



REPORTS

Transfers to Receive

Find items that have not been checked in after a transfer has been initiated

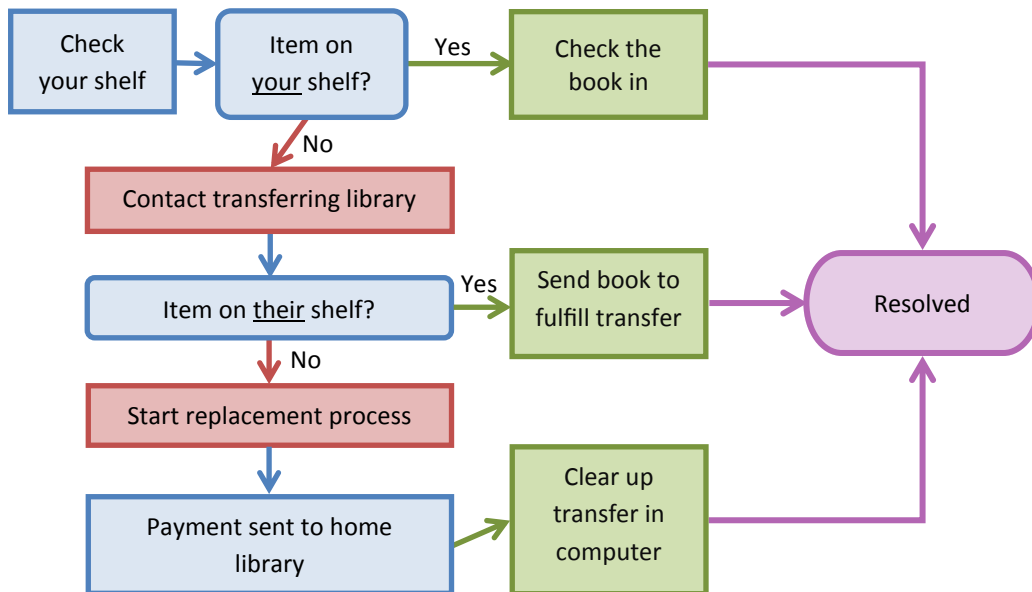
This could mean the item:

- Didn't get scanned upon arrival
- Didn't arrive
- Didn't leave the original location

This is an example of a transfer that needs attention:

Date of transfer	Title	On hold for	Home library	Call no.	
09/19/2012 <i>Transfer is 298 days late</i>	Enchanted afternoon / by Wiggs, Susan. (Book) Barcode: 34311002107283	None	IOLA	Pbk F W	Cancel transfer

Follow these steps:



Other steps you can take:

- Post on the list-serv if the item is still missing after contacting the other library
- Contact Carolyn Little if the courier is involved
- Initiate a 'Materials Replacement Claim' if appropriate

Contributing factors to transfer troubles:

- Barcode doesn't read, doesn't exist, didn't get replaced, was replaced incorrectly
- Hold was never picked up by patron — needs hold removed and transferred back
- Items get sent to the wrong place, extending their trip back to you