Special Collection Non-Human Patron Record and Placing Holds On Special Collection Materials Housed at Rootstown and on KentLINK (KDEP items)

The Special Collection Non-Human Patron record should be used to place holds on special collection materials that are housed in the NE Depository and check the requested materials out to the patron so there is a tracking mechanism in place for the requested materials.

Speciall collections staff will have to change the item status code = o (Library Use Only) to – AVAILABLE on the needed item before placing a hold via the KentLINK WebPAC.

Paging slips will be produced for these materials by the NE Depository staff on KentLINK using the "storec" login. The Depository staff will retrieve and checkin the materials on KentLINK staff using the "circmaic" login to produce the Pickup notice.

KentLINK will send a pickup notice via email to those Special Collections staff who are on the lms_main_speccoll email distribution list.

A staff member from Special Collections will come to the NE Depository and the requested materials will be checked out to the Special Collection Non – Human Patron record for a semester by a NE Depository staff person using the storec login.

Special Collection staff on the lms_main_speccoll email distribution list will receive an email notice when the materials are coming due and materials that are overdue and have not been renewed . Special Collections staff can renew the materials checked out under the Special Collection Non-Human Patron record via the WebPAC. The materials can be renewed indefinitely.

Special Collections staf will return the materials to NE Depository. NE Depository staff will check the material in on KentLINK using the storec login. NE Depository staff will change the item status code = "-" (available) to "o" (Library Use Only)

Special Collections Non Human Patron Record:

Here is the Special Collections Patron record in KentLINK. This patron record will be used to request Special Collection materials housed in the NE Depository. The patron record will also be used to check out the requested materials so that the materials can be tracked.

Requesting Special Collection Materials Housed at the NE Depository:

1. In staff mode, Special Collections staff member would access the item record of the needed item and change the item status code = o (Library Use Only) to – (Available)
2. Special Collections staff member would click the Save button in the upper right hand corner of the screen after the change has been made.
3. Special Collections staff member would then click on the Close button in the upper right hand corner of the screen to exit the record.
4. The Special Collections staff person would search for the item in the KentLINK WebPAC.
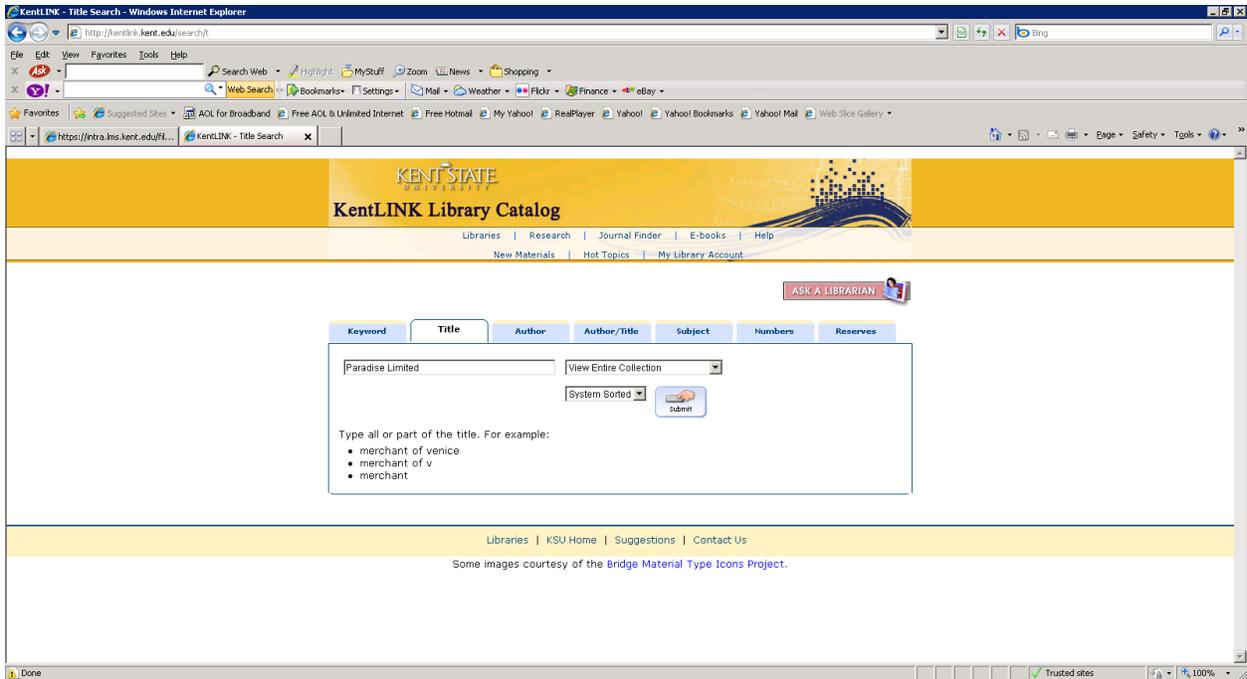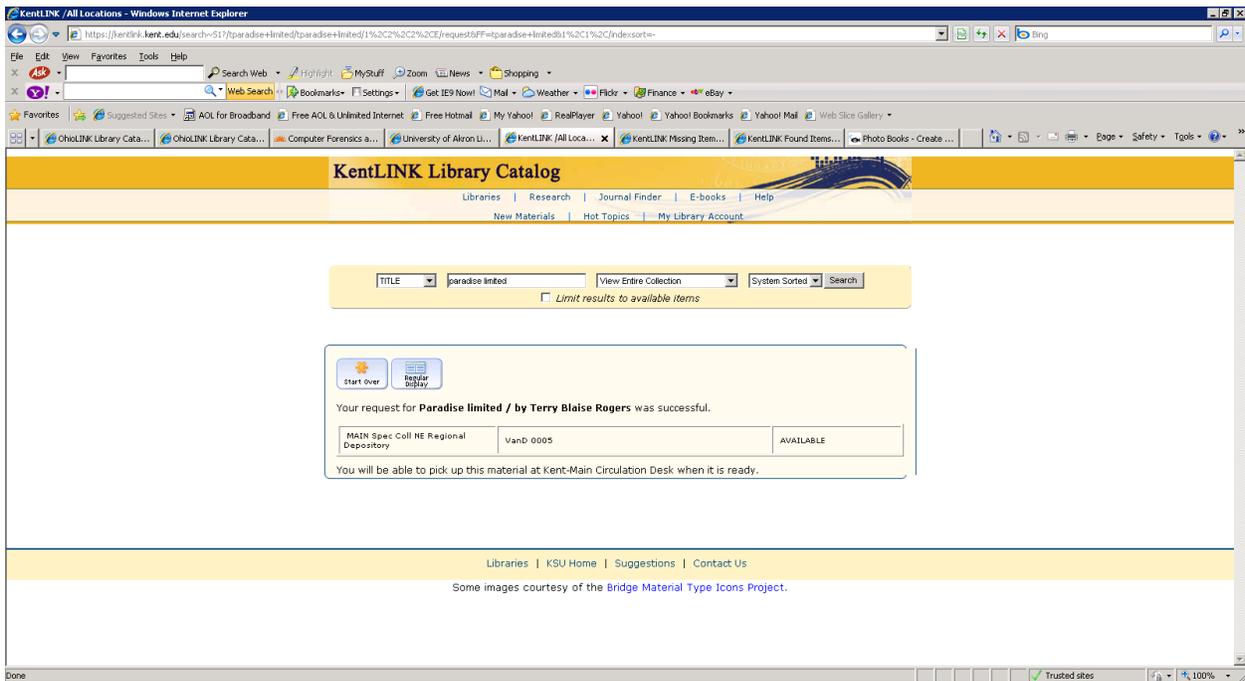
5. Locate the Special Collections Item.
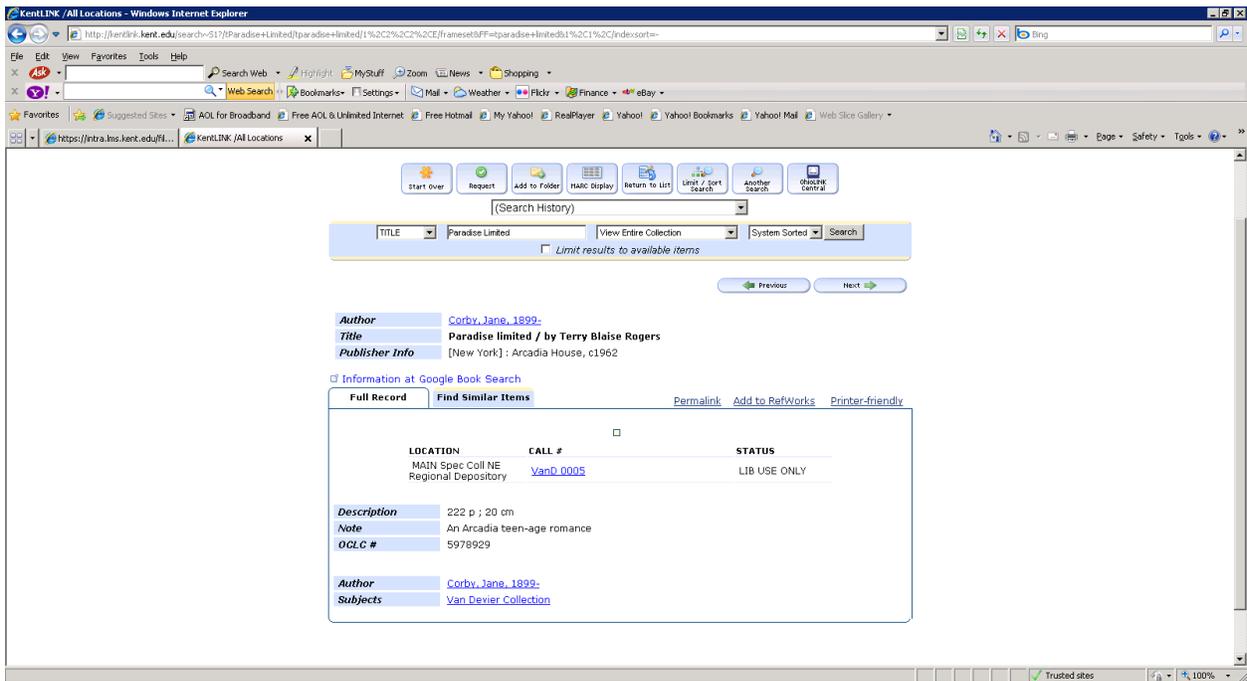
6. Click on the Request Button located in the Upper Left side of the screen
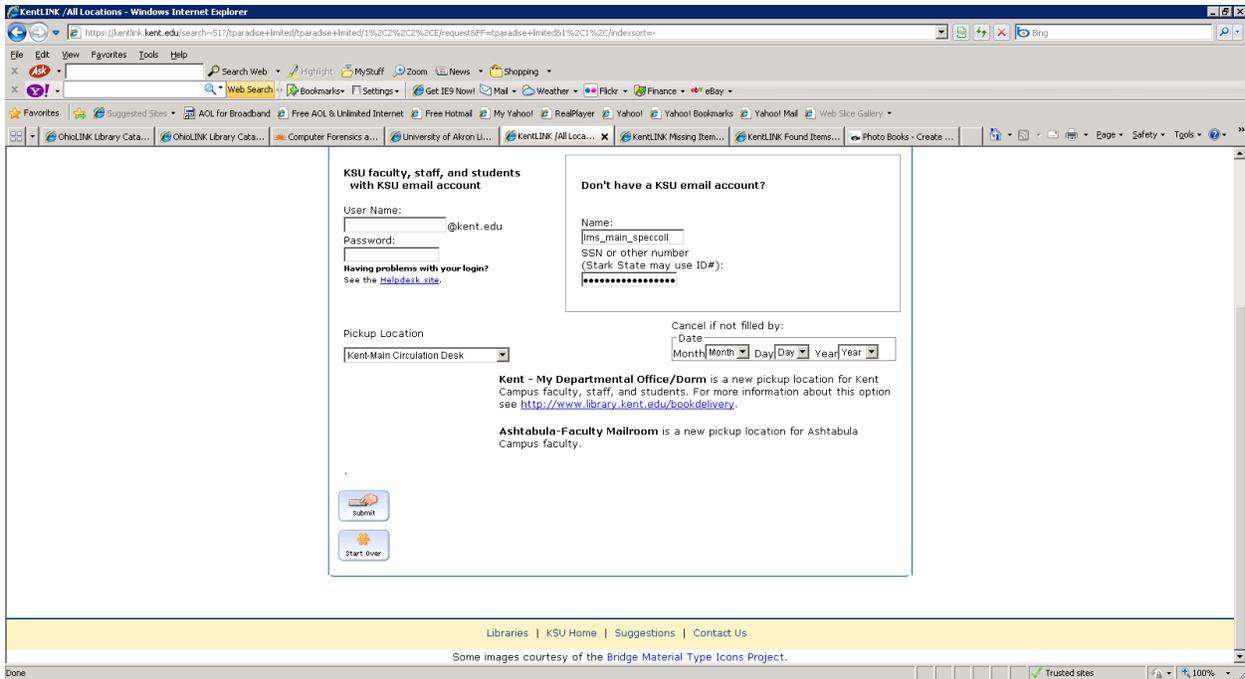
7. On the right side of the request screen. Type the following:
   a. Name field: lms_main_speccoll
   b. SSN or Other Number: lms_main_speccoll
   c. Pickup Location: Select Kent Main Circulation Desk
   d. Click the Submit button.

Depository steps for processing KDEP Special Collection Requests

1. Sort KDEP Special collection local paging slip into daily request pulling queue
2. If item shows an * barcode, create and print barcode following Bartender Barcode printing instructions
3. Pull item from storage location (if created a barcode place it on the special collection item
4. Login into Kentlink Millennium using "circmaic" login (no password required):

5. Choose check in option from menu and check item in to produce a local pickup notice.

   Note: insert 'b' in scan barcode field before scanning item barcode.
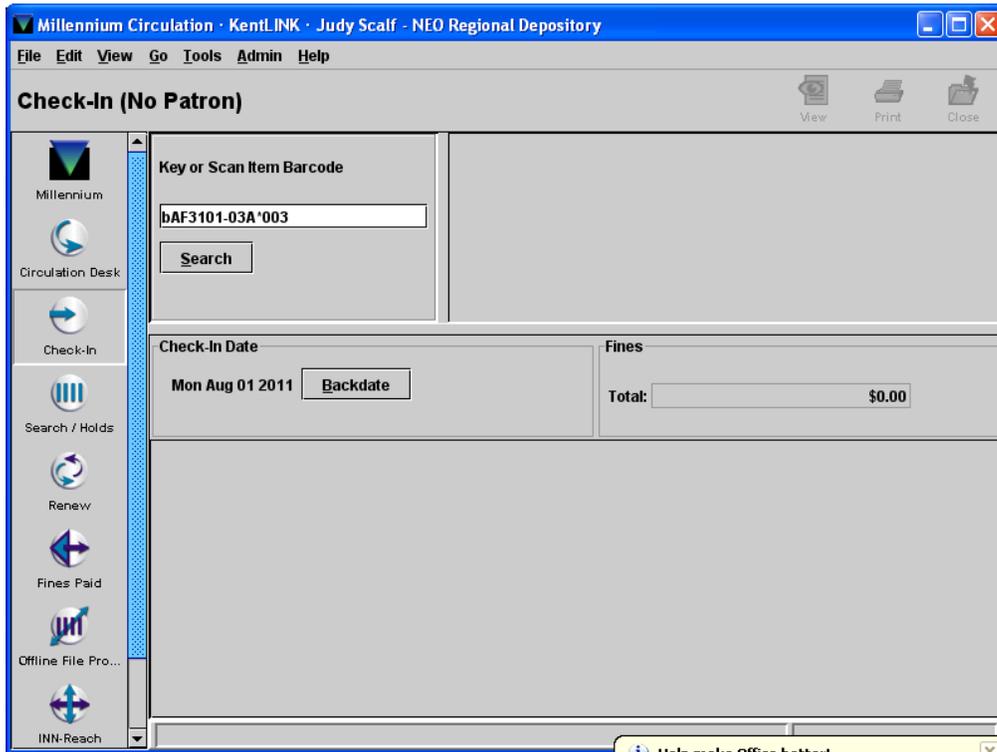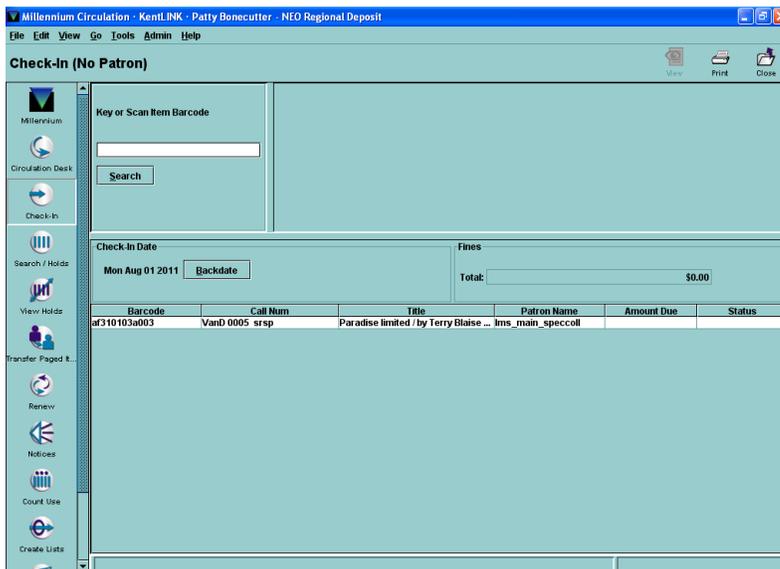

6. Close circmaic session.

Ckecking out material to special collections

1. Login to KentLINK circulation module using storec login (no password required) to check out material.
2. Go to circulation desk, check-out.
3. Enter nlms_main_speccoll in Key or Scan Item or Patron Barcode field.
4. Enter b followed by scan of item barcode to check out item to nlms_main_speccoll
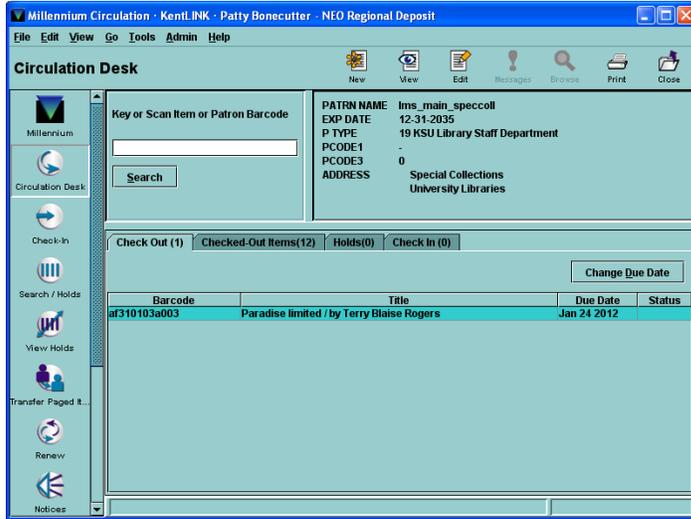
Checking In Checked Out Special Collection Materials:

1. Login to KentLINk circulation module.
2. Click on check-in button, insert "b", and scan item barcode.

Changing Item Status for Checked In Requested Items

1. In staff mode, a NE Depository staff member would access the item record of the returned requested item and change the item status code = - (Available) to o (Library Use Only)
2. NE Depository staff member would click the Save button in the upper right hand corner of the screen after the change has been made.
3. NE Depository staff member would then click on the Close button in the upper right hand corner of the screen to exit the record.