count components
Choose No when asked to check in
Library that received it from the patron must make contact within 24 hours to recover pieces
Incomplete item should remain on patron record
When the item status changes to “billed,” return the item to owning library
If returned, check in complete item
Received in delivery from another library that should not have accepted check in
Comply with pop-up, count components
Choose No when asked to check in
Note i type and in-transit-from library; insert message, change i type
Add item level hold for check-in library
Transfer patron hold [if necessary]
Received in delivery because we should not have accepted check in
Read message, note last patron’s information
Check item out to self
Contact last patron
When the item status changes to “billed,” return the item to owning library
If returned, change i type, delete message, check in complete item