

Paging lists and Check-In to fill Local Holds (Updated 5/14/2020)

As recommended by the Division for Libraries and Technology to prioritize the safety of library staff and their communities, at this time WVLS is asking V-Cat libraries not to move items from building to building to fill new holds.

Courier service will be limited to one stop per week for most libraries.

Libraries can use paging lists and create list to find items to fill local holds only:

- 1) Create list to find items to fill local bib level holds
(This temporarily replaces the title paging list)
- 2) Item paging list –only pull items that have a hold shelf destination of your library
- 3) Create list to find items to fill local item level holds

Check-in items returned in book drops:

- 1) Quarantine items for 72 hours
- 2) Backdate check-in
- 3) Use Do Not Fulfill Holds tool
- 4) Optional – Waive Charges on Items being checked in

Checking incoming courier items:

- 1) Quarantine items for 72 hours
- 2) Check-in items normally to allow incoming items from before closures to fill holds for pickup at your location.

When checking in items normally, some Items returned in courier to your library may fill holds at other locations. Please set them aside for future delivery. Do not place these items in courier bins at this time.