

From Alizzy G,

Because ILL books that are overdue disappear from processing and go to lost in space land on Destiny, here are the steps for a report to run that puts the whole picture back together. There were some ILL books of ours that we had forgotten about after they disappeared from processing. This report shows you those floating books still out and allows for the TL or clerk to then call/email for shelves to be checked etc. This one really helped me, so I thought I would pass it along as we collect books for the end of the year. Many of you may already do this.

Reports

Library

Current Chek-outs and Fines

Leave the "All that are currently overdue" screen as is -->continue (take of textbooks if you want)

Limit the Results to: (This screen is key)

1. Click on **UPDATE to change it to student and faculty**
2. Check the box for "Patrons of other sites that may have my materials and/or owe fines to ____ school".
3. Make sure the box is auto checked on the "The materials my patrons have or fines they owe that belong to other sites in the district"

--> Continue then RUN REPORT

The report may be a dozen or more pages long. Your patrons' ILL "lost" books will be in red. At the very end of the report, the last patrons listed are SCHOOLS. These are the floating ILL books that you will want back that haven't been returned.