

Canceling Transits

It is sometimes desirable to cancel a transit. **A transit should never be canceled without a follow-up action.** Without a follow-up action, the item's status will be Canceled Transit and its whereabouts will be unknown.

These are examples of when staff may want to cancel a transit.

- 1) After a transit has been triggered, it is discovered that the condition of the item is such that you don't want to send it away from your branch or library. You may cancel the transit then
 - a) delete the item OR
 - b) check the item out to an internal account OR
 - c) change Holdable? to NO in the Holdings Editor and check the item in.
 - d) If the item was in transit to fill a hold, verify that the patron's hold has reverted to Waiting for Item. The reversion should be automatic when the transit is canceled.
- 2) If a patron requests an item that is in your building but in transit to another branch or library NOT to fill a hold, you may check it out to the patron in front of you. A dialog box will pop up telling you that the item is in transit and asking if you want to proceed with the checkout. Click through to complete the checkout.
- 3) An item that is in transit for a long time and neither the sender nor the recipient can find it needs to have its status changed to Missing. Before that can be done, the transit has to be canceled.

In all of these instances, there is an item status change after the transit is canceled. A transit should never be canceled without a follow-up action.