

MICRO- FILM OR MICRO-FICHE REQUESTS for IN-LIBRARY-USE-ONLY

When to Send Fiche/Film

- ~ If requested by an user
- ~ If M-Film or M-Fiche machines are not available
- ~ If machines are out of service in your library
- ~ If printer is not attached to the machine
- ~ If an article request is over 30 pages
- ~ If no citation is provided by the user
- ~ If fiche is being duplicated for an Interlibrary Loan request

For Circulation Desk and RDS Staff Sending Items:

1. Add Brief Title

Add Brief Title: Enter Brief Item Info

****REQUIRED FIELD****
 002500598.11...copy.1...ID:2500598-1001

Title Info

Personal author: 100 [v] 1 [v] Return to RDS staff upon return.
 Alexander Microfilm reel, being sent to Dana for RDS request 102805 NLW

Title: 245 [v] 1 [v] National Magazine (V. 3, No. 12 1990)

Electronic access: 856 [v] [v]

Call Number And Copy Info

new call number: reel 576, No. 4837

library: ALEXANDER

item type: M-FILM

home location: M-FILM

item barcode: 39030025694758

OK 1 Cancel 2

Use as much description as possible. This may include collection, edition, date or any other relevant information.

leave blank

reel number, volume number, year, months

or M-FICHE

2. Place Holds – RDS Staff

Deliver / Recall Book: for WARREN NICOLE on reel 576, No. 4837

user ID: 28030030088858

National Magazine (V. 3, No. 12, 1990) / Return to RDS staff upon return. / reel 576, No. 4837...copy.1...ID:39030025694758

Hold info

expiration date: [] leave blank pickup at: DANA

comments: [] leave blank

Level/Range

Level: Copy Title

Range: Library Group System

Recall Status

Allow Recall


No Recall

Recall now (RUSH)

make hold first in queue

OK 1 Close 2

~ Place three holds on the item for the user. This way the patron can use the item on several occasions, and after each use the item will be routed to the hold shelf. You will have to enter the override in order to place hold because these are non-circulating items from our collection.

3. Keep a print out of item record with the return date and barcode noted, until item has been returned to you from the pick up library. If the item is not returned by the specified date, contact the RDS staff at the pick up library.
4. Fill out a yellow, RUL 'In House Use Only' RDS band, and wrap it around the item. For the "Return Date" enter the date ten days from the date of shipment. This includes a few days for delivery and a 5-day loan period for the patron.
5. Use the Check-Item-Status  wizard to place the item in transit, and ship it to the pick up library.
6. Modify the request using the correct reply:
RU-B-FILD – Filled. You've requested a non-circulating item and we've sent it to your pick up library for 5 days in-library use. We will notify you by email and in your "MY ACCOUNT" under "Review my IRIS Requests", Holds and Recalls" file when it arrives. It will be sent back to its owning Rutgers library after 5 days.
7. Receiving items that have been returned from pick up library:
 - ~ Make sure that item is discharged, and is not in transit.
 - ~ Make sure that all holds are removed.
 - ~ Use the "Remove Titles, Call Numbers or Copies" wizard to delete the record for the item
 - ***Note:** Only full time staff should do this function
 - ~Remove and discard the band from the microfilm and it is now ready to be shelved.

For Circulation Desk Staff Receiving the Item

1. Use the Check Item Status wizard to receive item and make the hold available. On your hold shelf slip, write the "Return Date" found on the band.
2. When the patron comes to check out the item:
 - ~ Check the item out with the Special Due Date helper, using the current date. Be sure to remind the patron that the item is for in library use only and must be returned by closing.

For Circulation Staff Discharging the Item

1. When you discharge the item, another hold for the user will become available. If the patron is still at desk, ask if they still need the item.
 - ~ If they say no, give the item to an RDS staff member who will remove all holds on the item and it back to its owning library.
 - ~ If the patron still needs the item, return it on the hold shelf.
 - ~ If the user is not available when item is returned, place the item on the hold shelf again and the item will be removed from hold shelf by RDS staff one day after the "Return Date" on the band.

Inter Library Loan Requests

There is only one fiche duplicator in New Brunswick at ALEX. If RDS staff receives an ILL request for a fiche copy of an item from your library collection, please send the original fiche and a copy of the ILL request to: Mary Belasco, ILS-Alex Lending.

For RDS Staff at units other than ALEX

1. ILS-ALEX will fax requests to RDS staff for fiche that needs duplication.
2. RDS staff pulls fiche, creates brief title, and charges the item to ILS-ALEX.
3. The original fiche and a copy of the ILS request are sent to ILS-ALEX-Lending.
4. Keep a print out of the request with the return date and barcode noted.

For ILS Staff

1. Discharge the item and give it to fiche to Microforms at Collection Services-ALEX to duplicate.
2. ILS-ALEX will pick up the original
3. Discharge the item and return fiche to its owning library.

For ALEX RDS & ILS Staff:

1. Give originals to ALEX-Collection Services to duplicate
2. RDS staff will pick up duplicate when ready.

M-Film Document, last updated 11-01-05 by RDS Functional Group