

Pre-Cat records for ILL Items (also called Quick Add or On the Fly records)

Receive the item in ShareIt (or other ILL system)

The screenshot shows the 'Borrower's Shipped List' in the ILL Admin Request Manager. A red caution message states: 'CAUTION: This will update ALL requests with this status. Not just the requests on this page.' A dropdown menu is set to 'Shipped'. The list contains four items, with a blue arrow pointing to the third item, 'A symphony of echoes'. The table below shows the details for this item.

Title	Req. No.
Eleanor Oliphant is completely fine	455442
Images of the Ice Age	457062
A symphony of echoes	456485
A year of Biblical womanhood : how a liberated woman found herself sitting on her roof, covering her head, and calling her husband "master"?	457765

PEMPL (Emmaus Public Library)
Shipped
456485
5/13/2019
Returnable (loan)
Book
none
A symphony of echoes
Taylor, Jodi
New York, Night Shade Books, 2016.

PEMPL (Emmaus Public Library)
Received
456485
5/13/2019
Returnable (loan)
Book
none
A symphony of echoes
Taylor, Jodi
New York, Night Shade Books, 2016

Pull the patron account up in SPARK & go to check out:

The screenshot shows the 'Check Out' interface in SPARK. It includes a 'Check Out' button, a navigation bar with 'Items Out (0)', 'Holds (0 / 0)', 'Bills (\$0.00)', 'Messages', 'Edit', and 'Other'. Below is a 'Barcode' input field with a 'Submit' button. At the bottom, a table header is visible with columns for '#', 'Balance', 'Barcode', 'Title', 'Circ ID', and 'Call Number'. The table content shows 'No Items To Display'.

Pop ups need to be allowed (and should be already be for other SPARK functionality)

A pop-up box will appear for the creation of a pre-cat/ quick add/ on the fly record

Barcode "1 1 1 1" was mis-scanned or is a non-cataloged item. ✕

Title

Author

ISBN

Circulation Modifier

Fill in the blanks & **don't forget the circ mod** (this determines which check out policy the item follows and how long the patron gets to keep it, if there are renewals, or other special circumstances)

Barcode "1 1 1 1" was mis-scanned or is a non-cataloged item. ✕

Title

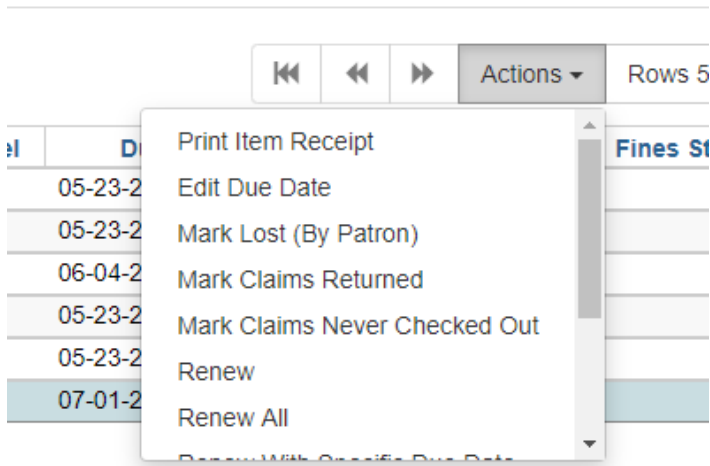
Author

ISBN

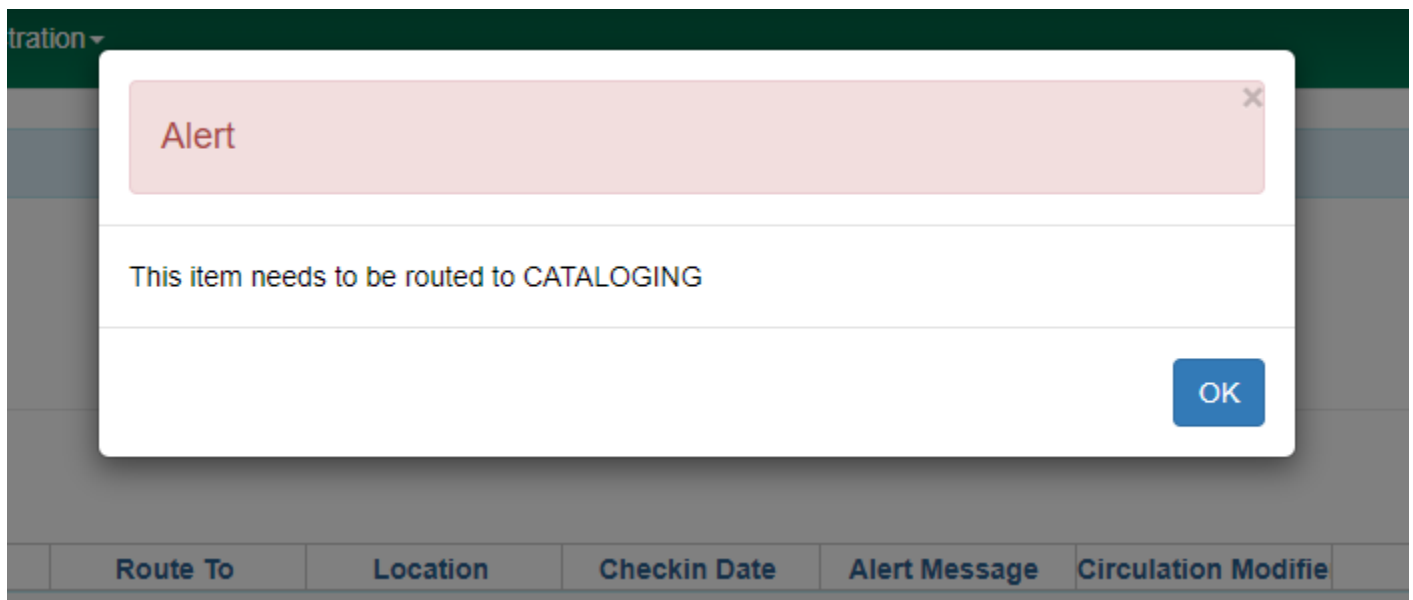
Circulation Modifier

Choose/ click Pre-Cat Checkout to add the item to the transaction.

Depending on your library policy, either manually remove renewals (if not allowed) and/ or change the due date from the Items Out >actions



When the item comes back, remember to check it in using SPARK and ShareIt (or other ILL System). At check in using SPARK, you should get a pop-up



This is your cue to set the item aside for further processing. Either delete, purge, add to bucket, or ignore the item record (whatever your library policy is for dealing with such item records).