## **Remote Cataloging - Circulation (LTS Procedure #122)**

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Unit: Cataloging & Metadata Services

Date last updated: 08/24/21

Date of next review: 08/30/24

## To be used alongside Remote Cataloging - Item-in-Hand (LTS Procedure #119) procedure: https://confluence.cornell.edu/x/AgskFw

Complete Access Services FOLIO Training Manual

## Checking materials out:

Log in to FOLIO, and select the Check out app

Check out	🧭 Agreements 🚺
Scan patron c	ard
Scan or enter patron id	Enter
Patron look-up	

To look up a patron, select Patron look-up

- you can search by name or netid
- all of our accounts for remote cataloging have the last name "Remote Cataloger"
- the search is not case sensitive

Select the account

×	Select User				
User search	ίQ			User Search Results 1 record found	
Q lew235	Status	Name	Barcode	Patron group	
Search	Active	Daniels, Laura	9990006	Staff	
🛿 Reset all				🍋 End of list	
<ul> <li>∧ Status</li> <li>□ Inactive</li> <li>□ Active</li> </ul>	Click to select this user				

Enter the Barcode for the piece to be checked out

🕒 Check out	🔗 Agreements 🛛 💽	Check in 🕑 Check out < Cir	rculation log 🛛 🥏
Scan patron card			Scan it
9990006	Enter	enter barcode here	8 Enter
Patron look-up		No items have been entered yet	
Borrower			

Hit "Enter" to complete the transaction.

The barcode, title, loan policy, due date and time will display, following a number for each transaction.

Scan or enter item barcode       Enter         No. \       Barcode       Title       Loan policy       Due date       Time         1       barcodebarcode       Test record, title. Number Part title : RDA version / by OCLC.       1 year - Fac/Staff/Grad/Carr el/SPEC       6/28/2022       11:59 PM       ••••		Scan items				lew fast add record	
No. ✓BarcodeTitleLoan policyDue dateTime1barcodebarcodeTest record, title. Number Part title : RDA version / by OCLC.1 year - Fac/Staff/Grad/Carr el/SPEC6/28/202211:59 PM••••	Scan or ente	er item barcode	Enter				
1     barcodebarcode     Test record, title.     1 year -       Number Part title : RDA     Fac/Staff/Grad/Carr     6/28/2022       PM     PM	<u>No.</u> V	Barcode	Title	Loan policy	Due date	Time	
	1	barcodebarcode	Test record, title. Number Part title : RDA version / by OCLC.	1 year - Fac/Staff/Grad/Carr el/SPEC	6/28/2022	11:59 PM	

Keep entering barcodes to check out more materials to the same user

Select "End session" (in the lower right) when finished.

Total items scanned: 1



Checking materials in:

Log in to FOLIO, and select the Check in app

Check in	Ø Agreements	(+ c	heck in	Check (
			Factors	
Scan or enter barcode to check-in item			Enter	

## Scan/enter the barcode from the piece and hit "Enter"

Scan or enter bard	ode to check-in item	Enter	Process as today 🖉		Time returned now 🖉	
Time returned	Title	Barcode	Effective call number string	Location	In-house use	Status
2:16 PM ①	Test record, title. Number Part title : RDA version / by OCLC. (Book)	barcodebarcode	JK1369.43 .065 1977 v.1	Library Tech Services		Available