LOCALMAINT Policy Document in the new Item type environment

Background:

LOCALMAINT was a home location used by Distributed Technical Services and local Technical Services Departments. The LOCALMAINT home location was used when DTS (or TS departments) needed an item in order to perform a task (e.g. withdraw the item, relabeling the item, transfer the item to another library, or change the circulation policy on the item), but the item is not immediately available. The item could be charged out to a patron, or missing from the shelves. In the new Item type environment, the home location now must not be changed. If the item is charged out to a patron, it will not be recalled.

New Process:

DTS will enter a circulation note that will start with the word LOCALMAINT followed by a semicolon and a note explaining what action is necessary for that item. (For example: LOCALMAINT; Transfer to Annex when found 7/2008 MT) When the item is returned to the library and discharged, the circulation note will pop up, and Access Services will charge the item to the CS user and send it to DTS (or TS at Newark or Camden).

If the item is missing from the shelf, DTS will enter a circulation note with LOCALMAINT as above and charge it to LIBRARY-MISS. When it is located and discharged from missing, the circulation note will pop up, and Access Services will charge the item to the CS-User and send it to DTS (or TS at Newark or Camden).

Examples of commonly used notes:

- LOCALMAINT; Transfer to Annex when found. 4/2007 MT
- LOCALMAINT; Withdraw when found. 4/2007 MT
- LOCALMAINT; Withdraw when bill clears. 4/2007 MT
- LOCALMAINT; Change call number to RS350.A36 2000 when returned. 4/2007 MT
- LOCALMAINT; Change item type to ITEM-N when returned. 4/2007 MT
- LOCALMAINT; Relocate to REF when returned. 4/2007 MT

Important:

When the item is received at DTS:

- Staff will perform the necessary action, including any necessary relabeling.
- Staff will remove the circulation note.
• It is important that a consistent and appropriate note be entered when a LOCALMAINT circulation note is entered. This information tells DTS what needs to be done to the item when it is received. DTS has created several standard notes for this purpose. Using a standard note is also important because it will be easy to run reports on the note field and capture all relevant records when a standard is used.

• Entering a LOCALMAINT circulation note is a process that should be done only by DTS or the local TS department. If a branch library staff member realizes that a LOCALMAINT circulation note is appropriate for an item (e.g. a librarian wants a book to be relabeled or transferred), then the staff member should contact DTS or the local TS department in order to have DTS/TS staff make the change and enter the appropriate note.

• After work is done, discharge the item from the CS-User

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