



Processing Workflows

WorldCat Navigator With Circulation Integration

SHIP material requested by other libraries

- Navigator places a hold on the material in your circulation system
- Print pick slips from Navigator or your circulation system
- Check the shelves and retrieve the material
- Tell Navigator you shipped the material
 - Print shipping paperwork from Navigator if needed
 - *Always tell Navigator 'shipped' before you actually ship*
- Navigator checks the material out in your circulation system
- Send the material to the borrowing library

RECEIVE material from other libraries ordered by your patrons

- Check the condition of the material
- Check the paperwork that came with the material
 - Get the due date
 - Get any special conditions
- Tell Navigator you received the material
 - Navigator can send an email to your user
 - Navigator can print a bookmark or book strap if needed
- Navigator creates temporary bib and item records in your circulation system and places the material on hold for your patron
- Put the material on the hold shelf

RETURN borrowed material to the lender

- Check the condition of the material
- Make sure the lender's paperwork is still there
- Tell Navigator you are returning the material
 - Navigator can print a return slip if the lender's paperwork is gone
- Navigator will check in the material in your circulation system, but cannot delete the temporary bib and item records
- Send the material back to the lender

CHECK IN your material returned from other libraries

- Check the condition of the material
- Tell Navigator you are checking the material back in
- Navigator checks in the material in your circulation system
- Toss the paperwork
- Shelve the material

Exceptions to Regular Processing

Borrowing Exceptions

As a Borrower you:

- Need to request a renewal
- Respond to a recall or overdue
- Respond to lender conditions
- Terminate a request
- Send a note
- Handle an unfilled request
- Complete a request

Lending Exceptions

As a Lender you:

- Cannot supply an item
- Supply an item later
- Need to set conditions on a loan
- Send an overdue
- Recall an item
- Respond to a renewal requests
- Respond to a cancel request
- Send a note
- Reprint pick lists or other lists
- Temporarily stop accepting requests