Processing Non-SWAN ILLs
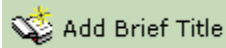
- In Circulation mode, expand the Items wizard group and click Add Brief Title wizard.

  Add Brief Title

- Add basic Title info, including author and title. Note that Title is a required field.

  Title info
Personal Author:	100	▼	1	▼	▼	Barth, John
Title:	245	▼		▼	▼	Lost in the Funhouse

- Add call number and copy info.

  Call number and copy info

 **1** New call number: ILL/PEORIA PL/BOOK
  Class scheme: AUTO
  2 Library:
  3 Item type: NS_ILL_PRT
  4 Home location: ILL_IN
  5 Item ID: E1247879534

  1. Assign a call number according to the naming convention used by your library. The SWAN recommended call number naming convention is pictured above: ILL/LENDING LIBRARY/FORMAT
  2. Select your library code from the drop-down.
  3. From the drop-down menu, choose NS_ILL_PRT for print or audio materials and NS_ILL_VID for video or DVD materials. You must use one of these item types for material to circulate correctly! You may have to override the Symphony-assigned due date to accommodate the policy of the lending library.
  4. Home Location should remain as ILL-IN. Do not change.
  5. Scan or type the item ID (barcode). Item ID is a required field. **Symphony accepts almost anything as an item ID! No more need for "dummy" barcodes!**

- Click Add Brief Title.   Add Brief Title (o)
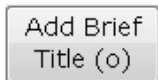
- Record Updated. Chose "Add Another Brief Title" to catalog another non-SWAN ILL, "Make More Changes" to edit your brief title further, or "Close".

- Your item is ready for circulation.
  There is no need to put a price in the item record. Once the item is 42 days overdue a lost bill is generated and a default price of $100 (or an amount specified by the default price policy of your library) will be applied to the bill.

- If it is your policy, place a hold on the item and trap it so your patron receives a notice. Alternatively, you may contact the patron and place the item on the holdshelf.

- Once checked out to your user, the item will display in Enterprise in a list of your user's checkouts with the author and title you entered into the brief title record and a due date. To all other users, this item is shadowed.

- When the item is returned, check it in using Discharge/Checkin wizard and route it back to its home library.

- You can now delete the brief title and item record you used to circulate this item. Click on Delete Title, Call Numbers, or Items wizard. **You may need the super password to access this wizard.** Search for and display the record to delete. With the Call Number/Item tab displaying, check the box next to the item you wish to delete. Since this is the only item attached to this brief bib, the title and call number boxes will automatically become checked also.
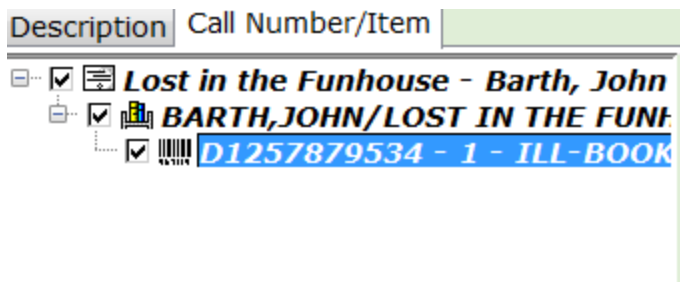
Click Delete. *This action will remove the title. Would you like to remove the title?* Click Yes.

FAQ

Q. In Symphony Workflows how can I get a list of all current non-SWAN ILLs borrowed by my library?

Run a List Items report with the following criteria:
Library = your three-letter library code
Home location = ILL-IN

Q. How do non-SWAN ILLs circulate?

Unless overridden to match a due date approved by the lending library, system wide, NS_ILL_PRT uses circ rule 2W15C0G0R. NS_ILL_VID uses circ rule 7D1D0G0R.

Q. What prints on an overdue notice?

The author, title, and call number entered into the Add Brief Title wizard when the title and item were entered.