Parkland Regional Library
Cooperation ▪ Innovation ▪ Service

CIRCULATION MANUAL

Polaris Leap and More

Abstract

Guide to using Polaris Leap to manage Patrons, Bibliographic and Item Records, and for searching and circulation activities in Parkland Regional Library system.

March 2019

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Polaris Leap

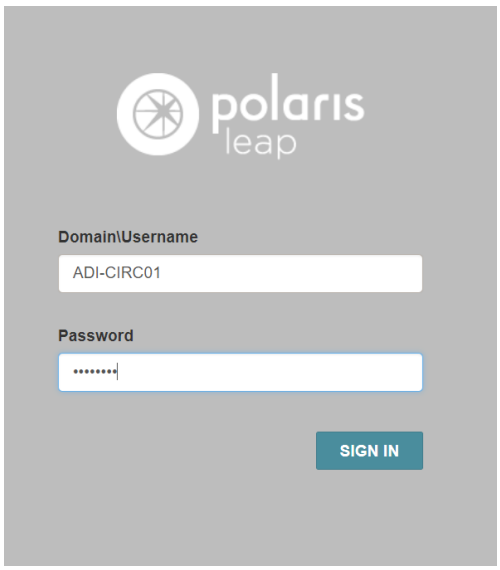
Overview

Leap is the Polaris web application that Parkland library staff use to perform common library functions, such as registering new patrons, checking out materials, placing items on hold, and pulling holds. Leap is optimized for a desktop computer but can be used on a tablet with a web browser. Google Chrome is the recommended browser for circulations functions. Currently there is no mobile app.

Leap can be used anywhere with a Wi-Fi connection, so it's great for outreach (trade shows, schools, parks, etc.), too.

How to Access

1. In the Chrome web browser, enter the URL. Training: http://drill.prl.ab.ca/leapwebapp
   Production: http://search.prl.ab.ca/leapwebapp
2. Enter your Polaris username (workstation name) and Polaris password:
3. You maybe prompted to select a branch and work station which should match your library name and computer workstation label.



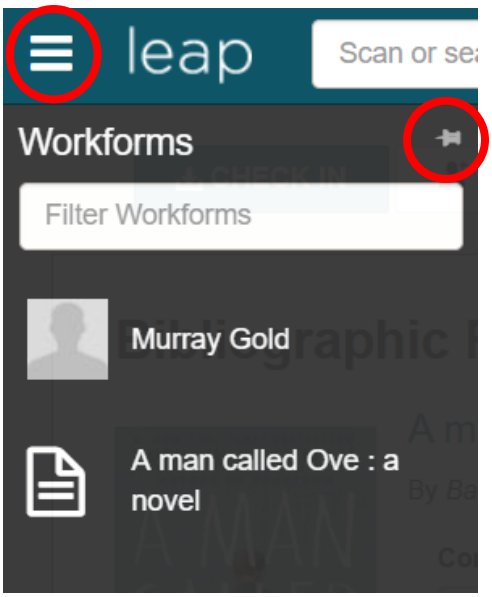
Leap Interface

The Leap header appears when you log into Leap and remains visible while you are in the application.

The Leap header includes:

- Workforms Tracker
- Quick Search Box
- Find Tool
- New Menu
- Utilities Menu
- Help Menu
- User Menu

Workforms Tracker



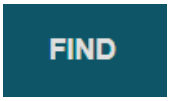
To open the WORKFORMS TRACKER, click the 3-bar menu button.

The WORKFORMS TRACKER displays the open workforms. You can pin the WORKFORMS TRACKER by selecting the pushpin icon, filter the list by typing in the **Filter Workforms** box, or close all the workforms by selecting **CLOSE ALL**. When you log out of Leap and then sign back in, the tracker remains in the same position (pinned or unpinned) as in your previous session.

Quick Search Box

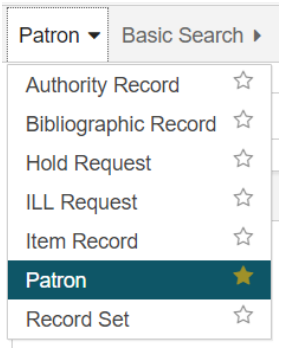
When you sign in to the Leap application, the cursor appears in the QUICK SEARCH BOX where you can scan a **patron or item** barcode, or enter search criteria to find **bibliographic or patron** records.

Find Tool

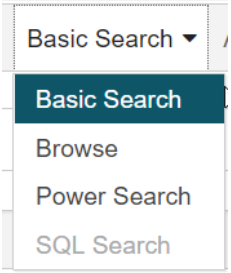


When you click FIND in the Leap header, the FIND TOOL opens to allow you to search for records and record sets.

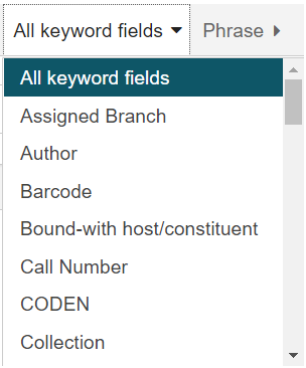
Search data base depending on the required information.



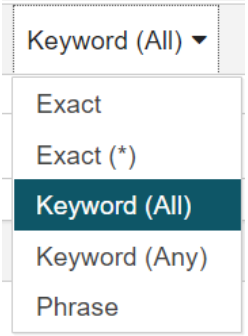
Customise search mode.

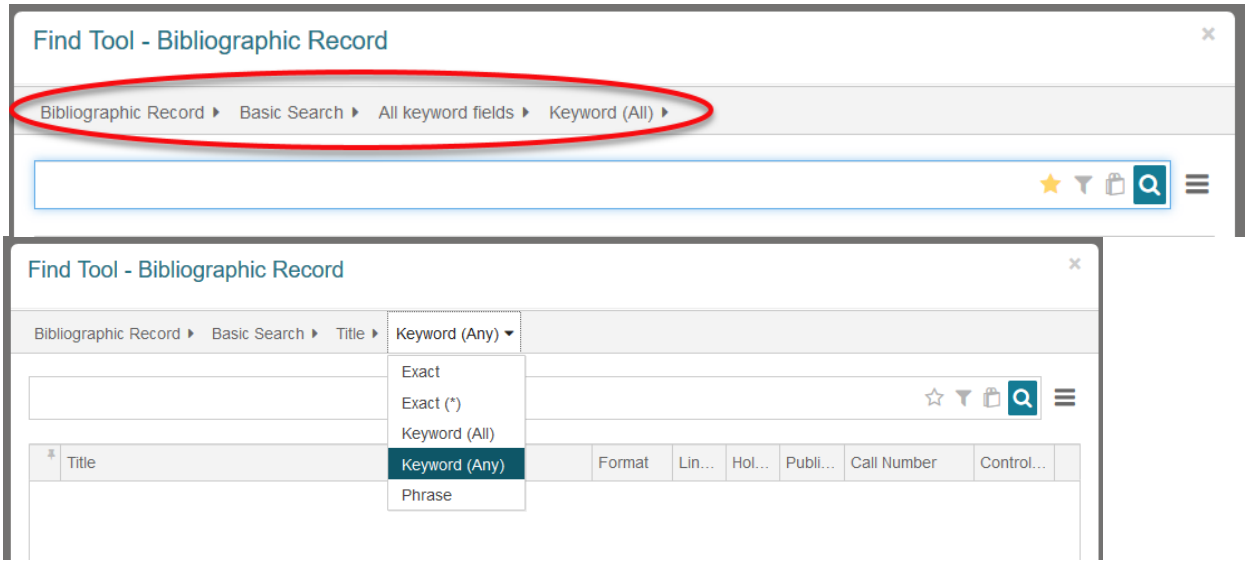


Choose qualifiers.



Specific result relation to search terms.





Searching

Each record in the library catalog contains specific information about a work, such as the title, author, and subject. You can search these record fields for keywords.

A **keyword search** in any field looks in all the search fields of the library catalog to find your keyword text. Other keyword searches narrow the search for the keyword only in the author, subject, title, or other specific fields.

An **exact search** looks for your exact text, from beginning to end, whether your search text is multiple words or just one word. An exact search is useful when you know the text precisely

A **phrase search** looks for matches to multiple words, in the same order you typed them. You might choose a phrase search when you know the phrase is part of a specific title, not necessarily at the beginning of the title.

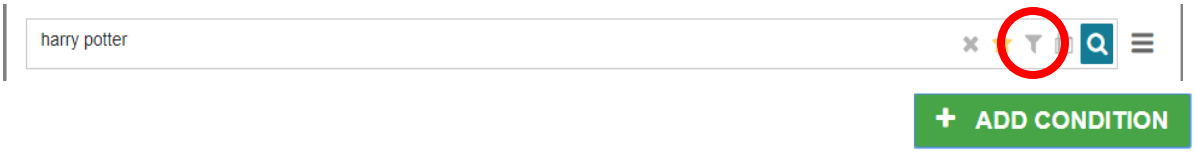
Case, spaces, punctuation - Letter case, multiple spaces, and punctuation are ignored. Omit hyphens in numbers. However, you can include the following characters if they immediately precede or follow a letter or number (no space between): **+ # % $**

Multiple words - If you type more than one word, the search usually looks for all the words you entered (**Keyword ALL** search). Your results may include materials with the words in any order. If you want to find the words in the exact order, begin the phrase with double quotation marks.

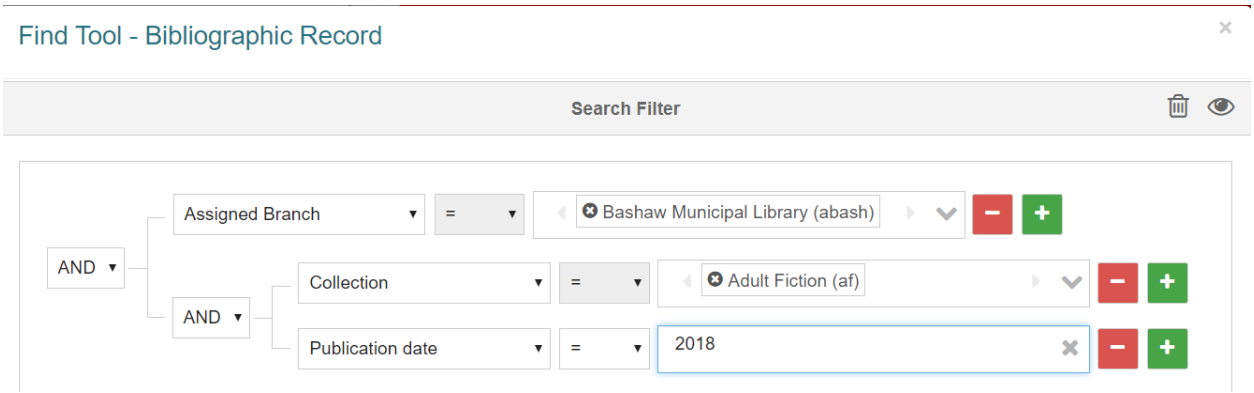
Wildcard characters - You can type a part of a word and use a wildcard character. The wildcard character asterisk (*) represents the rest of the word. For example, if you type **King***, the results include words such as *King*, *Kingsley*, and *Kingford*. The wildcard character question mark (?) represents exactly one character. For example, **wom?n** finds *woman* and *women*. If the question mark occurs at the end of a word, it does not act as a wildcard character, so you can find titles like **what color is your parachute?** Also, if you type a backslash character **** before any wildcard character, the wildcard character is treated as text.

Filters

1. You can further filter the results by clicking the filter image and selecting ADD CONDITION

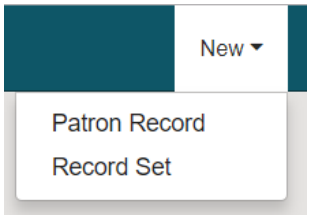


2. This filtration works like an advance search. Conditions can be added or removed using the PLUS or MINUS button.



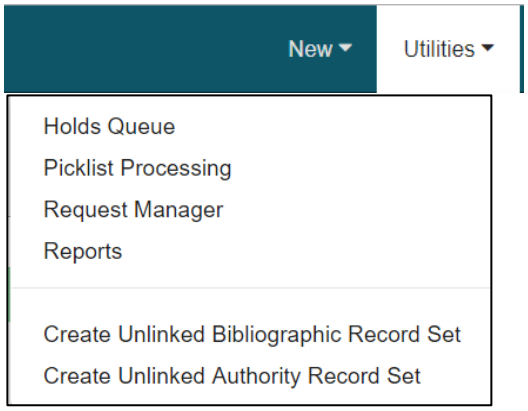
3. Choose the correct item and open the record by double-clicking on it or highlighting it and clicking the OPEN button

New Menu



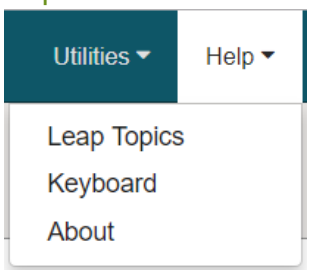
The NEW MENU includes options for creating a new patron record or a new record set.

Utilities Menu



The UTILITIES MENU includes options for opening the: HOLDS QUEUE, PICKLIST, REQUEST MANAGER, and REPORTS.

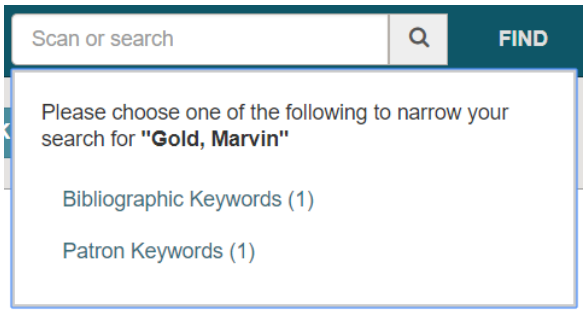
Help Menu



Click HELP to open the HELP MENU, and click Leap Topics to open Leap Online Help, Keyboard to open a list of keyboard shortcuts, or About to open the About Leap window.

Patrons

Search for patrons using the QUICK SEARCH BOX. You may search by barcode, name (last and/or first), phone number, etc.



If there are both Bibliographic and Patron records for the name being searched, choose the appropriate category.

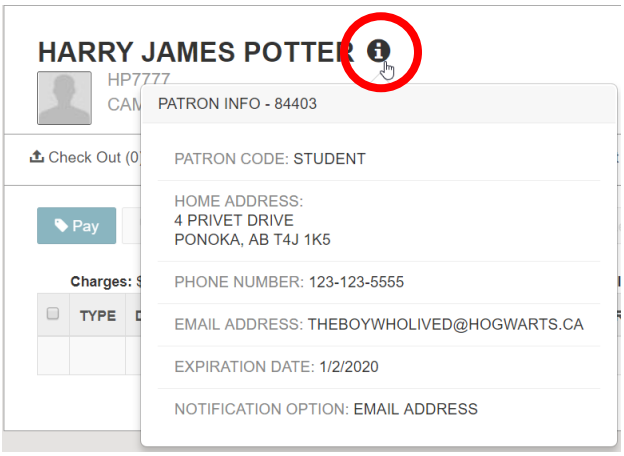
Patron Records

The PATRON RECORD workform header includes:

- Patron name
- Barcode
- Registered branch
- Information icon
- Links to BLOCKS and NOTES
- Registration page link
- Actions menu
- Refresh button
- Close button

The PATRON RECORD workform includes two main views:

1. Patron Registration Information
2. Patron Library Account Information



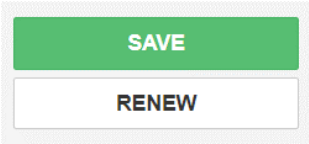
You can click  to open the PATRON INFO pop-up window that displays the patron code, home address, phone number, email address, registration expiration date, and notification preference.

Patron Registration

Renew/Edit Patron Registration

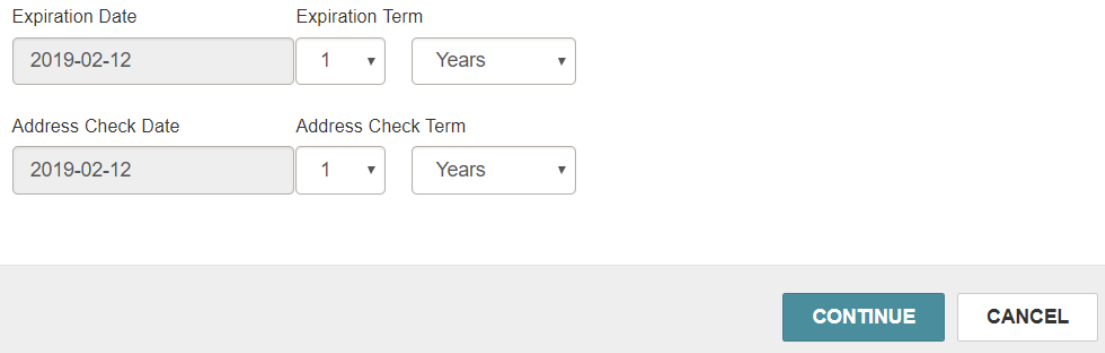
To renew or edit an existing patron's registration information, access the patron record by scanning their library card barcode or searching for their name. When the correct patron record is located, click on the REGISTRATION button to go to the registration view.

Verify/update any applicable information (address, phone number, notification option, etc.). Click Save (green button) when updating is complete.

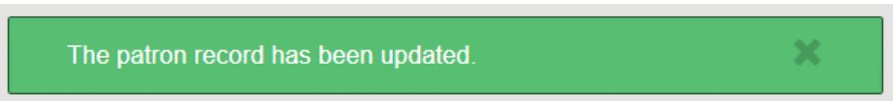


To renew, click on the RENEW button on the right-hand side of the screen.

Choose the Expiration Date and Address Check Date terms (PRL default is 1yr) and click Continue:



Notification of successful renewal will appear at the top of the screen:

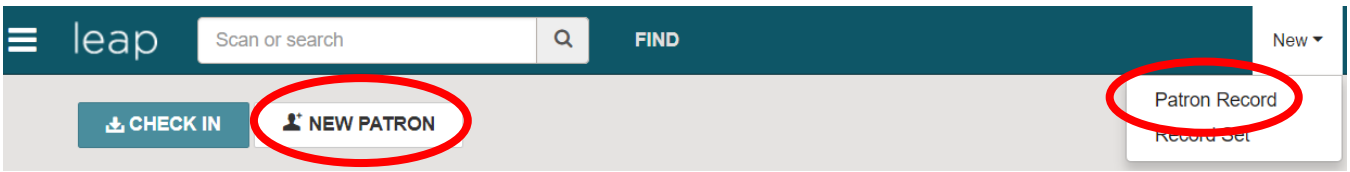


Register New Patron

NOTE: Before registering a NEW PATRON, check for duplicate records – the patron may have previously been registered at a different PRL member library.

1. If there is an existing record at another PRL library, do not create a NEW PATRON record. Edit the existing record with all applicable information, including changing the REGISTERED BRANCH.

To register a new patron, select either the NEW PATRON button, or the PATRON RECORD option under the NEW MENU.

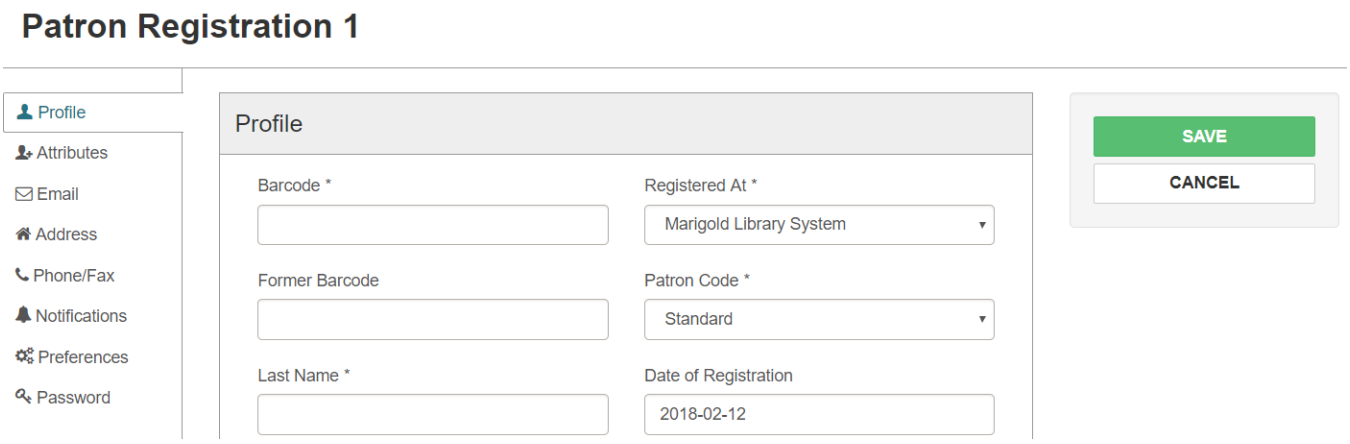


Required Fields

- Barcode
- Registered At
- Patron Code – patron codes control a patron's borrowing privileges. Most patrons will be registered with an "Adult" or "Junior" patron code.
- Last Name
- First Name
- Expiration Date – default is one year from date of registration
- Statistical Class
- Address – start with Postal Code.
- Password (PIN) –Required for patrons to access eResources and PAC online. The PRL default PASSWORD (PIN) is the last four digits of the patron's phone number.

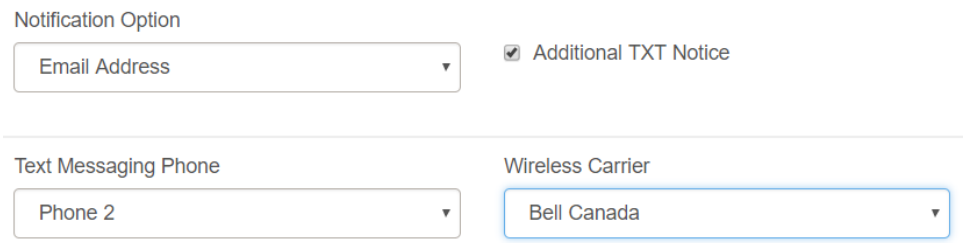
It is best practice to always include EMAIL AND PHONE NUMBERS to ensure patrons can be notified of holds, due dates, and fees.

Scroll down the page to view/complete all sections or use the section buttons on the left side menu.



Notification Settings

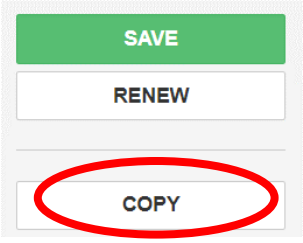
Patrons may choose to be notified by mail, phone, text, or email. Patrons who choose text notifications need to provide their cell phone number and cell service provider. Patrons may choose phone or email and have additional text notices as well.



When all applicable fields are complete, click SAVE.

Register Multiple Family Members

1. Once the first family member registration has been completed and saved, you can register additional family members, by clicking the COPY button.

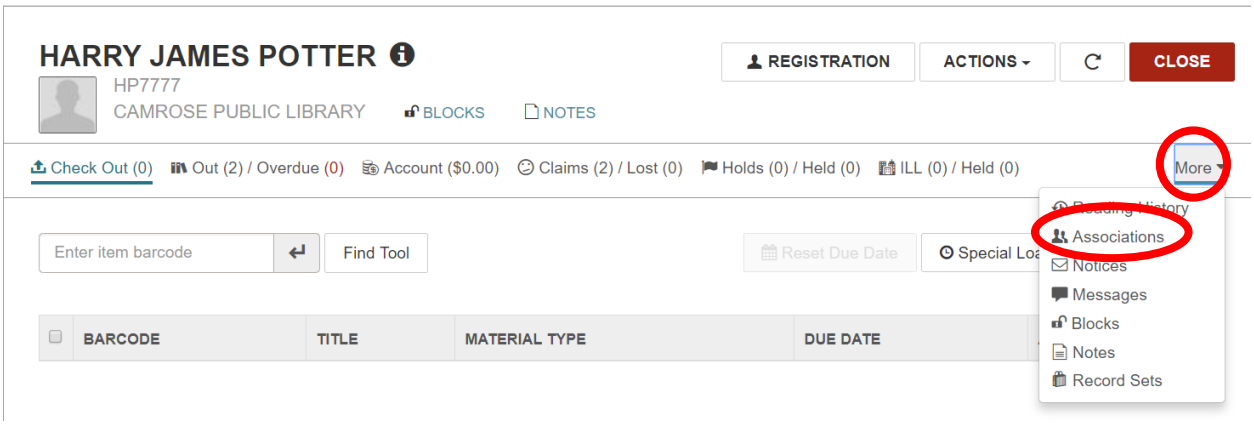


2. Edit applicable fields (barcode, name) and click SAVE.

Associate Family Members

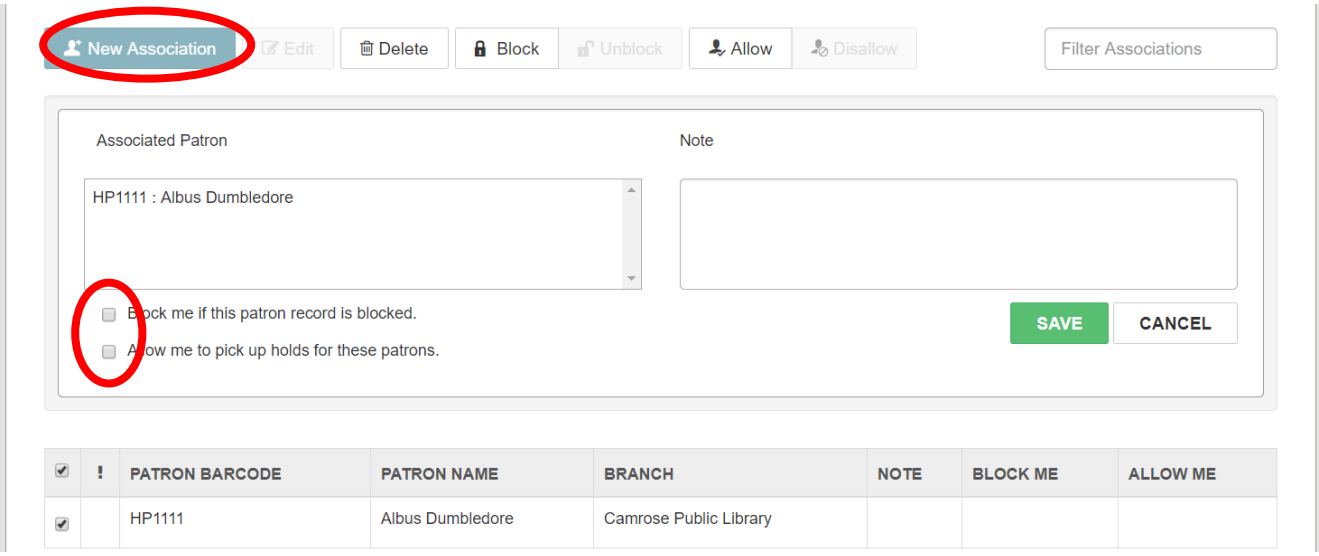
You can create ASSOCIATIONS between two or more patron records so that when one record is open, all associated patron records are conveniently accessible.

NOTE: Associated patrons CANNOT see each other's accounts.



If the patron has associations, they will be listed. From this view you can add a new associated patron, click to view an associated patron's record, or edit/delete an existing association.

To add a new association (family member, care giver etc.) click NEW ASSOCIATION and scan patron barcode. There are options to block a patron when an associated patron is blocked and/or to give permission to pick up associates items.



Information for New Patrons

At registration, take the opportunity to inform new patrons about the variety of services available through your library and through the regional system.

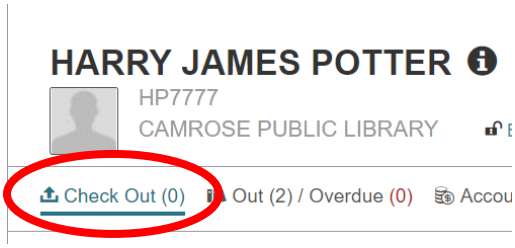
- How to access their online account at http://search.prl.ab.ca, using their barcode and PASSWORD (PIN).
- Where to access eResources from your library's website and the Public Access Catalogue (PAC).
- Where they can use their PRL library card, and how to access libraries Alberta-wide through ME Libraries (melibraries.ca).
- How they can stay informed about local library programs.
- Automated library notifications:
    - Library item coming due - two days prior to due date, a REMINDER notice is sent that items are coming due
    - 1st OVERDUE NOTICE – sent at 1 days past due date
    - 2nd OVERDUE NOTICE – sent at 7 days past due date
    - 3rd OVERDUE NOTICE – sent at 14 days past due date
    - BILLING NOTICE – at 28 days past due date, the item is set to LOST and the patron is billed a replacement charge (this bill is sent by MAIL)
    - Notice that a hold is available for pick up (a hold expires after 7 days)
    - 2nd hold notice, after 3 days, if item has not been picked up yet
    - Patron registration (membership) is about to expire – one month before expiration
    - Fine notifications are sent to patrons if they owe over $19.99 for more than a week.

Patron Library Account

Check Out Items

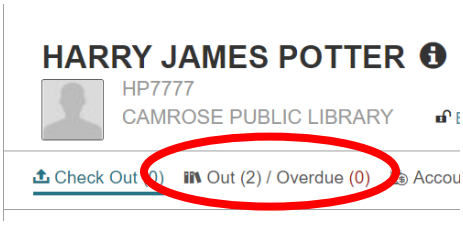
A patron can have 50 items checked out at one time. Once they have reached this limit, there will be a soft block on their account. Staff can override this block after acknowledgment but patrons may be prevented from accessing self-serve online features.

1. Open the patron's record. CHECK OUT should be the default action.



2. Scan or type item barcode.

3. Switch over to OUT view to see all items checked out to the patron.

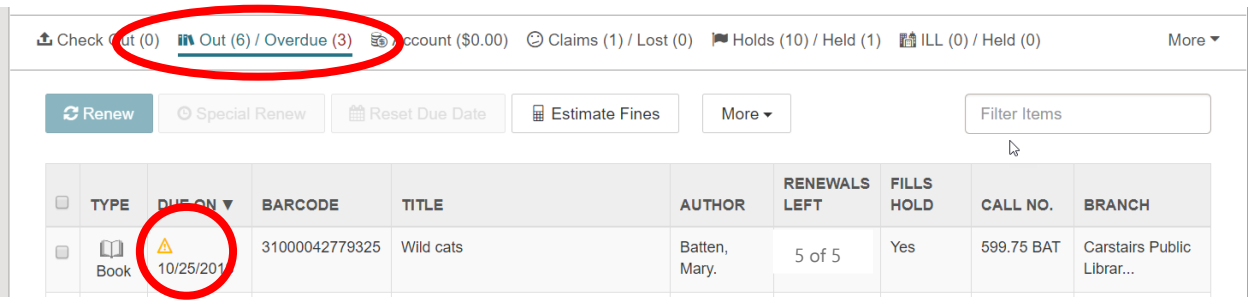


4. When you are finished all transactions, click COMPLETE.

Out/Overdue

When an item is overdue the number of overdue items will turn red and each item will be marked with a yellow caution symbol. When an overdue item is checked in, the marked item will disappear and the charge will appear in the ACCOUNTS tab if not paid or waived directly.

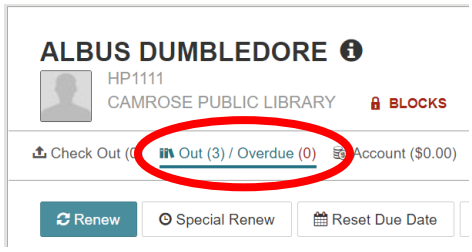
A soft block will pop up on the patron's account after 10 items become overdue. After notifying the patron, you can acknowledge the block and continue.



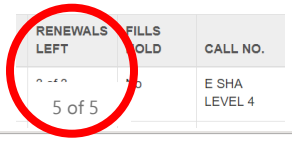
Renew loaned items

PRL items can be renewed up to 5 times. To renew an item, the item must first not fill a hold request.

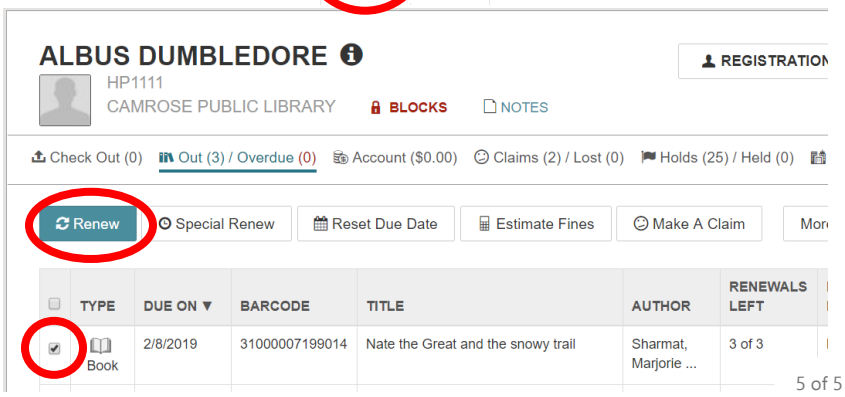
1. Find the item in the patron's OUT/OVERDUE tab.



2. Ensure the item as renewals let and that it does not fill another hold.



3. Click the box beside the item and click RENEW

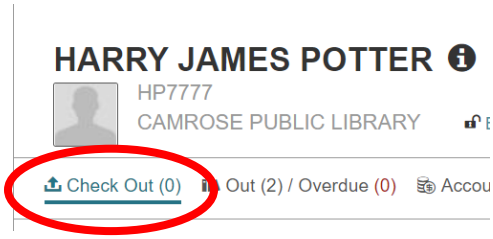


Special Loan/Extended Due Dates

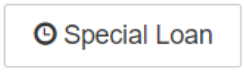
NOTE: Do not extend due dates for material from other libraries without permission.

To set a special due date/loan period prior to scanning items:

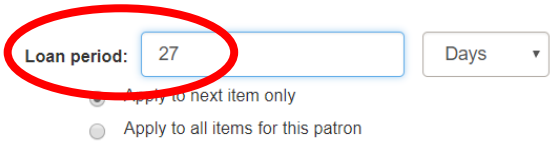
1. Open the patron's record. CHECK OUT should be the default action.



2. Click the SPECIAL LOAN button.



3. Choose new loan period.

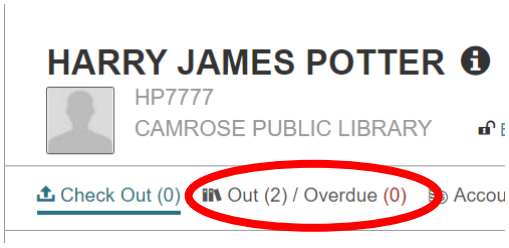


4. Scan or type item barcode.

5. When you are finished all transactions, click COMPLETE.

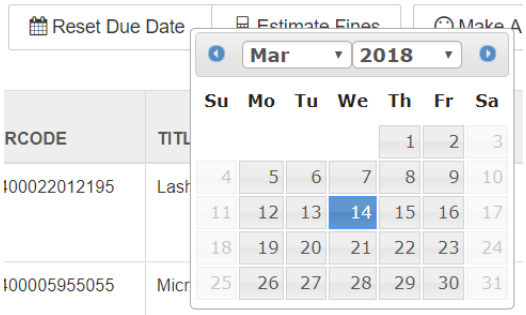
To extend the due date of checked out items, without using a renewal, RESET the item due date.

1. Open the patron's record. CHECK OUT should be the default action. Switch over to OUT view.



2. Check off the item(s) you wish to reset.

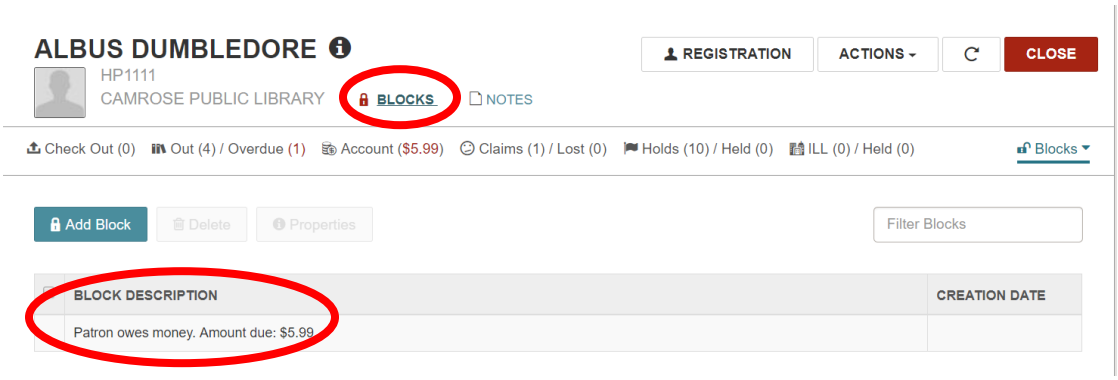
3. Choose new due date.



4. When you are finished all transactions, click COMPLETE.

Patron Blocks

The BLOCKS icon is a red closed lock if the patron has blocks that prevent circulations or a green open lock if the patron has no blocks. To see a patron's blocks, click the BLOCKS icon. The blocks include the block description and creation date. A patron's account will be SOFT blocked when they have any minimal fees. Staff can acknowledge the notice and continue transactions. Patrons are HARD blocked when they have accrued $25.00 in fines. At this point fees must be paid down or waived before further transactions can be made.

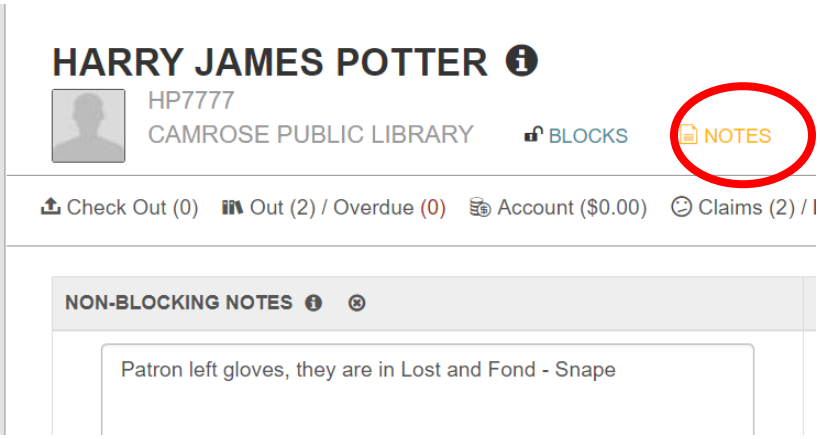


Patron without BLOCKS:

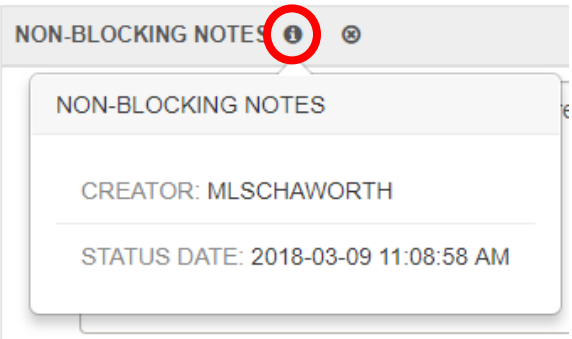
Patron Notes

The patron NOTES view displays existing non-blocking notes and blocking notes. You can add notes, edit existing notes, and delete notes from this view. If the NOTES button is yellow, the patron record contains non-blocking notes. If the NOTES button is red, the patron record contains blocking notes.

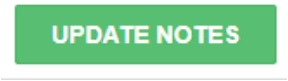
NOTE: Blocking notes prevent patrons from using eResources and PAC online services (placing holds, etc.). Please only use if necessary.



You can click on the information icon to see the note creator and the date and time the note was added or updated.

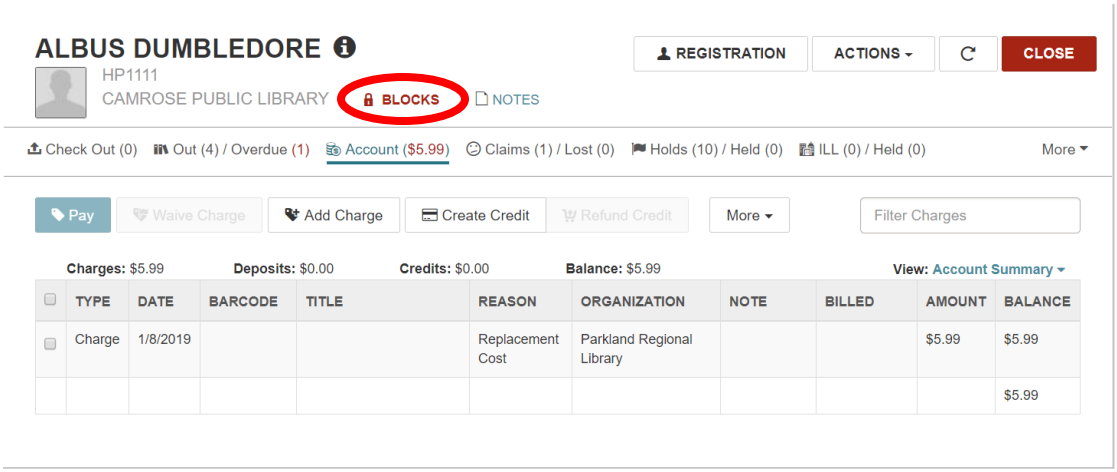


You can add a note, edit an existing note, or delete a note by clicking in the NOTE box. Click on UPDATE NOTES to save changes.



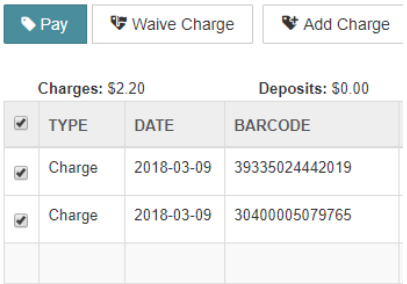
Patron Fines/Fees

To view the patron's financial account with your library, open the patron record and select ACCOUNT. The patron's ACCOUNT SUMMARY list appears.



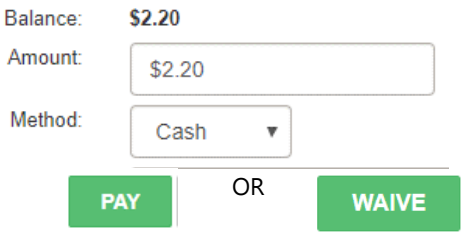
Collecting Payments:

1. In the ACCOUNT SUMMARY view, check the box next to the charge(s) to be paid.



2. Click on the blue PAY button. Items can be WAIVE by using the same steps and clicking WAIVE CHARGES.

3. Choose to pay/waive either full amount (default) or partial amount.



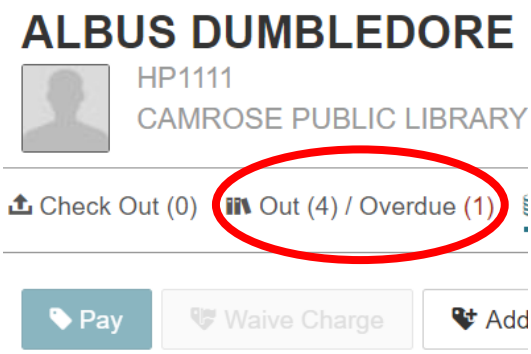
4. Click the green PAY/ WAIVE button.

Claims

When an item is checked out to a patron, but the patron claims they have already returned it, or never checked out the item, you can assign a CLAIM status to the item.

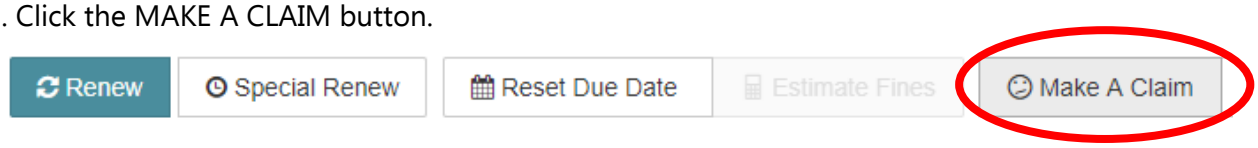
To assign a CLAIM status:

1. Open the patron's record. CHECK OUT should be the default action. Switch over to OUT view.

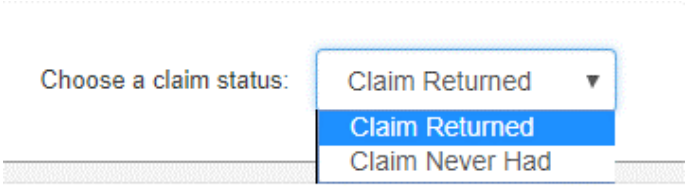


2. Select the check box next to the item(s) to CLAIM.

3. Click the MAKE A CLAIM button.



4. Choose the appropriate CLAIM status.



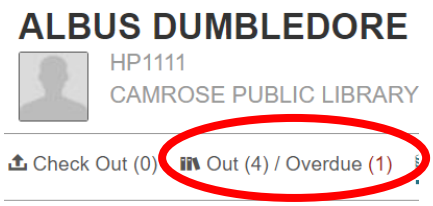
5. Click on the green CLAIM button.

Lost Items

NOTE: Items with a status of LOST were checked out by a patron and lost. MISSING items were lost/misplaced from the library without being checked out.

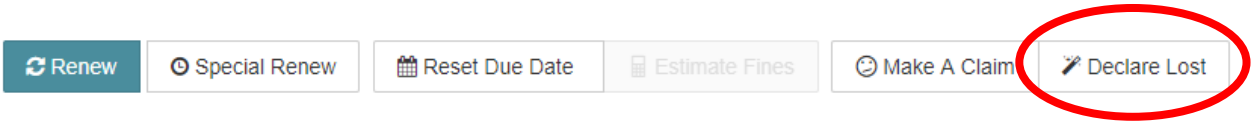
To declare an item LOST from the patron's ITEMS OUT list:

1. Open the patron's record. CHECK OUT should be the default action. Switch over to OUT view.

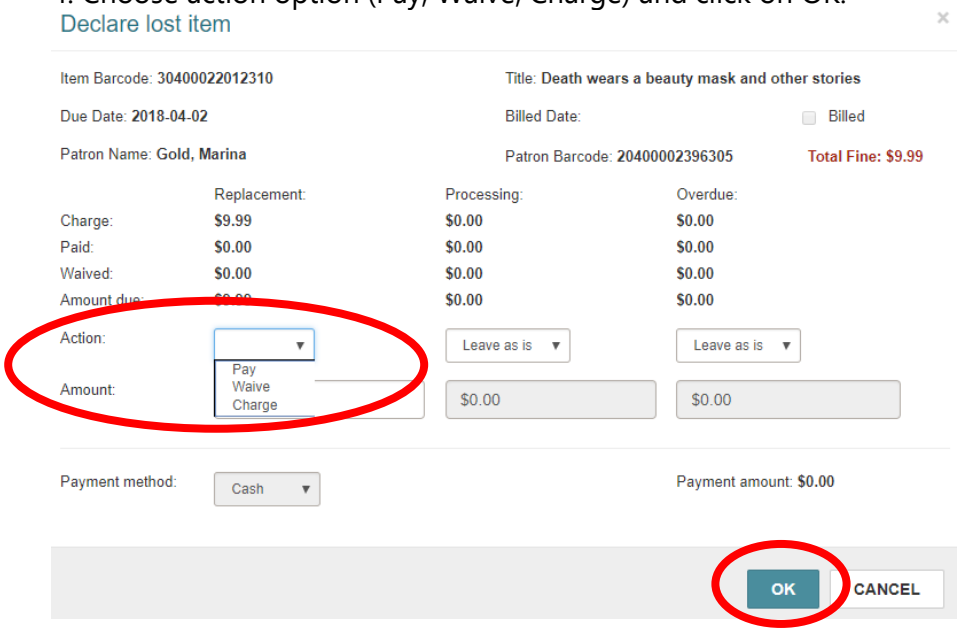


2. Select the check box next to the item(s) to DECLARE LOST.

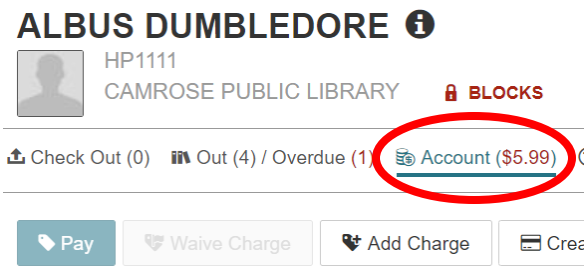
3. Click the DECLARE LOST button.



4. Choose action option (Pay, Waive, Charge) and click on OK.



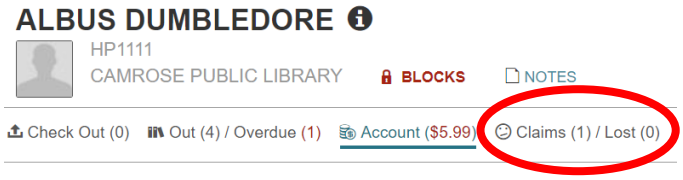
5. Charged items will automatically show in the patron's ACCOUNT SUMMARY.



Viewing Claims/Lost Items

If the patron has CLAIMS or LOST items, they can be viewed through the CLAIMS/LOST tab in the patron's account:

1. Open the patron's record. CHECK OUT should be the default action. Switch over to CLAIMS/LOST.



2. The patron's CLAIMS/LOST items will be listed.

Total Claims: 1 Current Claims: 1 Lost: 1

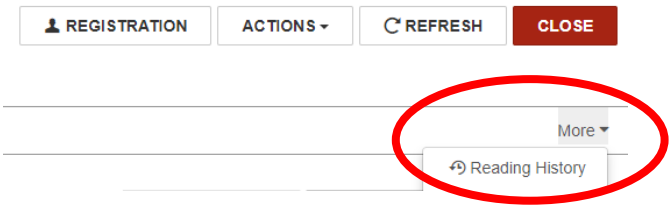
BARCODE	TITLE	CLAIM DATE	DESCRIPTION	DUE DATE
30400022023515	Breaking point	2018-03-09	Claim Returned	2018-04-06
30400022012310	Death wears a beauty mask and other stories	2018-03-09	Lost/Unpaid	2018-04-02

Reading History

If the patron has chosen to keep a READING HISTORY, you can view their history in their account. During registration or by editing their account on the PAC patrons can choose to have their reading history kept. This is also where they can update or revoke their permission.

Note: If a patron is storing their Reading History and decides to revoke permission, they will not be able to see it again after it is deleted.

1. Open the patron's account. On the right-hand side, choose MORE and READING HISTORY.



2. The list will appear in order of newest to oldest.

	FORMAT	CHECKOUT DATE ▲	TITLE	AUTHOR
	Book	2018-03-06 9:04:25 AM	The legend of Caleb York	Spillane, Mickey, 1918-2006, author
	Book	2018-03-06 9:00:16 AM	The 14th colony	Berry, Steve, 1955-, author
	Book	2018-03-06 9:00:10 AM	Panacea	Wilson, F. Paul, Francis Paul), author

3. Sort the list by clicking on any of the column headers.

4. Use the FILTER HISTORY box to search for a specific title or author.

Holds

Placing holds for patrons can be done from the PATRON RECORD or the BIBLIOGRAPHIC RECORD. A Patron can place up to 250 holds.

Holds Statuses

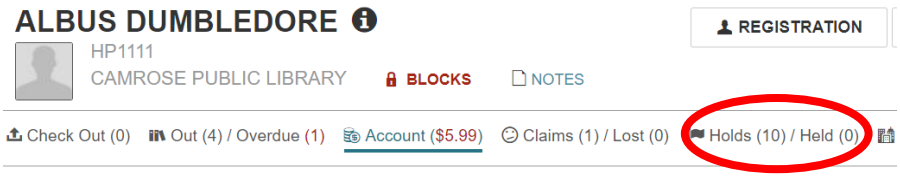
Holds statuses change automatically. It is important to check in ALL items received in the library, including new materials, as this causes the item status to change.

The most common HOLDS STATUSES are:

- **PENDING** – The hold has been placed and the system is checking to see if there is an available copy.
- **ACTIVE** – An available copy has been identified and the holds alert will show on that library's PICKLIST.
- **SHIPPED** – The item has been scanned at a library and is being shipped to your location.
- **HELD** – The item has arrived at its destination library and scanned. It is now available for the patron to check out.
- **UNCLAIMED** – If a hold is not picked up by the patron within ten days, it is considered unclaimed.
- **CANCELLED** – The hold has been cancelled (possibly by the patron or because the last copy has become unavailable). Cancelling of a hold for any reason triggers a notification to be sent to the patron.
- **IN-TRANSIT** – The item is being returned to its home library.

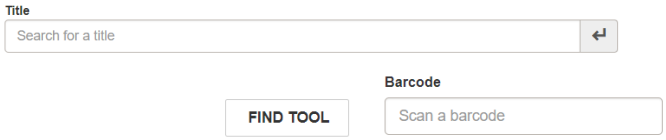
Place Hold from Patron Account

1. Open the patron's record. CHECK OUT should be the default action. Switch to HOLDS view.

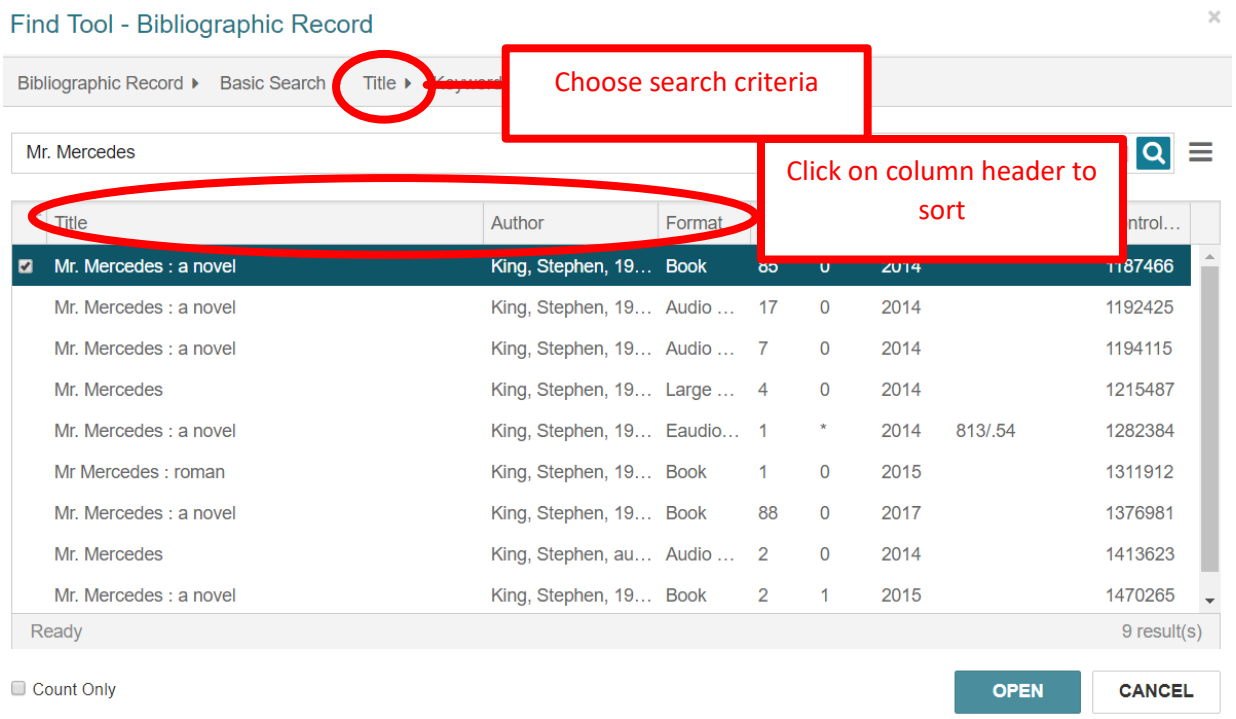


2. Click on NEW HOLD button.

3. Search for an item by entering TITLE, by using the FIND TOOL, or by scanning an item barcode.



4. Once the desired title is located, double-click on it, or single-click to highlight and click OPEN.

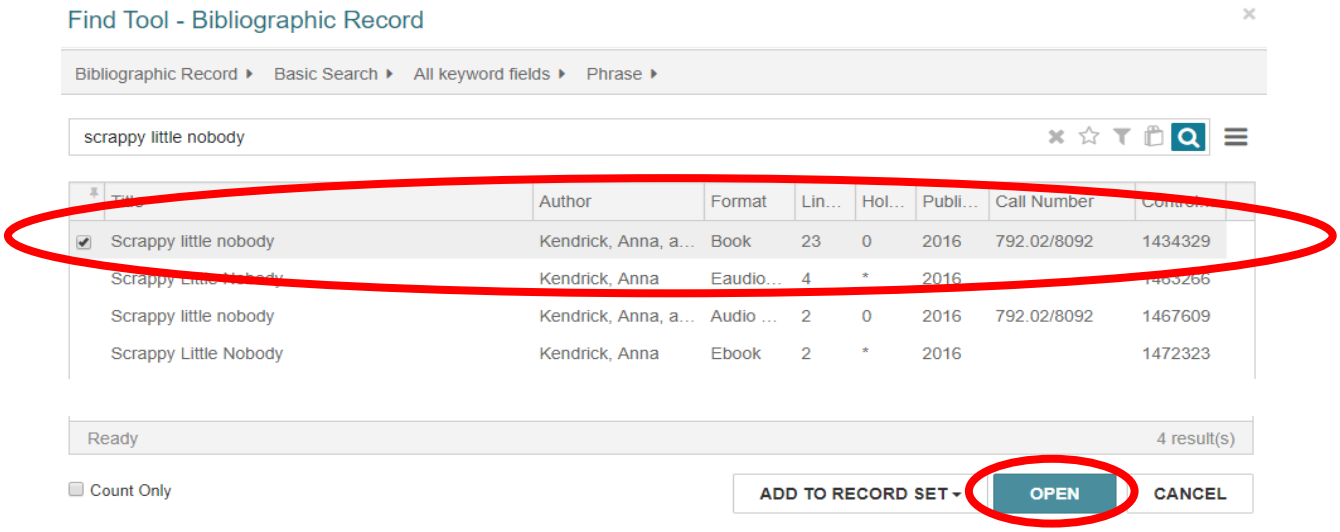


5. Click on PLACE HOLD to complete.

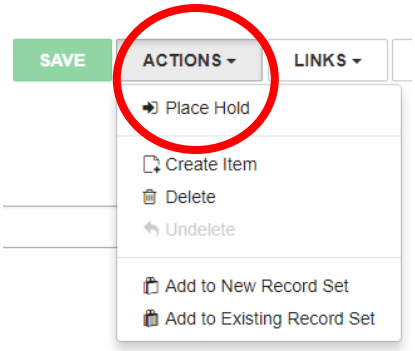
Place Hold from Bibliographic Record

1. Locate desired title by using the QUICK SEARCH box or FIND TOOL.

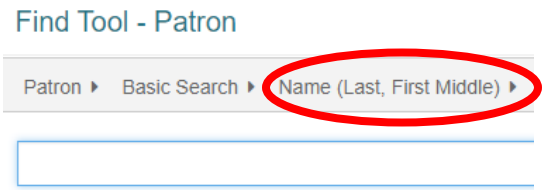
2. Choose the correct item and open the record by double-clicking on it or highlighting it and clicking the OPEN button.



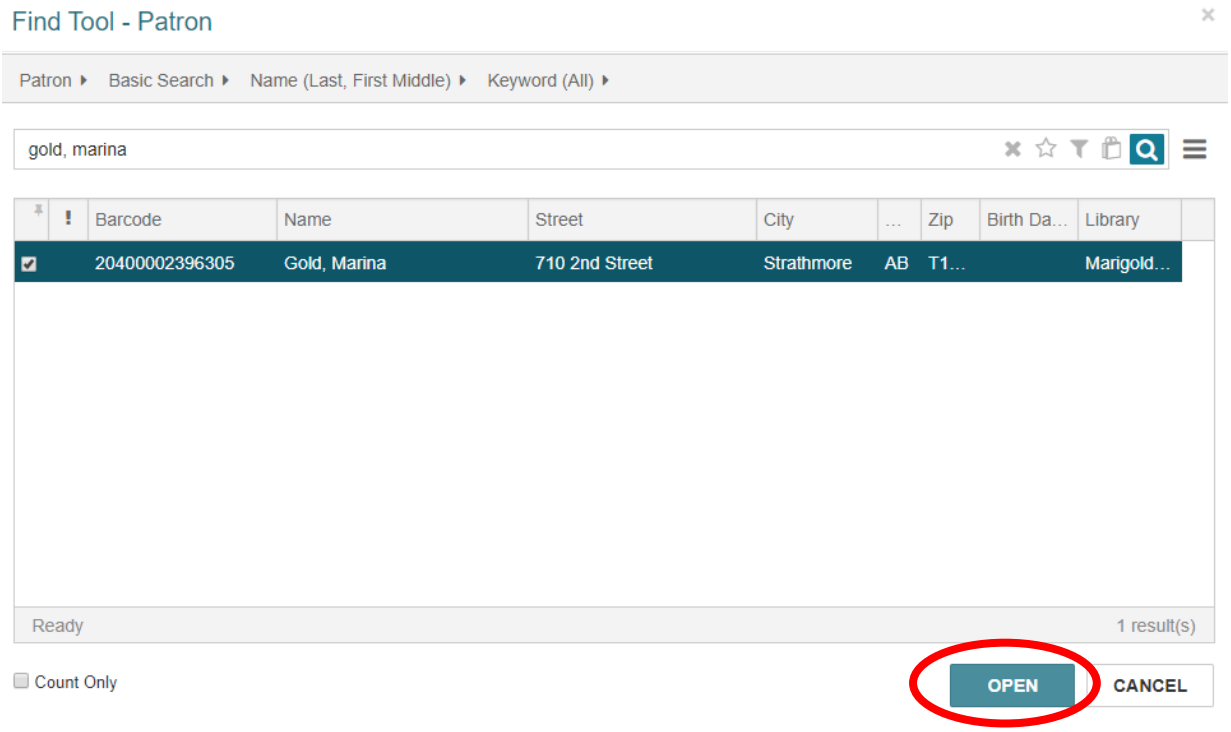
3. Use the ACTIONS drop down menu to choose PLACE HOLD.



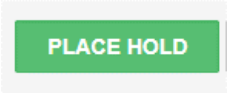
4. Locate patron in the FIND TOOL window. Choose to find by name, barcode, or other criteria. If the patron's record is currently open a prompt will appear to select that patron.



5. Choose the correct patron and open the record by double-clicking on it or highlighting it and clicking the OPEN button.



6. The HOLDS form will open in the patron's account. Click on the PLACE HOLD button.



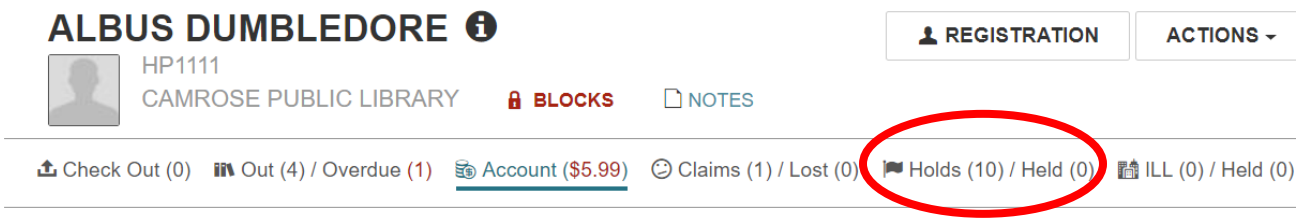
Grouping Holds

If a patron doesn't care which format the item they want to borrow comes in (e.g., regular print/large print, DVD/Blu-ray, etc.), you can group multiple titles together. When one of the items in the GROUP HOLDS is filled, the other requests are automatically deleted. This allows the hold to be filled in the quickest way possible.

The GROUP is considered a single request in the patron's total request limit.

1. Place holds on all bibliographic records in the formats desired.

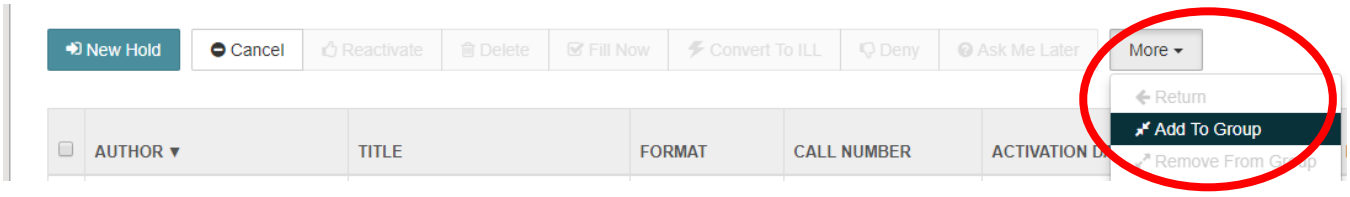
2. Open the patron's record and select the HOLDS tab.



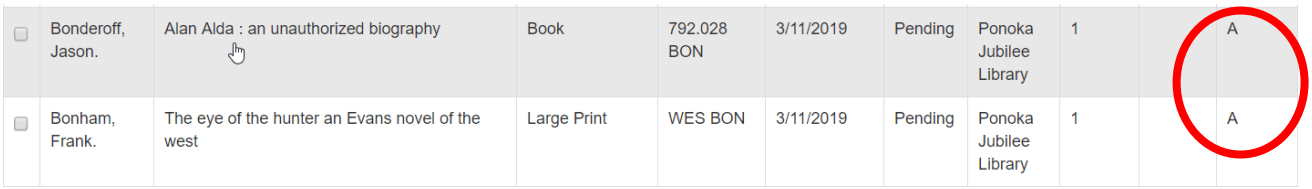
3. Check off the holds you want to group together.

☑	Bonderoff, Jason.	Alan Alda : an unauthorized biography	Book	792.028 BON	3/11/2019	Pending	Ponoka Jubilee Library	1		
☑	Bonham, Frank.	The eye of the hunter an Evans novel of the west	Large Print	WES BON	3/11/2019	Pending	Ponoka Jubilee Library	1		

4. Under the MORE drop-down menu, choose ADD TO GROUP.



5. The group will be given a letter name.

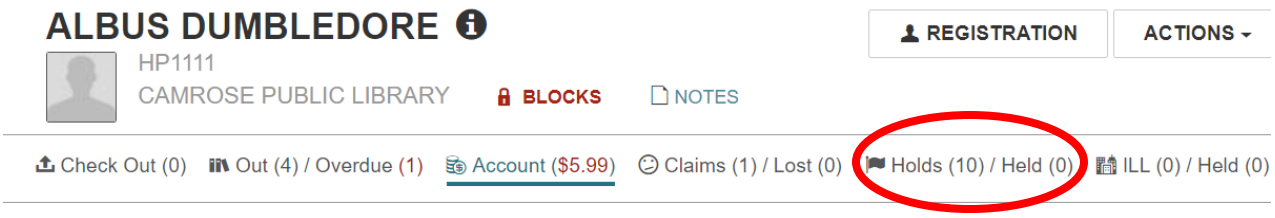


☐	Bonderoff, Jason.	Alan Alda : an unauthorized biography	Book	792.028 BON	3/11/2019	Pending	Ponoka Jubilee Library	1		A
☐	Bonham, Frank.	The eye of the hunter an Evans novel of the west	Large Print	WES BON	3/11/2019	Pending	Ponoka Jubilee Library	1		A

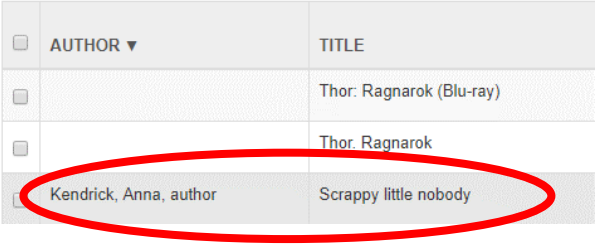
Suspending Holds (Inactive)

To suspend an unfilled hold without losing the patron's place in the holds queue, change the ACTIVATION DATE.

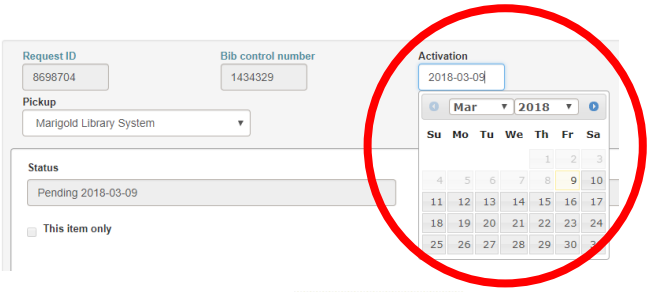
1. Open the patron's record and select the HOLDS tab.



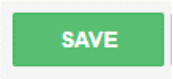
2. Click on the title you wish to set as inactive.



3. In the hold form, change the ACTIVATION date.



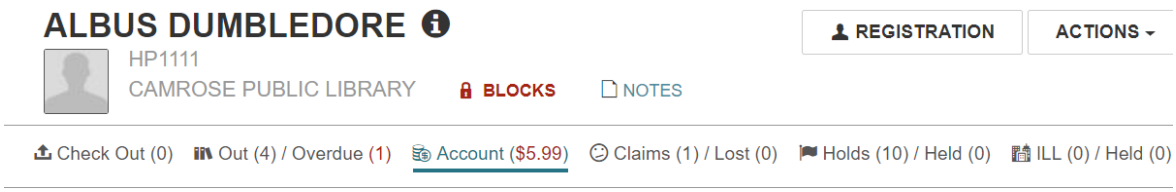
4. Click on the SAVE button.



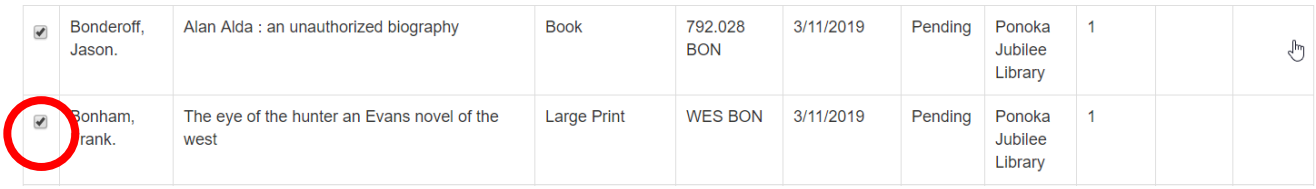
Cancelling and Deleting Holds

To cancel an unfilled/un-transferred hold that the patron no longer requires:

1. Open the patron's record and select the HOLDS tab.



2. Check off the hold(s) you want to cancel.



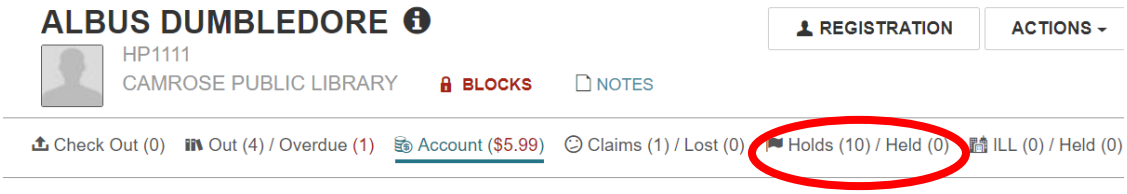
☑	Bonderoff, Jason.	Alan Alda : an unauthorized biography	Book	792.028 BON	3/11/2019	Pending	Ponoka Jubilee Library	1	
☑	Bonham, Frank.	The eye of the hunter an Evans novel of the west	Large Print	WES BON	3/11/2019	Pending	Ponoka Jubilee Library	1	

3. Click on the CANCEL button.

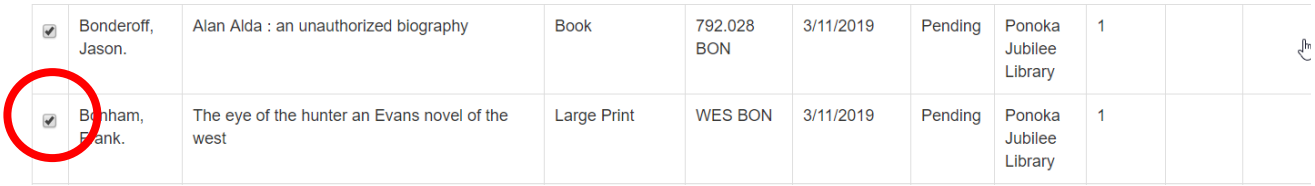
The status will change to cancelled. The cancelled hold(s) will remain listed in the patron's HOLDS list until deleted.

To delete a cancelled hold:

1. Open the patron's record and select the HOLDS tab.



2. Check off the cancelled holds you wish to delete.

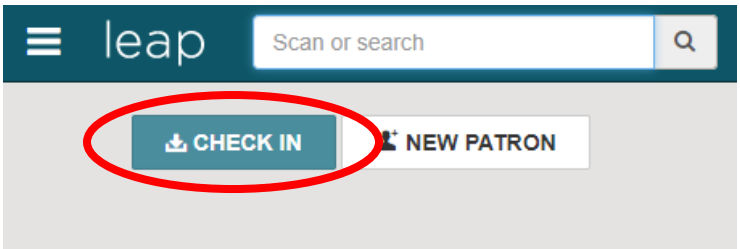


☑	Bonderoff, Jason.	Alan Alda : an unauthorized biography	Book	792.028 BON	3/11/2019	Pending	Ponoka Jubilee Library	1	
☑	Bonham, Frank.	The eye of the hunter an Evans novel of the west	Large Print	WES BON	3/11/2019	Pending	Ponoka Jubilee Library	1	

3. Click on the DELETE button.

Checking Items In

Item CHECK IN is done from the main Leap screen.

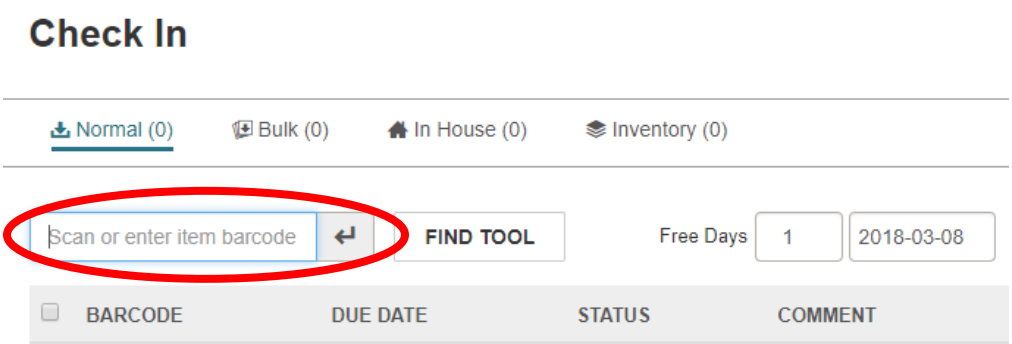


The default mode is 2 FREE DAYS which allows for a two-day grace period for items that are returned late. If grace days are exceeded, the fine is calculated as if there were no grace period. If it is necessary to add additional free days contact IT at helpdesk@prl.ab.ca .

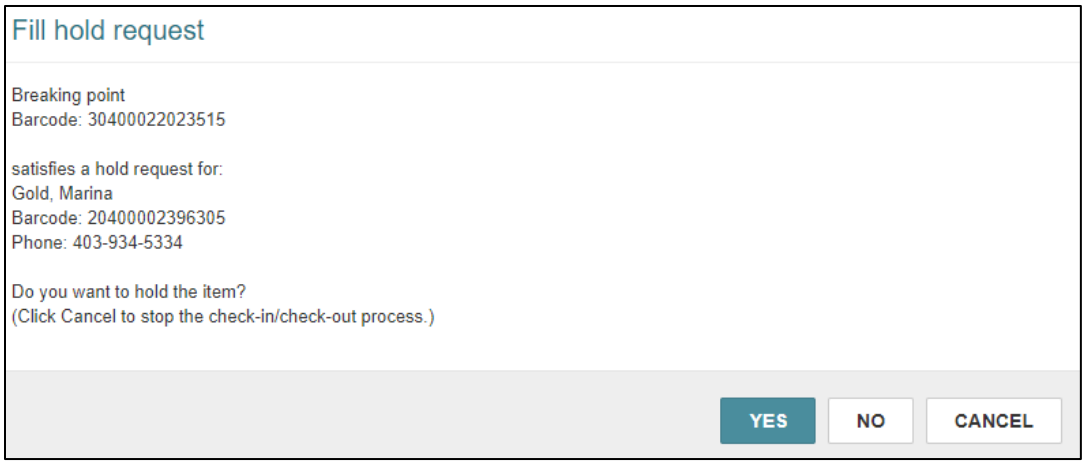
There are four check in modes:

- NORMAL: the default mode that displays all notices.
- BULK: quickly check in multiple items in bulk mode. With bulk check-in, most blocks and dialog boxes do not appear.
- IN-HOUSE: when checking in items that patrons used while inside the library. The item's history is updated with Checked in via In House. If any checked in items have blocks or can satisfy a hold request, a message appears.
- INVENTORY: take an inventory of items on the shelf by scanning item barcodes or reading RFID tags. Items are not checked in when you use the Inventory mode in Leap; this mode used to update the Last inventory date field in the item record.

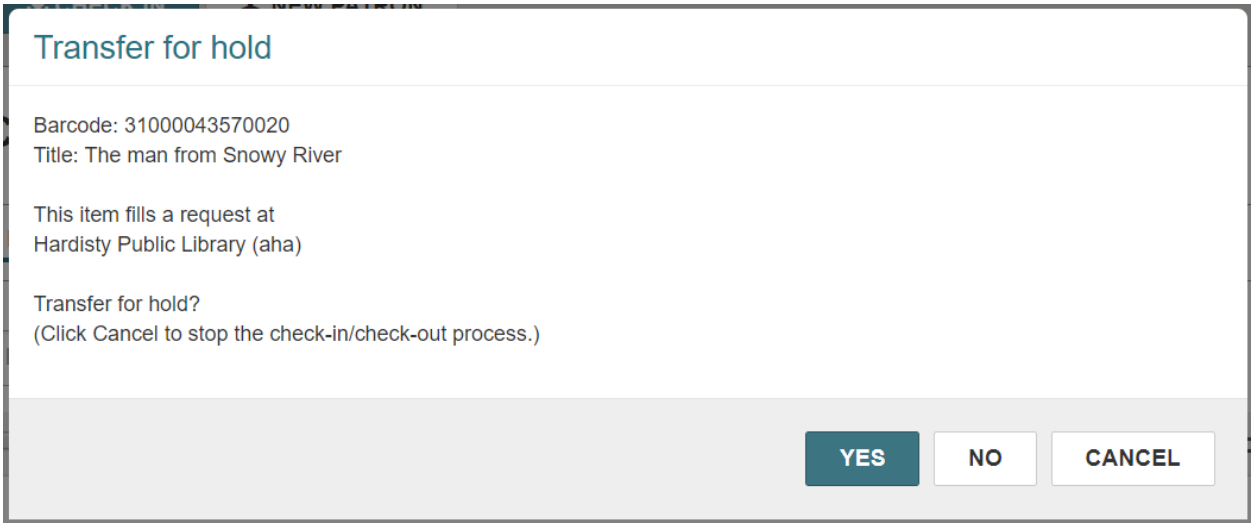
To check in scan or enter item barcode in to scan box.



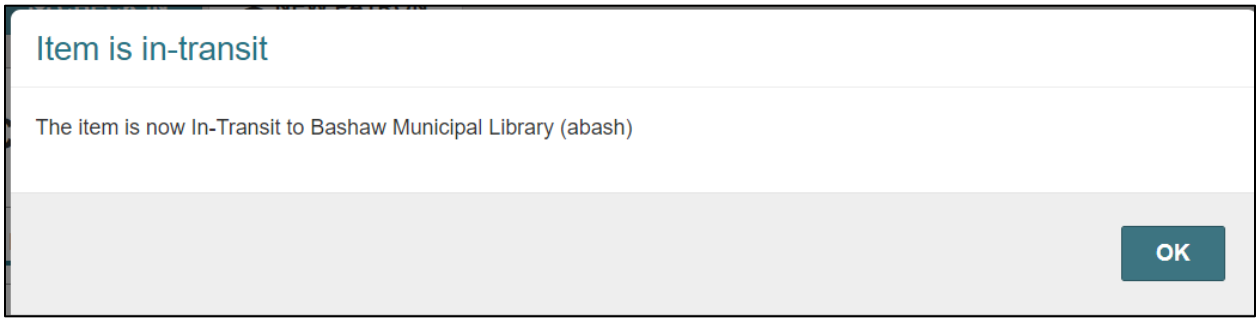
If the item fills a hold at your library, the following message will pop-up:



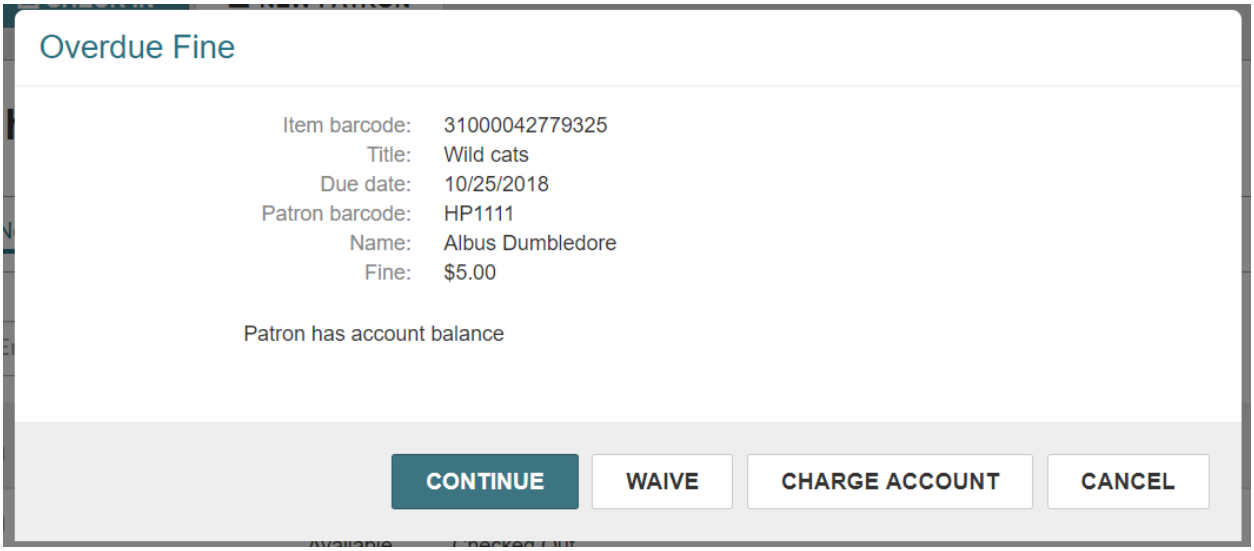
If the item needs to be transferred to another library to fill a hold, the following message will pop-up:



If the item belongs to another library and needs to be sent back, the following message will appear:



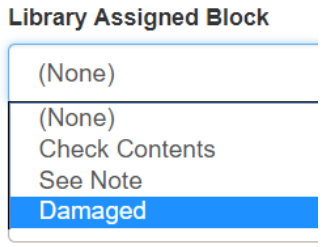
If the item is returned late use CONTINUE to pay now, WAIVE to not charge the patron, CHARGE ACCOUNT to add charge to the patron's account to be paid at a later time. Click CANCEL to not check-in the item at all.

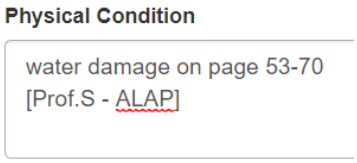


Damaged Items

When an item is returned damaged and deemed "unable to circulate" the staff member to check in the item will mark the item as damaged.

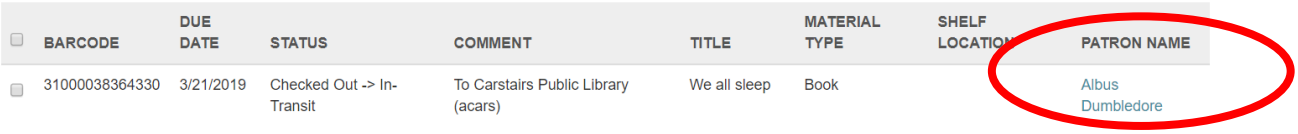
1. Open the item record (regardless of assigned branch) by clicking on the checked in item.
2. Open the item record and select BLOCKS AND NOTES.
3. Change the LIBRARY ASSIGNED BLOCK to DAMAGED.
4. In PHYSICAL CONDITION add description of the damage as well as staff information [initials @ library code].
5. Click SAVE.





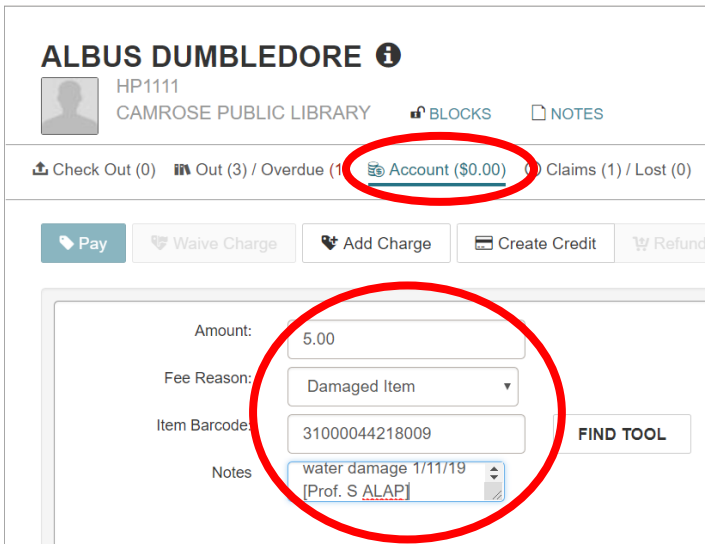
The same staff member will then charge the patron, if applicable.

1. Open the last patron's record (regardless of assigned branch). This can be done by clicking the patron's name on the check in screen or by viewing the circulation history of the item.



BARCODE	DUE DATE	STATUS	COMMENT	TITLE	MATERIAL TYPE	SHELF LOCATION	PATRON NAME
31000038364330	3/21/2019	Checked Out -> In-Transit	To Carstairs Public Library (acars)	We all sleep	Book		Albus Dumbledore

2. Open the patron's ACCOUNT tab and select ADD CHARGE.
3. Add the item's replacement cost (or reference the default replacement cost document Q:\Collections\Collection Development\Evaluating your collection).
4. Select DAMAGED ITEM as the fee reason.
5. Scan/type in the damaged item's barcode.
6. Add note [damage description - initials @ library code].
7. Click ADD CHARGE.



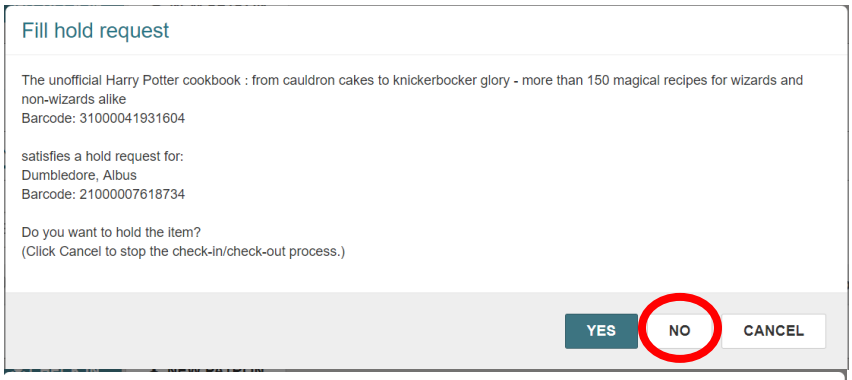
If either the item and/or patron are not from your library complete the damaged item form located on the support site http://support.prl.ab.ca. Then, if necessary, send the item to the patron's library via van or courier. Label item as damaged.

If the patron takes responsibility the fee can be paid right away or can remain as a charge on the patron's account (if the patron denies responsibility, waive the charge). If you have taken money for the damaged item, send a cheque with a copy of the damaged item form notification, to the owning library.

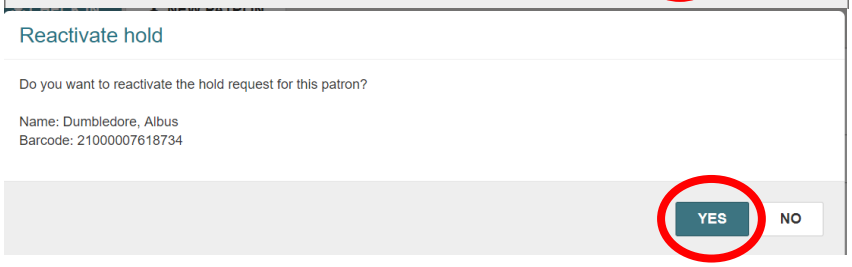
NOTE: If you decide to weed the item from your collection without charging a replacement cost, email the patron's library to confirm no charges will be levied and remove the charge from the patrons account.

Unable to lend an item

1. Check in the item.
2. A FILLS A HOLD notice will appear, click NO.

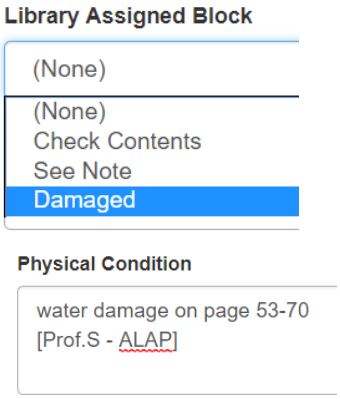


3. A REACTIVATE HOLD notice will appear, click YES. This ensure the patron is placed at the top of the holds queue.



4. An ITEM IS IN-TRANSIT notice will appear stating the owning library, An ITEM IS IN-TRANSIT notice will appear stating the owning library, click YES.

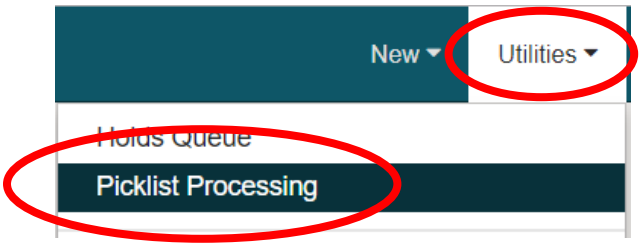
5. Click item to open ITEM RECORD.
   In the BLOCKS AND NOTES tab change LIBRARY ASSIGNED BLOCK to damaged and note the damage in the PHYSICAL CONDITION field of the item record [Item received in damaged condition – yourinitials@yourlibrarycode].
6. Complete the damaged item form. Then send the item to the owning library via van or courier. Label item as damaged.
7. Click SAVE.

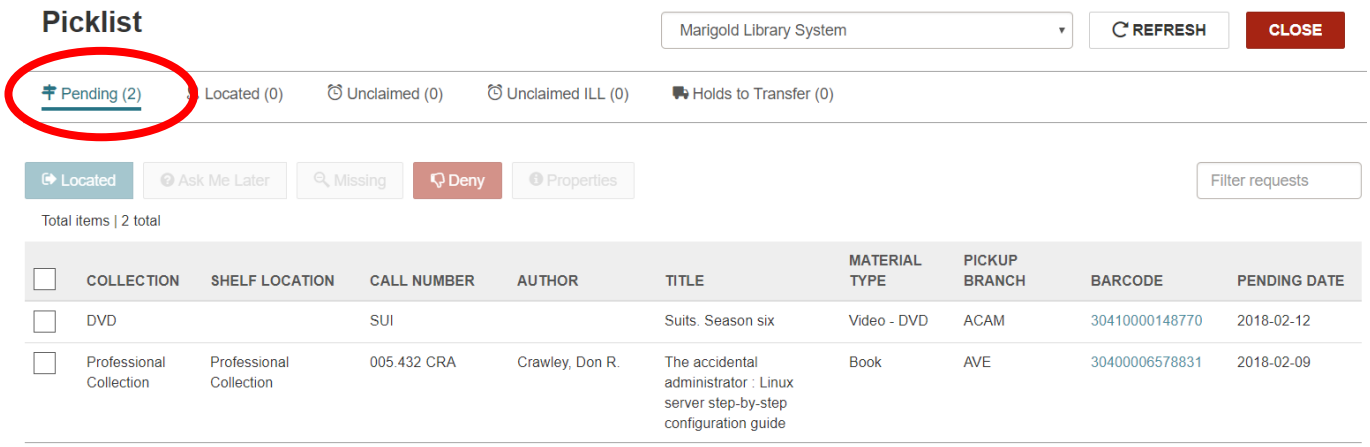


Picklist Processing

Pending Holds Request

To generate the list of holds that can be filled by your library:



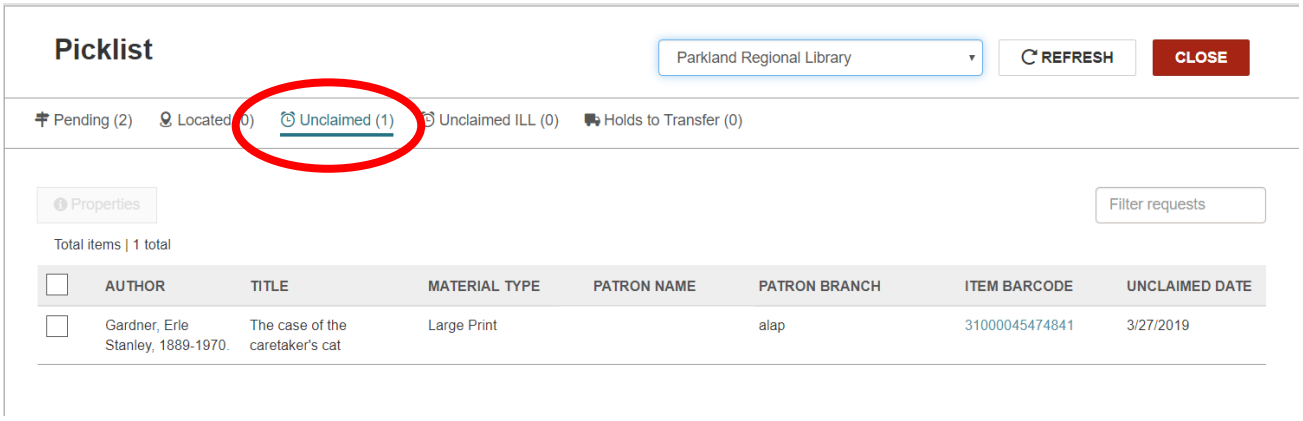


NOTE: The PICKLIST can be printed out or viewed on a tablet to make collecting items easier.

Once items have been collected from your shelves, check them in using the CHECK IN screen and hold/send as directed.

Unclaimed Request list

The unclaimed items view includes all ILL requests for the selected pickup branch that have a status of received-held and an unclaimed date earlier than the current date.

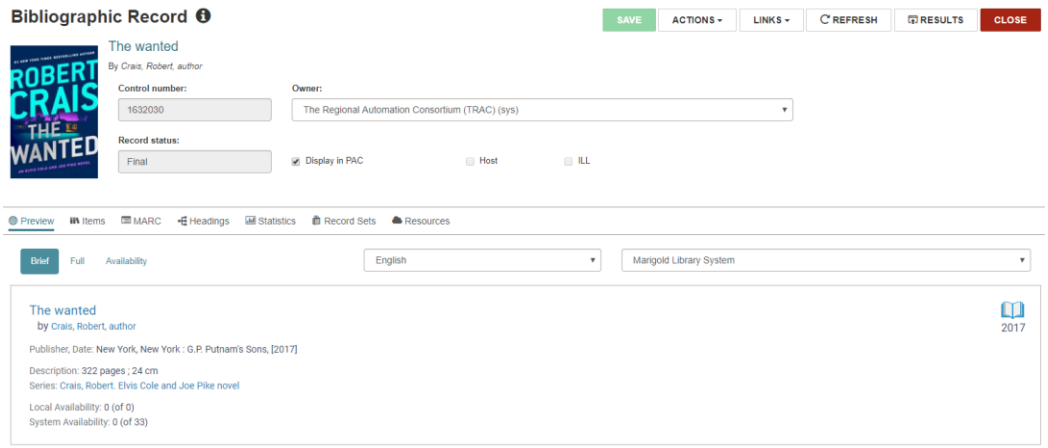


Bibliographic and Item Records

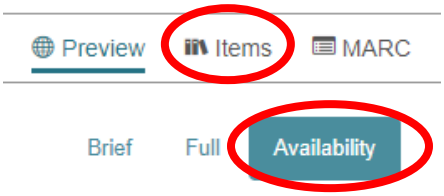
All library materials have a BIBLIOGRAPHIC (BIB) RECORD and an ITEM RECORD.

Bibliographic Records

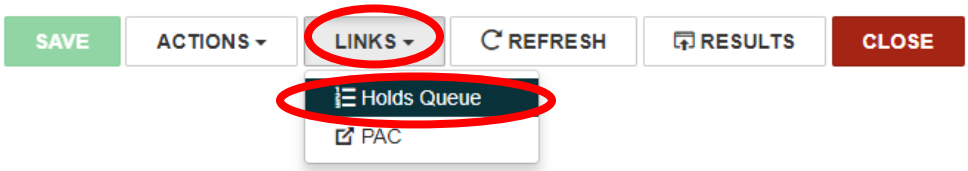
A BIBLIOGRAPHIC RECORD is used for cataloguing purposes and is the main record that individual ITEMS are attached to.



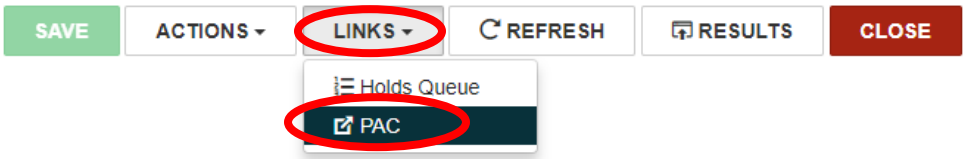
To see if there is a copy in your library, click on either the ITEMS tab or the AVAILABILITY link:



To view the HOLDS QUEUE for a title, click on the LINKS drop-down menu and choose HOLDS QUEUE:

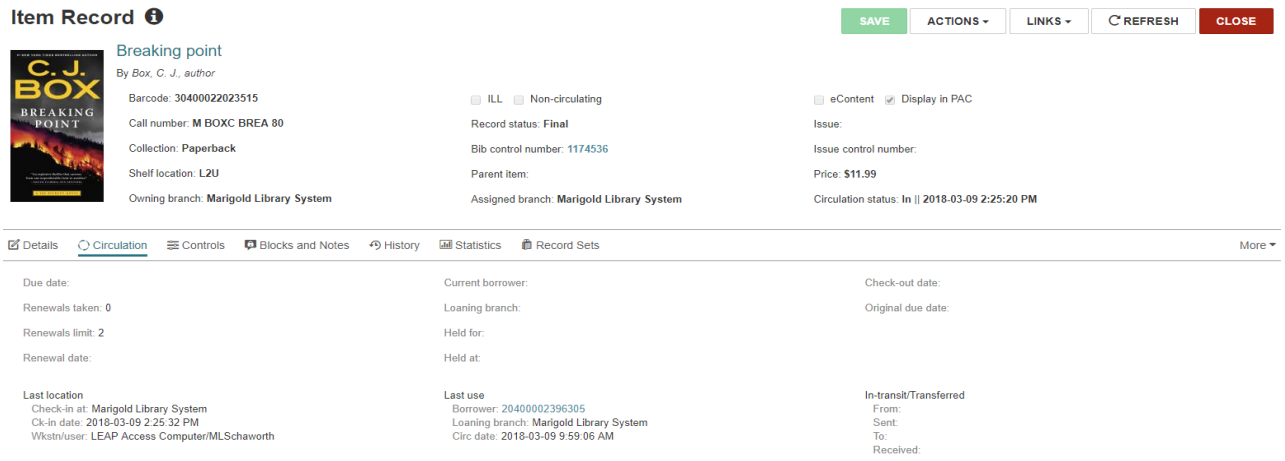


To view the PAC record, click on the LINKS drop-down menu and choose PAC (the record will open in PAC web server in a new tab):



Item Records

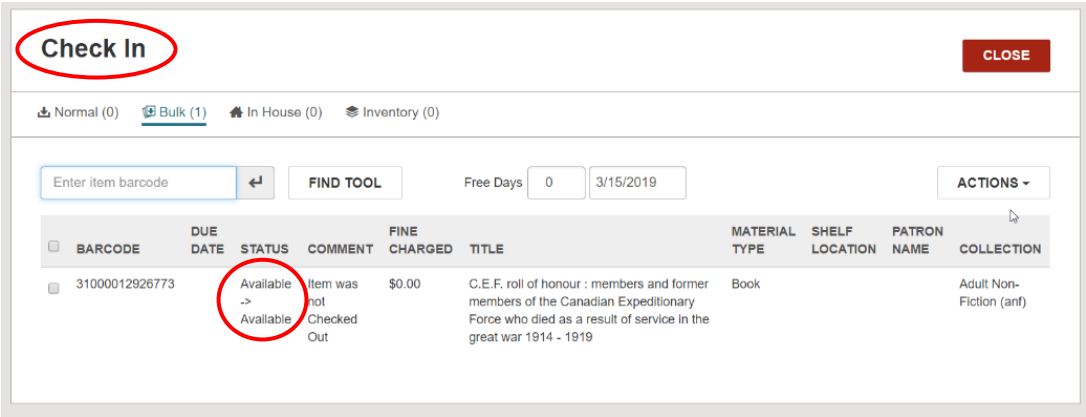
An ITEM RECORD is used for individual copies of materials.



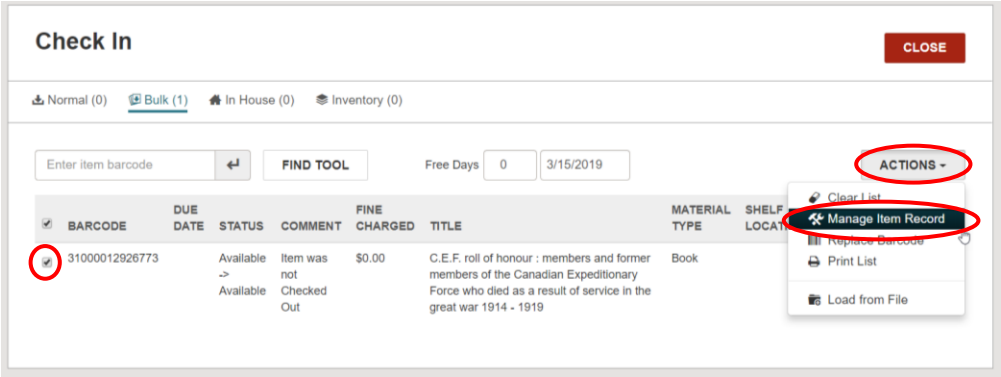
Manage Item Record

To manage an Item Record including shelf location, circulation status, and adding non-public notes, library assigned blocks, and free text blocks.

1. Access the Leap CHECK IN workform and check in the item.
    - To manage the record the item must belong to your library, the item status must be available, and the item record must be closed.

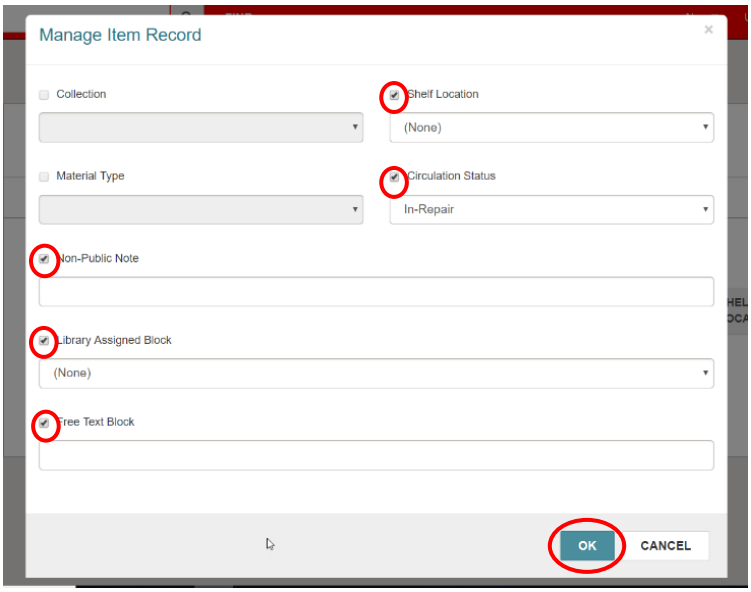


2. Check the box beside the item you wish to adjust and then select Manage Item Record from the Action drop-down menu. This must be done one item at a time.



3. A Manage Item Record screen will appear. Check the box of the sections you wish to adjust and select from a drop-down menu or begin typing in the free text boxes.

4. When the necessary changes are made, click OK.



More Blocks and Notes can be edited by opening the item's record and selecting the BLOCKS AND NOTES tabs.

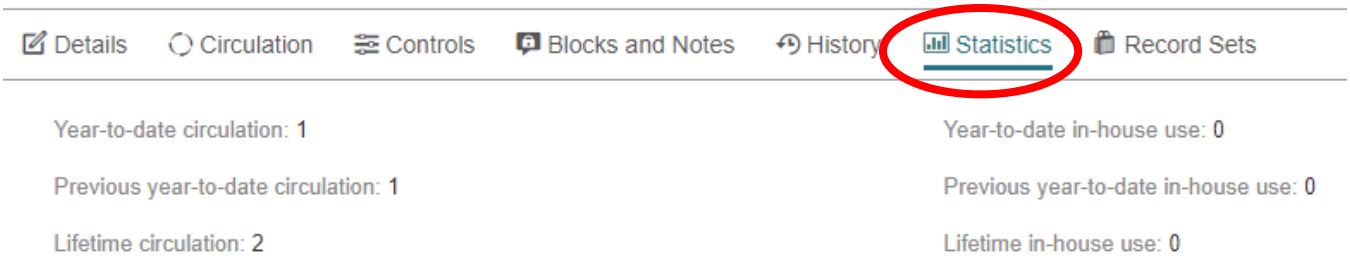
Blocks and notes should be used as follows:

- LIBRARY ASSIGNED BLOCKS: (drop down menu) Check Contents, See Notes, Damaged
  - This is used ONLY to identify items that are damaged beyond the ability to circulate.
- FREE TEXT BLOCK
  - Use to identify content information, such as number of discs; New item release dates; noted minor damage.
- PUBLIC NOTES
  - This is used to identify format.
- NON-PUBLIC NOTES
- PHYSICAL CONDITION
  - This is used to describe minor and major damages
- SPECIAL ITEM CHECK-IN

Note: Patrons can request ALL notes associated with their record from the library through a FOIP request.

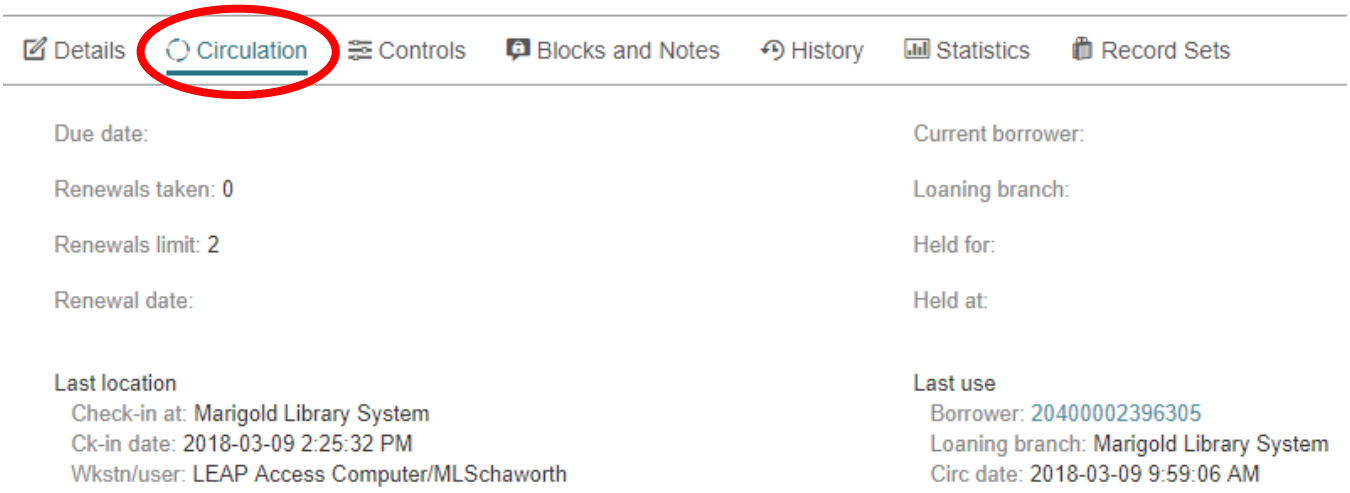
Item Statistics

To view statistics for the item, click the statistics tab in the item record.



Item Circulation

View the last use information (including last borrower) select the circulation tab in the item record.

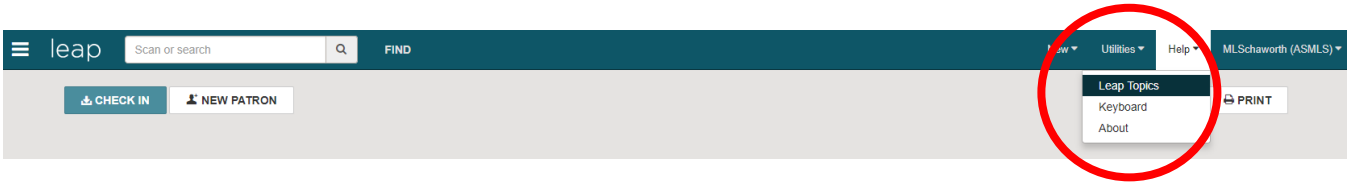


Adding Item Records

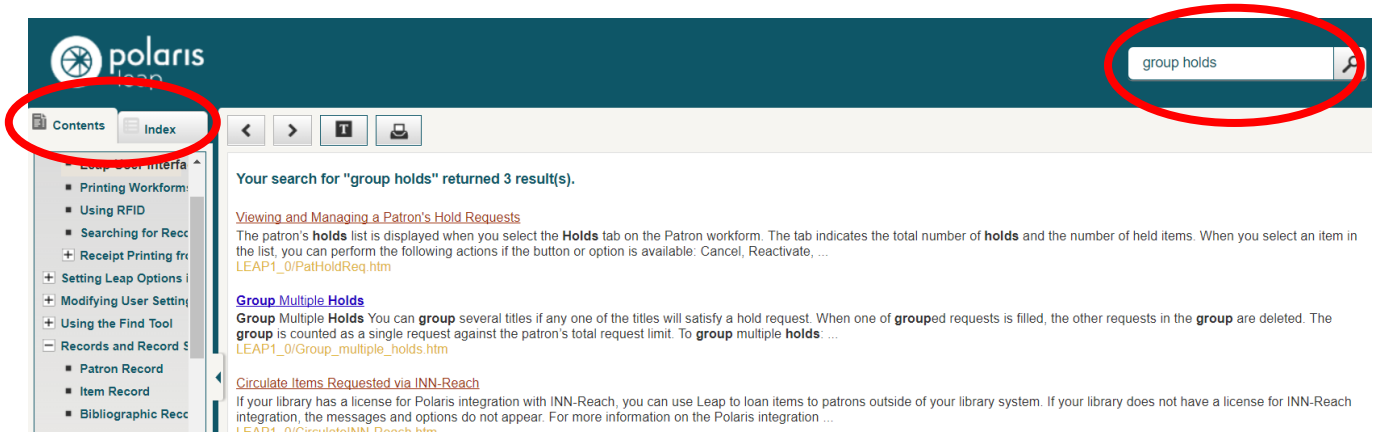
Advanced training is required to add ITEM RECORDS. This includes adding magazine issues and adding copies of items to an existing bib record. Contact your Consultant Librarian for more information.

Leap Help Menu

On the main toolbar, click HELP and choose LEAP TOPICS. The LEAP HELP MENU will open in a new tab.



Use the CONTENTS MENU, INDEX, or SEARCH BOX to locate help on specific topics:



Print instructions easily using the print icon: