

INTRALIBRARY LOAN (within DRLS)

When you have a request for an item that is at another branch in Dixie, please EMAIL the information to the assistant director using the following format:

In the subject line, put the *branch: call number, libraries who own title, (Title)*

EXAMPLE: OK request: 956.94/Collins/BR,HO,PC (O Jerusalem)

In the body of the email, put the patron's name and phone number.

Send a separate email request for each item even if it's for the same patron.

If the request is a RUSH, put that in the subject line before the branch name.

EXAMPLE: RUSH OK request: 956.94/Collins/BR,HO,PC (O Jerusalem)

In the body of the RUSH request, put the date the item needs to be at your library.

INTERLIBRARY LOAN (outside DRLS)

When you have a request for a book that is not in our system, please EMAIL the information to the assistant director using the following format:

In the subject line put the branch: NOT IN ATRIUM, (Title and author)

EXAMPLE: OK request: NOT IN ATRIUM, (My Mississippi Home by John Smith)

In the body of the email, put the patron's name and phone number.

Send a separate email request for each item even if it's for the same patron.

Patrons are allowed 5 out of system requests, at a time.

Fiction titles are not requested from out of state library systems, unless needed for an assignment.

LENDING

When you receive an e-mail request for a book you own that another library's patron needs, respond back using the following format.

If the requested item is available, reply to the email with YES at the beginning of the subject line.

EXAMPLE: YES, OK request: 956.94/Collins/BR,HO,PC (O Jerusalem)

Use the same format for items that cannot be loaned: NO, RESERVED, MISSING.

CHECKING OUT BORROWED ITEMS

Items borrowed from outside our system are checked out for 7-days with no renewals (unless approved by lending library).

Items borrowed from within our system have the regular circulation period – 14 days with 2 renewals (unless the item is reserved).

When receiving an item from another Dixie branch, mark the item as arrived at your library by checking it in (even if it is not checked out). If this is not done, you will have to do an override when checking the item out to the patron.

LENDING ITEMS TO ANOTHER LIBRARY

Pull the appropriate item

Reply to email requesting item

Check item out to the appropriate library

Wrap cover

Put it aside to be picked up at the next branch visit.