

Sending Books in Transit in Via

Lit sets

From lending school:

- Gather together the books to be sent from your library to another.
- Access patron record of requesting teacher.
- Check out books to requesting teacher.
- Print a list of items checked out (from the checked out items tab).
- Box books with list and send to library staff at the requesting school.

At requesting school:

- Box of books goes to library; Library staff and requesting teacher are notified that the box is en route.
- Books may be checked out to students either manually or in Via.
- When checking out books to students in Via, a message will display: "Item checked out to another patron, .p----- and due mm/dd/yyyy. Clear that checkout and check the item out to this patron?" Click on yes to complete checkout.
- When the books are returned to the requesting library and checked in, a transit message will display. There is no need to print the transit notices. Place the books in a box and return to the lending library when all (or most) of the books have been collected.

When returned to lending library:

- Check books in to clear transit status.

Individual titles

From lending school:

- Gather together the book(s) to be sent from your library to another.
- Access patron record of requesting teacher.
- Check out book(s) to requesting teacher.
- Print a list of item(s) checked out (from the checked out items tab).
- Box book(s) with list and send to library staff at the requesting school.

At requesting school:

- Library staff will let teacher know that the book has arrived.
- Book will be returned to the library when it needs to be returned.
- Check book in to change status to In Transit and send back to lending library .

When returned to lending library:

- Check book in to clear transit status.