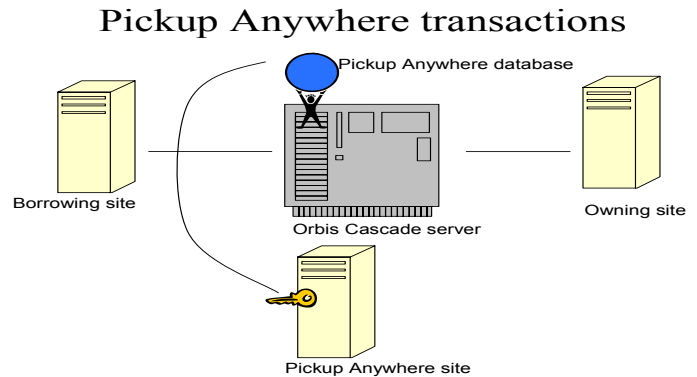


Pickup Anywhere for INN-Reach: overview

Patrons can place requests on the INN-Reach central catalog and have their items delivered to any participating location within the consortium. Using Millennium Circulation, staff at participating libraries can receive and check out materials for patrons that belong to other institutions. When they are done borrowing the items, patrons can return their Pickup Anywhere materials to a variety of locations in the consortium.

The system collects data about Pickup Anywhere requests in a Pickup Anywhere database on the INN-Reach central system. The Pickup Anywhere database is one merged database of all the Pickup Anywhere transactions generated by the libraries in the consortium. This database supplements the current storage of data and statistics on the central INN-Reach system.

Each Pickup Anywhere location is identified by a unique key. The system stores this key in every Pickup Anywhere transaction. A Pickup Anywhere location (i.e. a **receiving site**) can access its own Pickup Anywhere transactions by assigning its key to a Millennium Circulation login. When a lending library (owning site) checks out and ships a Pickup Anywhere item, the system adds an entry to the Pickup Anywhere database. The entry contains the key of the Pickup Anywhere location to which the item is being sent. Thus, staff at a Pickup Anywhere location (receiving site) can view only Pickup Anywhere requests that are being, or were, picked up at their location. However, staff can view *statistics* on any or all the Pickup Anywhere requests that were made in the consortium.



Placing the Request (Central INN-Reach Catalog)

When a patron from a library that allows its patrons to use Pickup Anywhere places a request on the INN-Reach central catalog, the Web OPAC allows him to specify the institution at which he would like to pick up his item.

In the **Pickup Institution** drop-down list, the system lists the libraries that offer Pickup Anywhere locations. In the **Pickup Location** drop-down list, the system lists the pickup locations at the currently selected Pickup Anywhere institution. The system validates the request and creates the virtual item and patron records as usual, and adds a note to the item record at owning site including request date, patron record no., pickup location and unique key of pickup location.

Requesting America 2000 : an education strategy.

Please enter the following information:

Your Name: For example, type "Jane Smith" and then press the RETURN key.

Enter your PIN: For example, type "312312..." and then press the RETURN key.

Pickup Institution: Specify Pickup Institution

Pickup Location: Specify Pickup Location

Processing the Request (Owning Library)

- Separate Pickup Anywhere paging slip file to view and print
- Special paging slip with slightly different text to flag the item for separate processing or workflow
- Mark the bookband/label to identify the book for special processing (new sticker, like the 3-day sticker?)

Checkout: to pickup site using standard checkout process

Receiving the Item (Pickup Anywhere Location)

- Use separate Pickup Anywhere module (new software) within MilCirc to Receive items

Notifying the Patron that the Item is Available (Patron Library)

- After the Pickup Anywhere location receives the item, the system prints a pickup notice for the item at the requesting patron's library.

Pickup Anywhere Holdshelf

- System prepares a separate Pickup Anywhere holdshelf file.
- May have a separate physical hold shelf as well
- Displays either All Holds or Expired Holds and allows for return of unwanted items from this module.

Checking Out the Item (Pickup Anywhere Location)

- Use the Pickup Anywhere module to Check-Out.

Returning the Item

- The patron may return the item to a variety of locations in the consortium. Staff procedure to check-in from patron will differ based on where the item is returned: (1) the requested Pickup Anywhere site, (2) the patron's home library, (3) the owning site, or (4) any other pickup anywhere location).

Checking In the Item at Owning Site

- Check-in at owning site is generally the same as current routine.

Requirements

To use this product, your library must have:

- INN-Reach software
- Millennium Circulation (version 5 or later) at pickup site
- javascript enabled browsers

Set Up

- [INN-Reach System Pickup Anywhere Profile](#) (Central System Administrator)
- [Installing the Product](#) (Innovative)
- [Pickup Anywhere Rule Selection Table & Loan Rules](#) (Central System Administrator)
- [Login Manager Options](#) (Local libraries)
- optional: PICKUP ANYWHERE may be used in conjunction with SAME SITE REQUESTING ("request at own site"). In this scenario, the patron site is also the Owning Site, and the patron would request the item to be delivered to a Pickup Anywhere Location. To serve the institution's own patrons who are "off site" and want to request an item that the institution owns, SAME SITE REQUESTING must be enabled at the local site. *Note: this allows requesting materials for local circ as well as Summit Borrowing.*