Processing Workflows

WorldCat Navigator

Without Circulation Integration

SHIP material requested by other libraries

- Print pick slips from Navigator
- 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*
- Check 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
- Create temporary bib and item records in your circulation system and place the material on hold for your patron if desired
- 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
  - Check in the material in your circulation system, and 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
- Check 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**