
A quick test of the feature, using an Arapahoe Millennium session, and a “visiting” Jefferson County patron account.

Change to INN-Reach mode of Millennium Circulation:

Select the Visitor Check-Out function:
If the authorization is not enabled for the Millennium user, they will not be able to proceed from this point. Clicking on the “Visitor Check-out” will result in a pop-up window to confirm authorization initials, and ultimately a pop-up indicating the user is not authorized to perform the function.

If authorized, the “Print date due slips?” is seen, and should be responded to as normal.

From the dropdown menu, select the visiting patron’s home library and click on “Select”:

![Dropdown menu example](image)

You will not see the Institution where the check-out is occurring (in this case, Arapahoe). If the local system is part of a shared server, the other libraries using that same shared server will also not be visible in the dropdown list.

Note that libraries are listed in alphabetical order by Institutional location code (9xxx), not by library Institution name. Staff may need to do some hunting down the list to find the appropriate institution.
Using a scanner or by typing, enter the patron’s library card number. (Card number is required. There is no way to perform the transaction without it, i.e. using patron’s name or phone number.)

Patron information is displayed for the visiting patron, including the Central P-Type.
Scan the barcode of the first item.

Note, as the feature is currently configured, the INSTITUTIONAL loan rule is applied, with a 55-day loan period. This checkout occurred on July 17. The displayed due date is September 10. There is also an option to Change Due Date (if authorized to do so), but even if staff manually change this date to a 3-week checkout, there will not be a renewal allowed, since the Institutional loan rule does not currently include a renewal.

Before libraries begin using this feature I recommend unique central P-types be created, and appropriate loan rules be established for those P-types on local Millennium systems.
When an item that doesn’t normally allow Prospector requests is checked out, an error message is encountered, but with the option to override (if authorized to do so):

Override option uses local loan rule for non-circulating items if one is established on your local system.
The view of the local item record after the transaction has completed:

Out Loc: shows statistic group of Millennium login used for Check-out.

Loanrule: shows loan rule # assigned to the transaction. In this example it is the Institutional 55-day loan rule on the local system.

Status: @

INN-reach message: resembles traditional INN-Reach request, but *does not include Pickup Location*.

Traditional message format:

IR00:06-15-12 requested by .p########@9aurp for pickup at "Auraria Circulation"
Patron record view in their local webpac also shows due date for Institutional loan rule (55 days after checkout):

Recommended additional reading:

III Manual:

Page 100164 “Checking Out an Item to a Visiting Patron”

Page 105135 “Visiting Patron P Type Mapping”

Page 107879 “Possible Messages (Checking Out an Item to a Visiting Patron)”