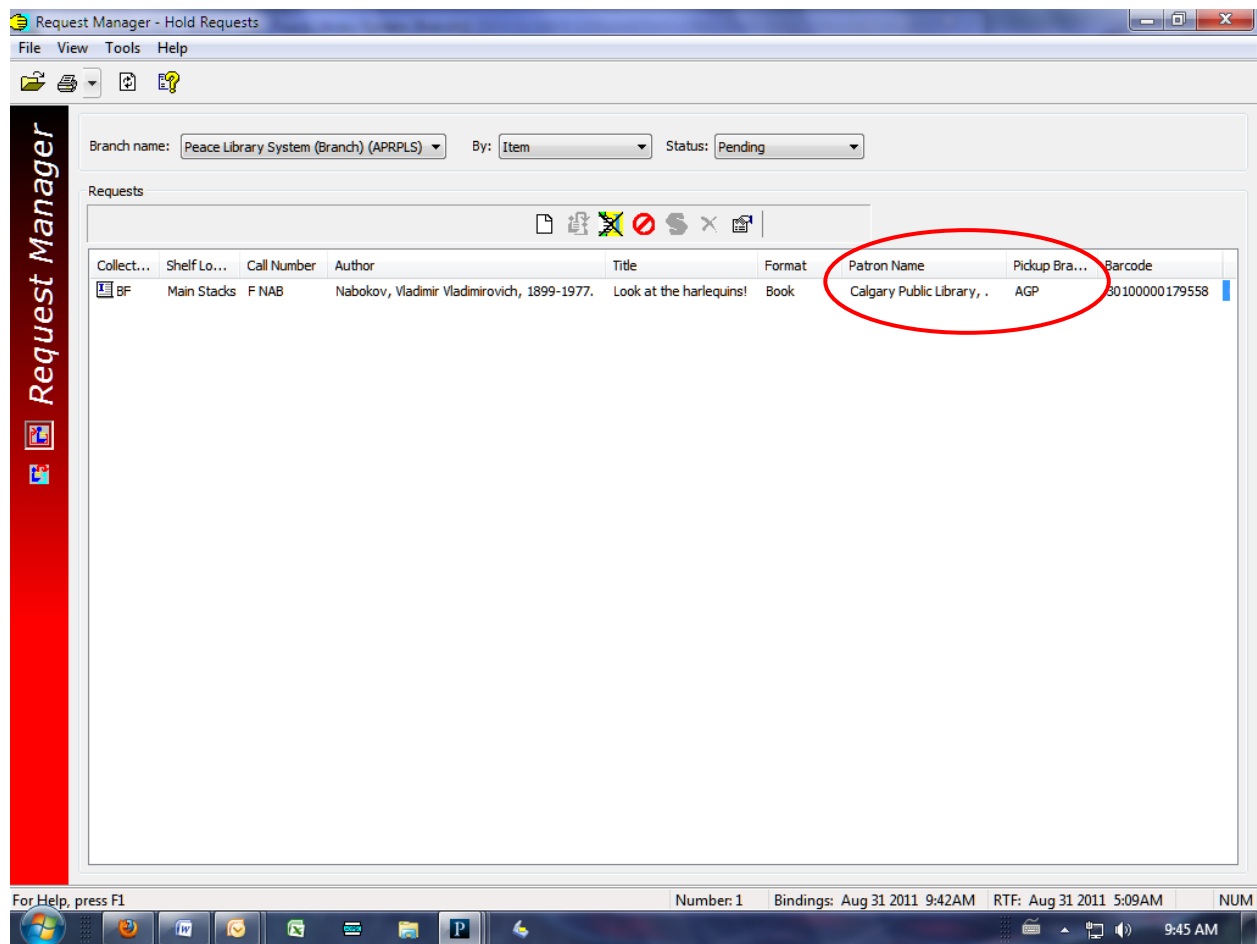


VDX Lending Instructions

Updated June 27, 2016

Procedure for Checking Out VDX LENDING Requests:

In your *Request Manager* report, items requested by non-TRAC libraries (VDX requests) will list a library name in the patron column of the report. The patron name is a Library, and the pickup location is Grande Prairie Public Library. This is how you can recognize that it is a VDX request.



The screenshot shows the 'Request Manager - Hold Requests' application window. The interface includes a menu bar (File, View, Tools, Help), a toolbar, and a main data area. The data area contains a table of requests with the following columns: Collect..., Shelf Lo..., Call Number, Author, Title, Format, Patron Name, Pickup Bra..., and Barcode. A red circle highlights the 'Patron Name' and 'Pickup Bra...' columns for the first request.

Collect...	Shelf Lo...	Call Number	Author	Title	Format	Patron Name	Pickup Bra...	Barcode
BF	Main Stacks	F NAB	Nabokov, Vladimir Vladimirovich, 1899-1977.	Look at the harlequins!	Book	Calgary Public Library, .	AGP	30100000179558

At the bottom of the window, the Windows taskbar is visible, showing the system tray with the time 9:45 AM and the date August 31, 2011.

Once these items have been scanned through check-in, send them to Grande Prairie Public Library, who will complete the VDX lending steps and forward your item to the requesting library.

- Scan the item through check-in (CKI). You will see a pop up to send the item to AGP. Answer “yes” to the hold for AGP, and send the item to Grande Prairie Public Library.

