

**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.

Special 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 check in 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 staff 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.

View Patron Record · p15090152

File Edit View

Insert Print Close

p15090152 Last Updated: 05-23-2011 Created: 05-23-2011 Revisions: 1

<b>EXP DATE</b>	12-31-2035	<b>BIRTH DATE</b>	- -	<b>CUR ITEM B</b>	(
<b>PCODE1</b>	-	<b>HOME LIBR</b>	kentc Kent Campus	<b>PIUSE</b>	(
<b>PCODE2</b>	-	<b>PMESSAGE</b>		<b>OD PENALTY</b>	(
<b>PCODE3</b>	0	<b>Manual Block</b>	-	<b>CUR ITEM C</b>	(
<b>P TYPE</b>	19 KSU Library Staff Department	<b>CL RTRND</b>	0	<b>CUR ITEM D</b>	(
<b>TOT CHKOUT</b>	0	<b>MONEY OWED</b>	\$0.00	<b>CIRCACTIVE</b>	
<b>TOT RENWAL</b>	0	<b>BLK UNTIL</b>	- -	<b>LANG PREF</b>	
<b>CUR CHKOUT</b>	0	<b>CUR ITEM A</b>	0	<b>Notice Preference</b>	-

PATR N NAME lms\_main speccoll

ADDRESS

Special Collections
University Libraries

SOC SEC # lms\_main speccoll

EMAIL ADDR lms\_main\_speccoll@dax.lms.kent.edu

View-Only Mode

## Requesting Special Collection Materials Housed at the NE Depository:

Millennium Circulation - KentLINK - Kelly L. Shook - Systems - 121343214

File Edit View Go Tools Admin Help

Search / Holds by Title

Insert Save View Edit Summary Browse Export Print Close

b18227247

AUTHOR Corby, Jane, 1899-  
 TITLE Paradise Islets / by Terry Blaise Rogers  
 LOCATIONS kent, spec, mank, nedep

Summary Record 121343214 | 1 Item-Level Hold | 0 Bookings | 0 Bib-Level Holds

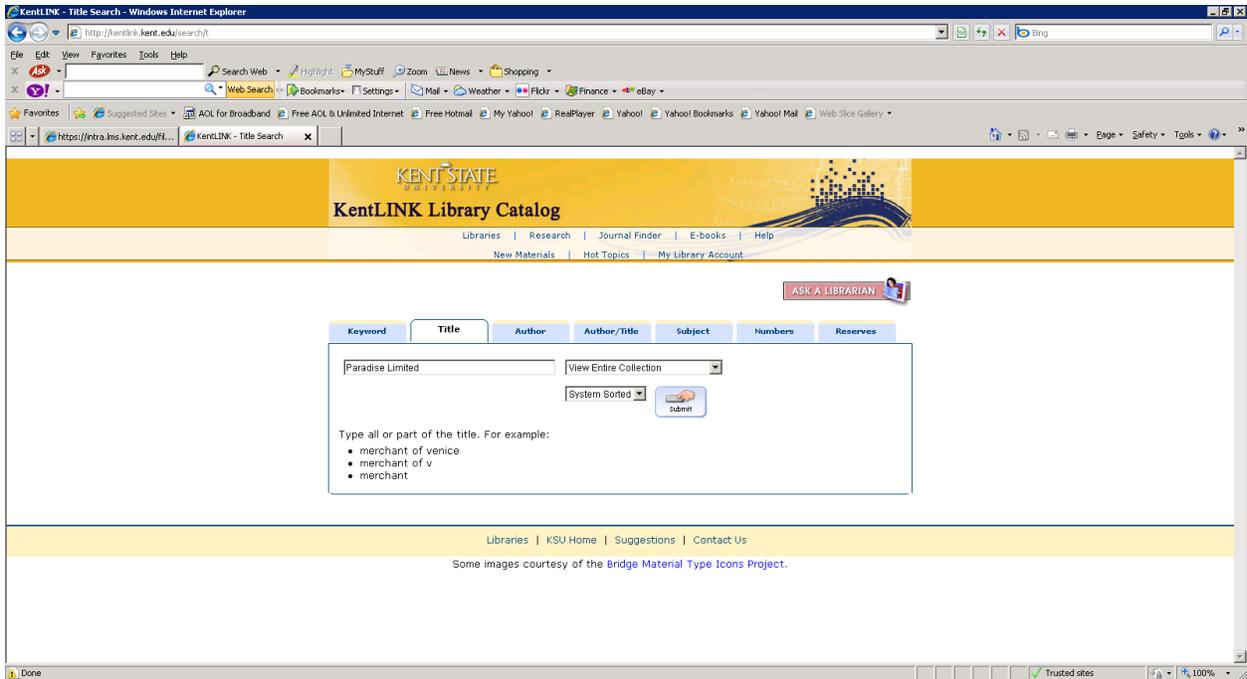
121343214 Last Updated: 05-23-2011 Created: 06-23-1994 Revisions: 16

COPY #	1	LCHKIN	05-23-2011	LOCATION	srsp MAIN Spec Coll NE Regional Depository
ICODE1	0	IN LOC	22	LOANRULE	0
SUPPRESS	- DIS LOCANDCENT	# RENEWALS	0	STATUS	AVAILABLE
I TYPE	100 No KClrc/PCirc	# OVERDUE	0	INTL USE	0
PRICE	\$0.00	ODUE DATE	--	COPY USE	0
OUT DATE	-- : --	IUSE3	0	IMESSAGE	
OUT LOC	22	RECAL DATE	--	OPACMSG	
DUE DATE	--	TOT CHKOUT	1	YTDCIRC	1
PATRON#	0	TOT RENEW	0	LYRCIRC	0
LPATRON	1509015	LOUDDATE	05-23-2011 09:21PM		

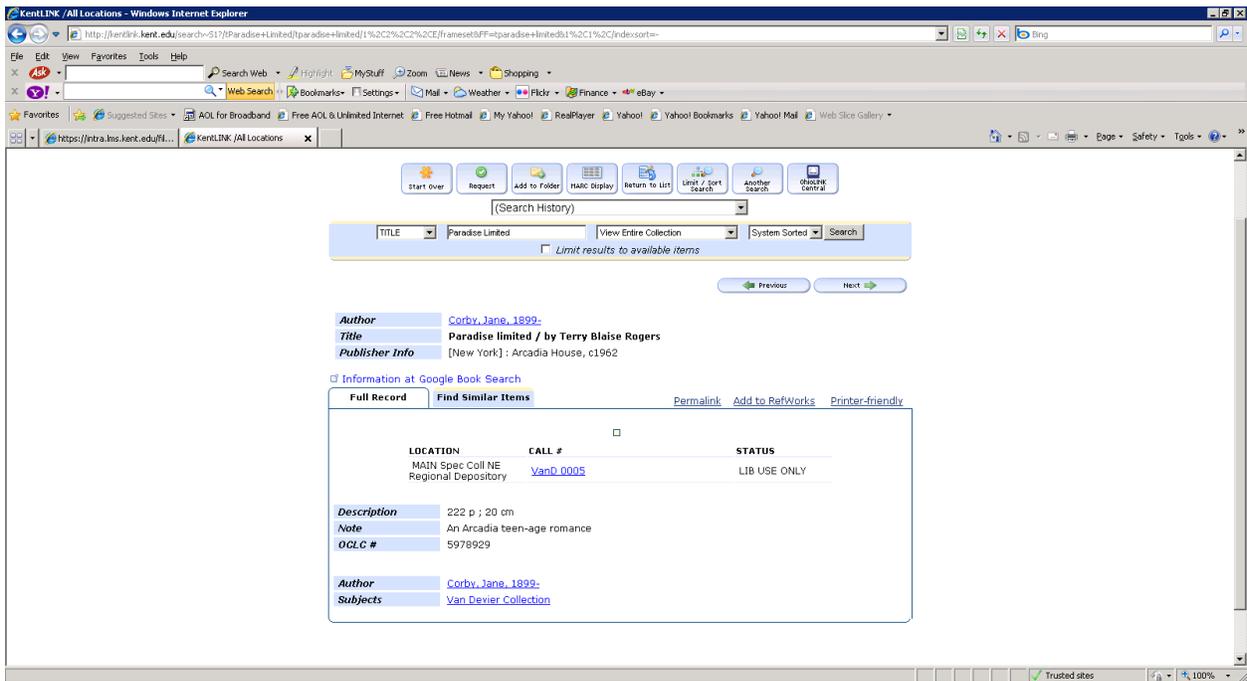
CALL # 099 VanD 0005  
 BARCODE AF3101-03A\*003  
 BARCODE 31850021318739  
 STORAGEBOX AF3101-03A

121343214 Not checked out Edit Mode (OVR)

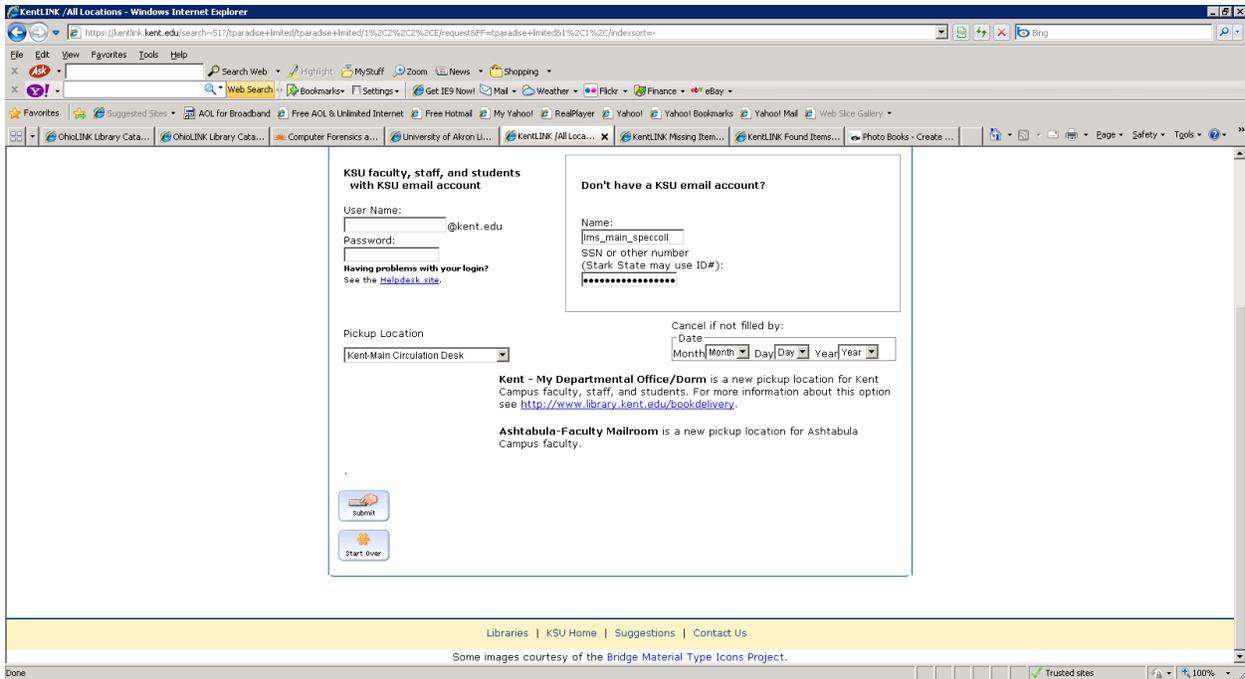
1. In staff mode, Special Collections staff member would access the item record of the needed item and change the item status code = o (Library Use Only) to – (Available)
2. Special Collections staff member would click the Save button in the upper right hand corner of the screen after the change has 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.



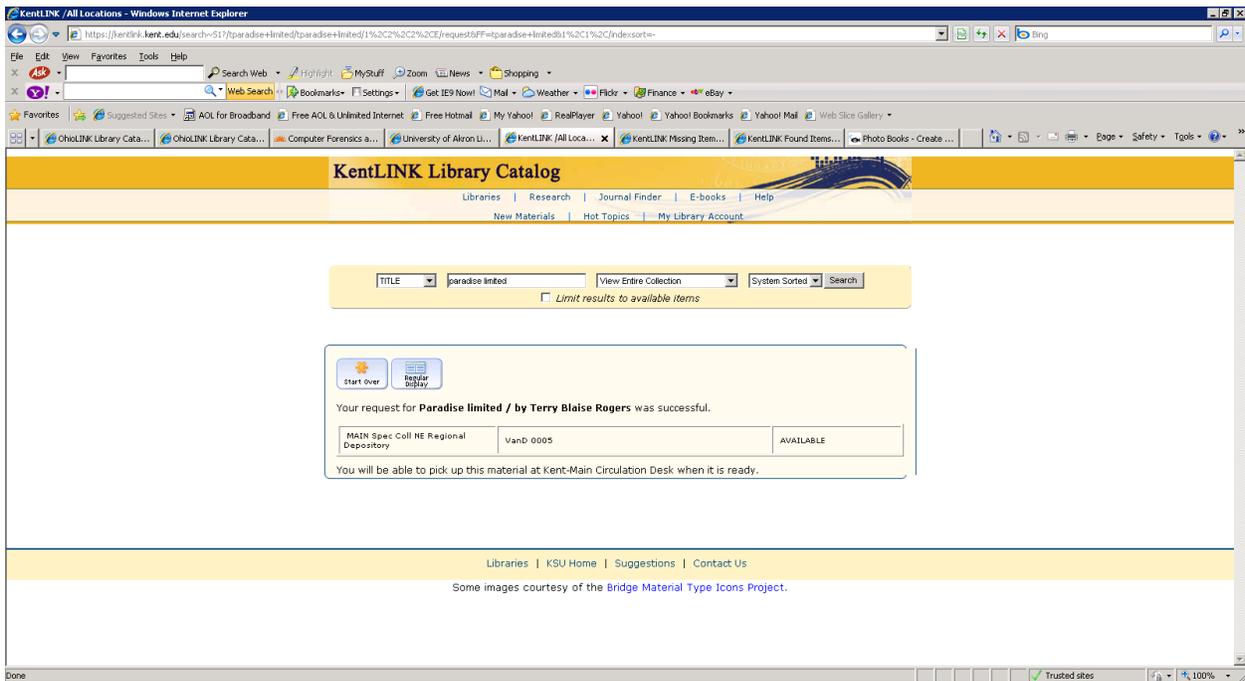
5. Locate the Special Collections Item.



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.



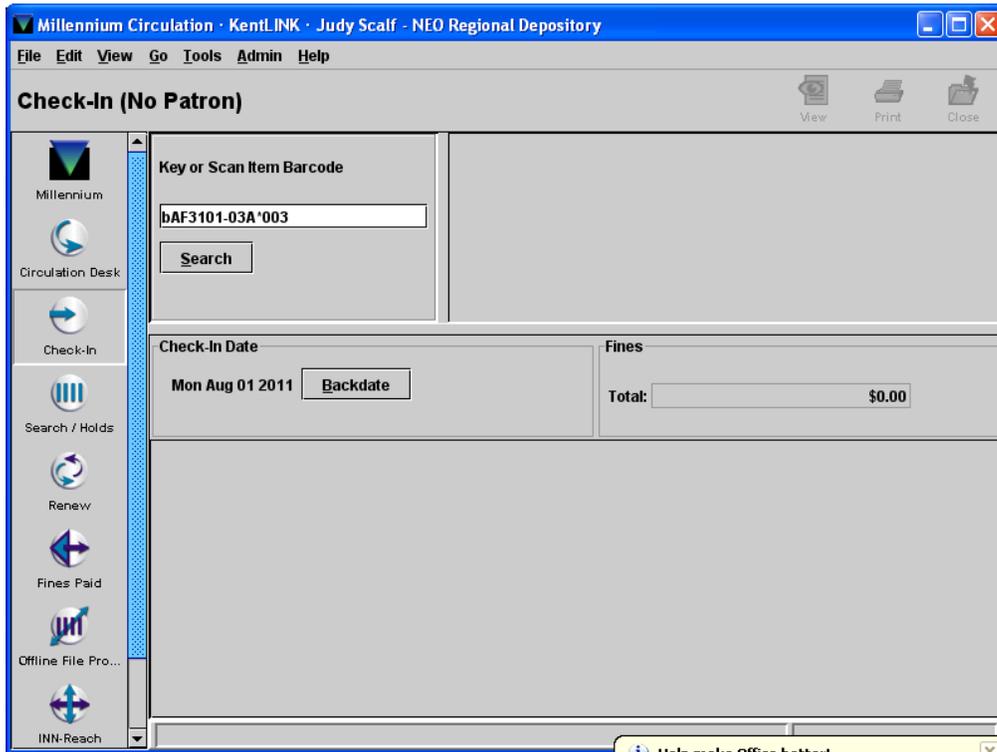
## Depository steps for processing KDEP Special Collection Requests

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.

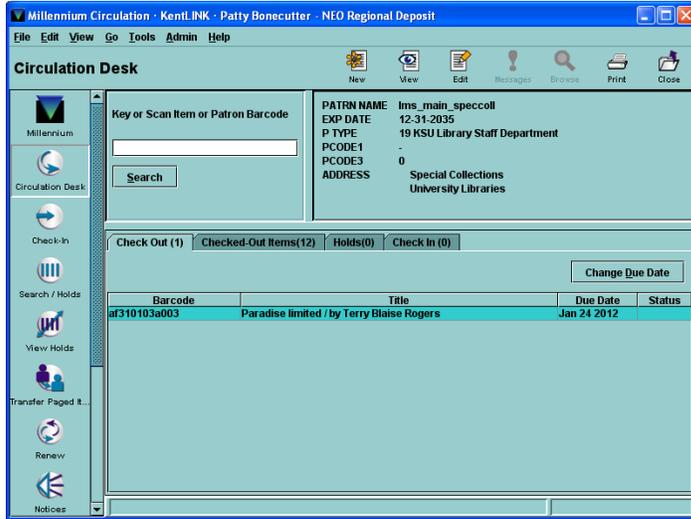
Note: insert 'b' in scan barcode field before scanning item barcode.



6. Close circmaic session.

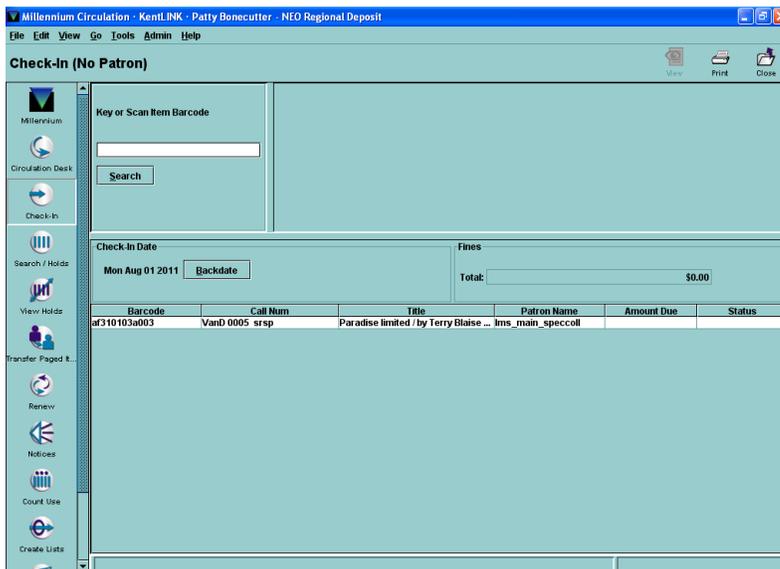
**Checking out material to special collections**

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

Millennium Circulation · KentLINK · Kelly L Shook - Systems · I21343214

File Edit View Go Tools Admin Help

Search / Holds by Title

Insert Save View Edit Summary Browse Export Print Close

b18227247

AUTHOR Corby, Jane, 1899-  
TITLE Paradise limited / by Terry Blaise Rogers  
LOCATIONS kentc, spec, maink, nedep

Summary Record I21343214 | 0 Item-Level Holds | 0 Bookings | 0 Bib-Level Holds

I21343214 Last Updated: 08-01-2011 Created: 06-23-1994 Revisions: 28

COPY #	1	LCHKIN	07-28-2011	LOCATION	srsp MAIN Spec Coll NE Region
ICODE1	0	IN LOC	14	LOANRULE	0
SUPPRESS	- DIS LOCANDCENT	# RENEWALS	0	STATUS	o LIB USE ONLY
I TYPE	100 No KCirc/PCirc	# OVERDUE	0	INTL USE	0
PRICE	\$0.00	ODUE DATE	- -	COPY USE	0
OUT DATE	- - :	IUSE3	0	IMESSAGE	- NO MESSAGE
OUT LOC	20	RECAL DATE	- -	OPACMSG	-
DUE DATE	- -	TOT CHKOUT	2	YTDCIRC	2
BATDN#	a	TOT RENEW	a	LABCIRC	a

I21343214 Not checked out Edit Mode (DVR)

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.