New Prospector Procedure to Return Items (proposed August 11, 2011)

1. The “Common Procedure” for returning items to Front Range Libraries is to do exactly what the return receipt says to do:

   GOOD:
   • Item belonging to Golden branch of JeffCo LD is returned at Fraser Valley branch of Grand County LD
   • Receipt says, “Return to Jeffco Public C102”
   • Send item via CLiC Courier to C102

   (JeffCo uses internal courier to deliver item back to Golden.)

2. The “Special Procedure” for returning items to Marmot Libraries is to send items to the owning branch, not district headquarters or the central library. Multi-branch Marmot library districts, unlike Front Range libraries, have NO INTERNAL COURIER.

   GOOD:
   • Item belonging to Fraser Valley branch of Grand County LD is returned at Boulder PL
   • Receipt says, “Return to Grand County Library District”
   • Receipt also says, “LOCATION: GRC Fraser Adult Fiction C734”
   • Send item via CLiC Courier to C734

   BAD:
   • Send item via CLiC Courier to C704 (Grand County Admin office)
3. A “Special PROBLEM” for returning items to Marmot Libraries is missing data on the return receipt. Do the best you can with the item in hand; report missing data to cataloging staff; and report missing courier codes to Millennium system administrators.

(In 2010 Marmot appended courier codes to 1,500 location records. This was tedious for the Marmot Millennium system administrator, but a boon for circulation staff who don’t have to look up courier codes any more. Is this solution practical for other Millennium systems in Colorado?!)