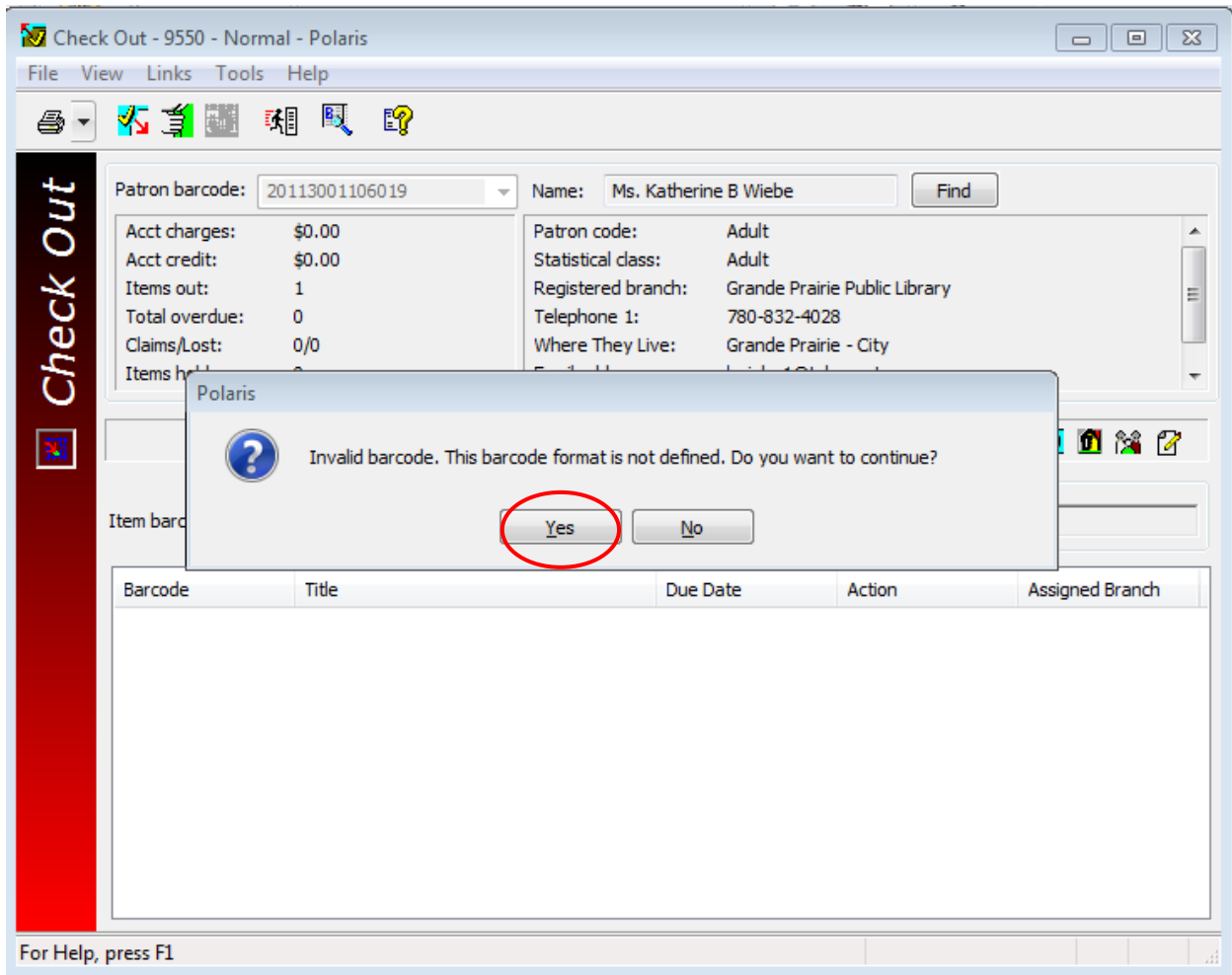


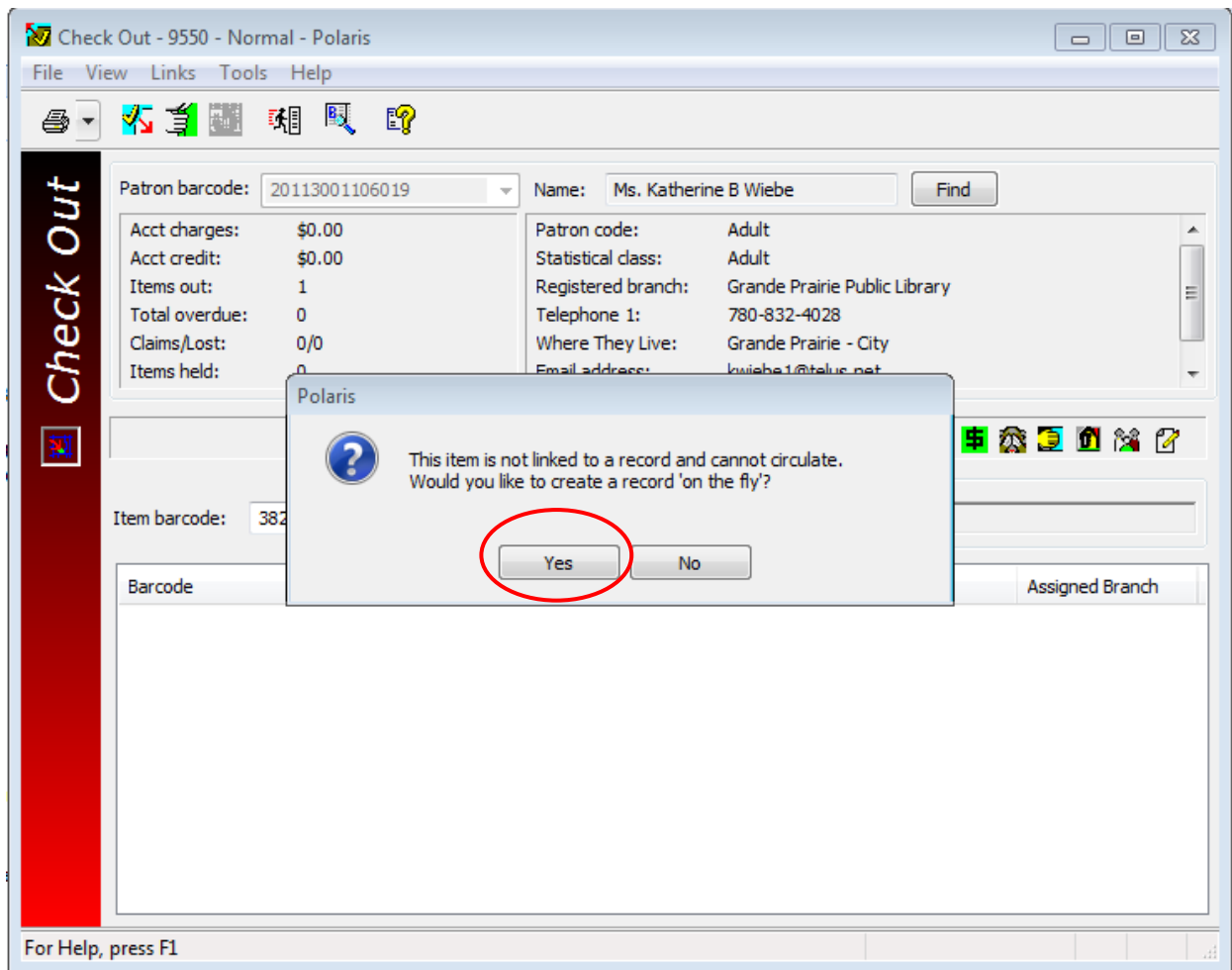
Creating an On-the-Fly Record

To check-out a VDX item to your patron

At the check-out screen, retrieve the patron, and then scan the item barcode. You will receive an “invalid barcode” message. Click “yes” to continue.



You will then receive a message that the item is not linked to a record. Click “yes” to create an on-the-fly record. (If you get a message that no on-the-fly template exists for your library, contact PLS to create a template for you.)



A Brief Entry Form will open. Fill in the Title, Author, and Call number of the item.

In the Free Text field type that it is an ILL and the owning library's name.

It is very important to switch the Material Type to Interlibrary Loan (it usually defaults to Book). Use the pulldown menu to select Interlibrary Loan. This is necessary in order to make sure your ILL stats are counted correctly.

Click OK.

Brief Item Entry

Item Information

Barcode: 3940273854321

Title:

Author:

Call number:

Free text block: This is an interlibrary loan from Camrose Public Library

Set OTF Block

Circulation Setup

Material type: Interlibrary Loan

Loan period: 21 days

Fine code: Book

OK Cancel