Remote Cataloging - Circulation (LTS Procedure #168)

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Unit: Cataloging & Metadata Services

Date last updated: 08/24/21
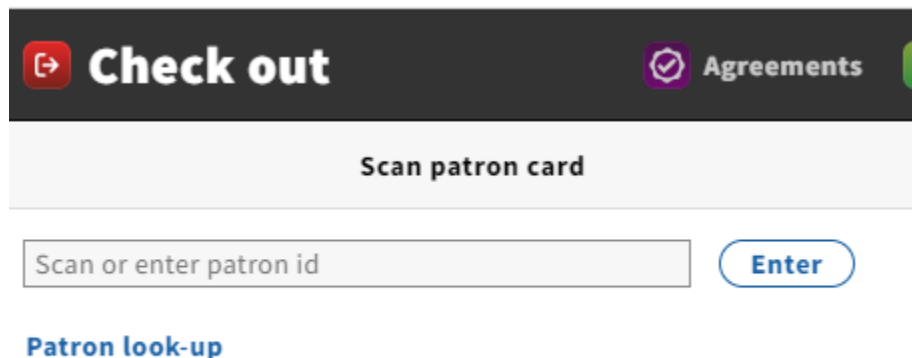
Date of next review: 08/30/24

To be used alongside Remote Cataloging - Item-in-Hand (LTS Procedure #167) procedure: https://confluence.cornell.edu/x/AgskFw

Complete Access Services FOLIO Training Manual
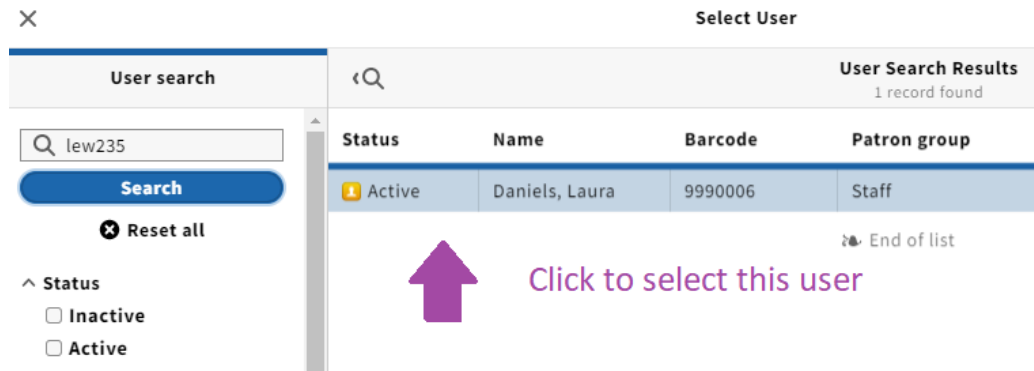
Checking materials out:

Log in to FOLIO, and select the Check out app

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

Enter the Barcode for the piece to be checked out

Scan patron card

Scan it

9990006   (Enter)

enter barcode here ⊗ (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 items   (New fast add record)

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/Carrel/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   **End session**

Checking materials in:

Log in to FOLIO, and select the Check in app

Scan or enter barcode to check-in item   Enter

No items have been entered yet.

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

			Process as		Time returned	
			today ✎		now ✎	

Scan or enter barcode to check-in item   Enter

Time returned	Title	Barcode	Effective call number string	Location	In-house use	Status
2:16 PM ⓘ	Test record, title. Number Part title : RDA version / by OCLC. (Book)	barcodebarcode	JK1369.43 .O65 1977 v.1	Library Tech Services		Available