



CIRCULATION

Assigning Rotation and ILL Cards

Use for rotation books that aren't barcoded and ILL books from outside the consortium

1. Search for the card in the catalog

Enter search keywords:

Rotation (Longton)

Rotation (Longton)

Type: Book
 Publisher:

You can scan the card into 'Search the catalog' to quickly find the record

2. Click the barcode

Rotation (Longton)

Type: Book
 Publisher:
 Description: Longton Rotation.
 Other Title: Rotation Longton; Longton rotation.
 OPAC view: [Open in new window.](#)

Holdings

Item type	Current location	Home Library	Collection	Call number	Status	Last seen	Barcode	Public notes
21 days, 1	Longton Library	Longton Library	Library Use Only	#1	Available	07/03/2013	35311000005025	



3. Add title & author to the notes field

History

Accession date:	07/08/2011
Total checkouts:	8 (View item's checkout history)
Last seen:	08/09/2012
Last borrowed:	06/27/2012
Last borrower:	25311100002510
Previous borrower:	25311100003245
Previous borrower:	25311100002544
Public note:	<input type="text" value="Title - Author"/>

and click 'Update'

4. The record now reflects the change

Rotation (Longton)

Type: Book
 Publisher:
 Description: Longton Rotation.
 Other Title: Rotation Longton; Longton rotation.
 OPAC view: [Open in new window.](#)

Holdings

Item type	Current location	Home Library	Collection	Call number	Status	Last seen	Barcode	Public notes
21 days, 1	Longton Library	Longton Library	Library Use Only	#1	Available	08/09/2012	35311000005025	Title - Author



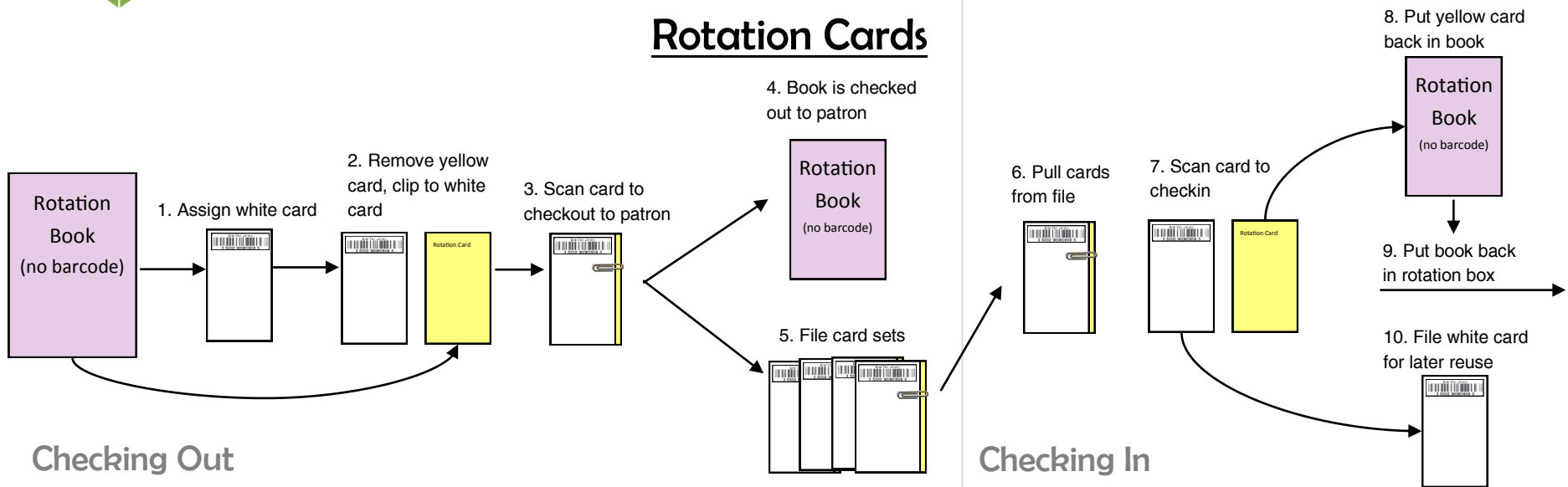


CIRCULATION

Using Rotation and ILL Cards

Use for rotation books that aren't barcoded and ILL books from outside the consortium

Rotation Cards



ILL Cards

