

Items Sent to Service Center for Cataloging Corrections

When sending items in to the Service Center. Please follow the following steps.

1. Place a hold on the item. Patron: Service Center (26601000921481), Pickup Location: Pioneerland Library System.
2. Scan in item to put the item In-transit to Service center.
3. Fill out the Bright Yellow routing slip. Completion of each field is mandatory.
(examples for reason: Requested by Sue A, Needs new spine label, Location should be, etc..) This will help get the item to the right person at the Service Center.
4. Place the PLS Service Center routing slip (Bright Yellow) in item.
5. Place item in delivery crate for next pickup.

When the Service Center receives the item.

1. Service Center will check the item in.
2. Item will be checked out to Service Center (26601000921481).

When Service Center returns item to home library.

1. Service Center will scan in the item to put the item In-transit to home library.
2. Place the Bright Yellow routing slip in item and place on delivery shelves.

When the Home Library receives the item.

1. Home library will scan in the item when received in delivery.