Item type workflow for material found to be non-circulating at charge desk

These are items that have been given the item type of BOOK-Y or PERIODCL-Y. When the item is taken to a charge desk, it is discovered that it does not circulate. Usually this is discovered by noticing a “This book does not circulate” stamp in the back of the book. These include serials with LC call numbers, or monographs that are shelved in the STACKS Sublocation.

At the time of charge, there are several issues to be resolved:

What to do—

Allow the charge?

Enter a LOCALMAINT circulation note that triggers a change in the circulation status when item is returned?

Recall the book? Change the due date?

Keep the circulation status as Y on IRIS, after conferring with selector?

Not allow the charge?

Change item type to accurately reflect the circulation status, and explain error to patron.

Draft for meeting….replaced by procedure 12-08 mt