How do I . . . do circ-on-the-fly?

Whenever a patron comes to a circulation desk with an item to check out and you either can’t find a barcode in it to scan, or when you do scan its barcode you receive the error message “Checkout Error: Item not found in catalog,” it’s time for “circ-on-the-fly.”

The general steps for “circ-on-the-fly” are as follows:

(1) place an Item Barcode in the item if needed; be sure you use an Item Barcode beginning 39030… and not a patron barcode beginning 29030…,
(2) create a brief record for the item in IRIS and enter its title, call number, and new barcode (pg. 3),
(3) edit the brief record you just created with a “route to” CIRC NOTE (pg. 6),
(4) check the item out to the patron (pg. 8).

The specific steps for “circ-on-the-fly” are described on the following pages. It is strongly recommended that you read through the entire document and become familiar with the steps before you create a “circ-on-the-fly” item.

You may wish to tell patrons it will take you approximately 2-3 minutes to complete “circ-on-the-fly” and if they prefer to return for the item later, offer to hold it for them on the Hold Shelf. Then, you can assign the barcode and create the brief record away from the circulation desk.
Before beginning “circ-on-the-fly”, right click on the Add Brief Title wizard, select ‘Properties,’ and verify that your defaults Properties are correct:

Format: MARC  
Use entries: SELECTED ENTRIES 100,245  
Shadow title checked  
Permanent checked  
Circulate checked  
Type: BOOK-Y  
Library: your library  
Home location: STACKS  
Item cat1: TECHSR

Add Brief Title Properties:
1) Left-click on the Add Brief Title wizard and enter the Title, Call Number, and Item Barcode in the appropriate fields. Take all this information from the item in hand; the title from the title page, the call number usually on the spine, etc.

Add Brief Title:
If the item is written in a non-roman alphabet title (Chinese, Korean, Japanese, Hebrew, Russian, etc), **Non-Roman Alphabet Title** should be entered in the Title Field:

Add Brief Title for titles in Non-Roman Alphabet Languages:
If it’s apparent from the items’ call number that it’s in a Sub-location other than STACKS, for example FOLIO, DOCUS, or EAL-STACKS, update the Home location field as well.

Then, click on [Add Brief Title] at the bottom of the screen.
2) Go to the [Special] toolbar and Select the [Edit Item] wizard and retrieve the brief item record you just created. Click on the Call Number/Item Tab.

Edit Item. Adding a CIRCNOTE
3) Click in the white space next to CIRCNOTE and a box will appear. Type in one of the following route-to notes, depending on your local technical services unit:

Route to DTS-Alex
Route to DTS-LSM
Route to TS-Robeson
Route to TS-Dana

Click on [Save] at the bottom of the screen.

Edit Item. Adding a CIRCNOTE:
4) Now you are ready to check the item out to your patron. Select the [Checkout] wizard. Scan the patron’s barcode (User ID) and the Item Barcode.

Checkout:
When the item is returned and discharged the “Route to ……” message will appear on screen.

Ship the book to your local DTS or technical Services office. Boxes and envelopes used to ship the items should be labeled “DTS-___: Att: Circ-on-the-fly” or “TS-___: Att: Circ-on-the-fly”. *DO NOT send these items to Technical Services at TSB on Busch Campus.*

Discharging: