

Paging materials from SRLF to Kinross. (May 25, 2007)

- a. Acquisitions and Cataloging staff will continue to page materials from the SRLF using a department card.
 - i. Use the Kinross paging location that is the last choice on the list of paging locations in the OPAC.
 - ii. Include your name in the "special instructions" field. The SRLF will not fill the request unless there is a staff name in the special instructions field.

- b. The SRLF will charge out the materials to the department card.
 - i. Loan period: quarter loan.
 - ii. Renew on the department card if needed.
 - iii. If SRLF receives a recall request for an item charged to Acquisitions or Cataloging, SRLF will issue a recall notice and send it to the staff member who placed the original paging request.

- c. Paged materials will be delivered to Kinross by LibEx and placed in or near the requesting staff member's mailbox. They will not be delivered by SRLF.

- d. Returning materials to SRLF: Paged materials should be placed on the shelf in Physical Processing labeled: RETURN TO SRLF – UNIVERSAL RETURN FOR SRLF. This shelf is located in the second section of the first range of shelves on your left as you enter the west door of the Physical Processing area.