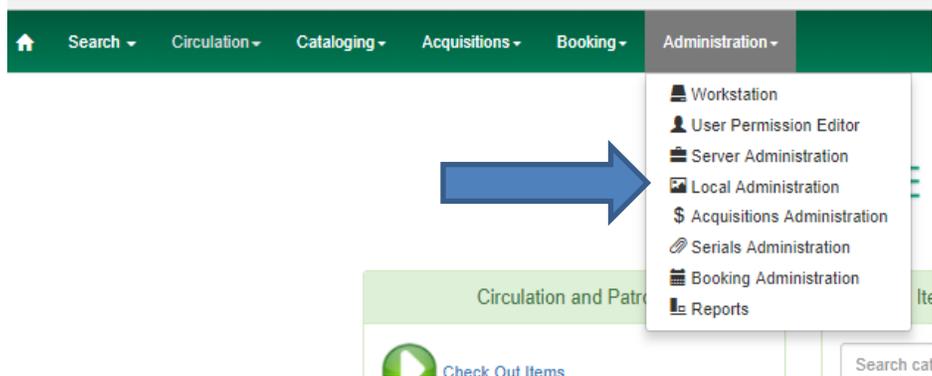


Transit List

The Transit List should be checked weekly to keep on top of items that have gone missing in the courier or have been shelved without being checked in.

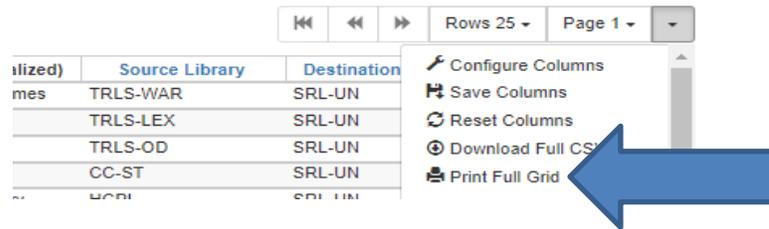
A. The Transit List is found in Administration -> Local Administration -> Transit List.



The Transit List can be set to search for items in **Transit To** your library/branch and in **Transit From** your library/branch. Choose a **Start Date** (for example, the date of your migration) and an **End Date** of four weeks before the date you are running the report.



Print both the Transit To and Transit From reports. Print from the Column Picker. Select **Print Full Grid**. You only need to look for the items that belong to your library so you may want to sort the list by item barcode and only print the pages that display your items. Look for items that belong to your library.



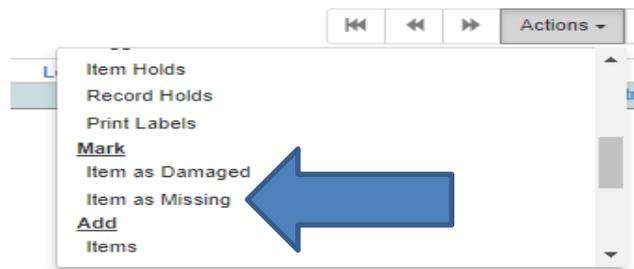
- B. Cancel the transit for your library's items not found, and Mark Item as Missing. Do not cancel transits for items belonging to other Missouri Evergreen libraries. The owning library is responsible for its items.**

To cancel a transit, highlight the item whose transit you want to cancel in the Transit List. Then select the **Cancel Transit** button at the top of the list.



When a transit is canceled, a second function must be performed. It is never acceptable to leave an item in the status of Canceled Transit. For more information about Canceled Transits, see the Circulation Training Materials on the Missouri Evergreen website. <http://moevergreenlibraries.org/circulation-training-materials/>

After canceling the transit for your items that weren't found and reporting them to MALA, mark the items missing. This can't be done in the Transit List interface. There is no Action menu on this page. You will need to click on the item barcode in the Transit List which will take you to the Item Status-Detail View page. Here, you can select **Mark Item as Missing** from the Actions menu.



C. Items in route to your branch will be coming to either fill a hold or to be reshelved. If they are coming to fill a hold and are lost in transit, a second hold needs to be placed for the patron.

1. Make sure you have a column for **Patron Barcode** in the **Transit List**. If the item is coming to you to fill a hold, the requesting patron's barcode will be in that field. If the item is coming home for shelving, there will be no barcode in that field.



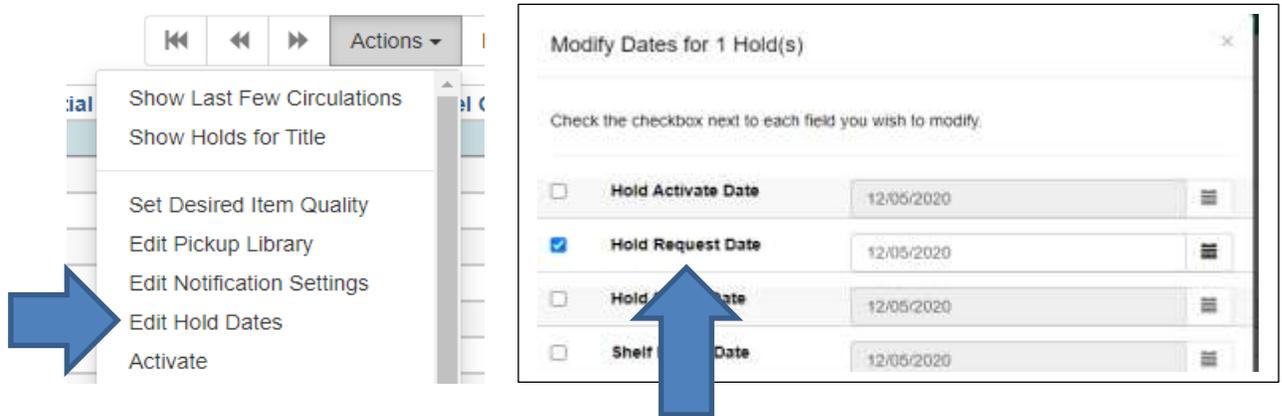
Send Date/Time	Hold Type	Patron Barcode
9/21/2020 8:46 AM		
12/16/2019 2:46 PM	T	9301577089
10/29/2020 1:39 PM	T	9301579944
9/4/2020 8:12 AM		
8/26/2020 5:29 PM		

- The patron may have canceled the hold since the transit was set.
- Copy and paste the patron barcode into **Check Out** to retrieve the patron's record.
- Look for the item among the patron's Holds.
- If there is still a hold on the title, place a new hold for this patron and Edit the Request Date so that he doesn't lose his place in the queue. The Request Date can be found in the patron's list of holds.

Place Hold
Detail View

#	<input type="checkbox"/>	Hold ID	Current Item	Request Date	Capture Date	Av
1	<input type="checkbox"/>	2554336	00010020...	12/2/2020...	12/3/2020...	
2	<input type="checkbox"/>	2554341	38421100...	12/2/2020...	12/2/2020...	
3	<input type="checkbox"/>	2554343	30068190...	12/2/2020...	12/2/2020...	
4	<input type="checkbox"/>	2554345		12/2/2020...		
5	<input type="checkbox"/>	2554348	30000023...	12/2/2020...	12/2/2020...	

- To edit the **Request Date**, select the hold you just created from the list of holds. From the Actions menu, select **Edit Hold Dates**. Edit the **Hold Request Date** in the resulting dialog box.



- Add an **Alert** to the patron's record explaining that a duplicate hold was placed and that when one item arrives, the second hold should be canceled.