Workflows Tip of the Week

Module: Workflows

Summary: Explanation of INHOUSE Patrons

Note: Recently some INHOUSE Patrons have been deleted, causing many problems with the system. This tip will alert you to which patrons are not to be modified, deleted, or touched in any way that would change their purpose.

Don't remove or modify patrons with the following profiles:
If you have any questions about your INHOUSE patrons, please contact your head of circ or SAILS before making any changes. Better to be safe than sorry.

INTRANSIT Of utmost importance – this provides the following:
- Library's return address on notices
- Routing information for putting items intransit

ONORDER Used for items on-order and not yet received. Items checked out to this patron profile have a current location of on-order. The On-Order location is holdable.

MENDING Used for items sent for mending, bindery, etc. Items checked out to this patron profile have a current location of mending but the home location is not modified. Mending is not holdable. The current location is changed to the correction home location at discharge. Items with location of mending are shadowed – not displayed in iBistro.

MISSING The system comes with a Missing patron that is used with the Missing Wizard. Libraries must set up an individual MISSING patron and charge items to it using the normal checkout procedures. Items checked out to a MISSING patron are shadowed and do not display in the public catalog. MISSING is not holdable. The current location is reset to the correct home location when a MISSING item is discharged. All libraries must checkout items to a patron with a Missing profile if they are unable to locate items on the pull onshelf holds (RHA) report.

DISCARD Items that are to be discarded should be checked out to a patron with a DISCARD profile. This can be done by either/or Circulation and Technical Services staff. SAILS runs a regular report to delete these items from the database and produces a report of OCLC numbers that we use to delete holdings from OCLC. Items with holds will be deleted after holds have been filled. Magazines (SERIAL-oo format) can be deleted by using the Item Remove wizard but they are not counted in the stats while items

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checked out to discard are. Items checked out to DISCARD are nonholdable and are shadowed from the public catalog.

DISPLAY Libraries may check items out to a patron record with a DISPLAY profile. This should be used for items that are on display only and can't be checked out. The item returns to its home location on discharge. If libraries have a circulating location in an area known as DISPLAY, items in that collection should be given a home location of DISPLAY. DISPLAY in nonholdable.

Tip – All of these special patrons may have a descriptive, rather than numeric (barcode) User ID. It's up to your library how to handle the assignment and use of the user id.