What are some general guidelines for doing the annual reconciliation process?

Some general guidelines for the cleanup process:

- Libraries can proceed with record clean up, starting with the items checked out to their patrons. These items should be cleared from patron accounts by checking in the barcode of the item or by "collecting" money in the patron's fine screen. You can also change the item to "mark lost". Other workarounds may be necessary at non-III libraries.
- For each item cleared from a patron's record, the borrowing library should contact the owning library and let them know the record has been cleared/checked in, but the item is on the list of lost items.
- The owning library can then proceed with their usual steps for withdrawal, deletion, and replacement.

**Note:** If you wish to clean up items that were checked out in years past and have not been cleared, contact the borrowing library before checking in or changing the status of an item. It's important that the borrowing library have the opportunity to get whatever information they need for patron records. If an owning library simply checks in a lost Prospector item, the item will also be checked in from the patron's record and could cause discrepancies with fines, replacement charges, etc.

For Millennium users, Create Lists is notoriously difficult to isolate local patrons with long overdue Prospector items. If anyone has come across a favorite method, please share it with us. You may wish to use the attached spreadsheet, focusing on the tab of items that is sorted by the home library of the borrowing patron.

For Sierra users who have Direct SQL Access, it is possible to find local patrons with long overdue Prospector items. I've had success with the following SQL query:

```sql
SELECT p.record_num AS Patron_Number, p.barcode AS Patron_Barcode,
       c.due_gmt AS DUE_DATE, i.location_code AS Owning_Location,
       irp.barcode AS Item_barcode
FROM sierra_view.checkout c
  JOIN sierra_view.patron_view p
  ON c.patron_record_id = p.id
  JOIN sierra_view.item_record i
  JOIN sierra_view.item_record irp
  ON i.id = irp.id
  AND i.barcade = irp.barcade
```

Borrowing/Lending

ON c.item_record_id = i.id

JOIN sierra_view.item_record_property irp

ON irp.item_record_id = i.id

WHERE i.location_code LIKE '9%'

AND EXTRACT(year from due_gmt::date) = 2011

ORDER BY p.record_num, c.due_gmt

This query is using the location code field from the “Checkout” table to find the Prospector items. An alternative query could instead search for the local system’s loan rules for Prospector transactions, which is another field found in the “Checkout” table.

Depending on your SQL query tool, the results may be printed or exported to Excel, which can then be dealt with by looking them up, one by one, in Sierra.

My results look something like:

<table>
<thead>
<tr>
<th>Patron_number</th>
<th>patron_barcode</th>
<th>due_date</th>
<th>Owning_location</th>
<th>Item_barcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>1172918</td>
<td>21393005627223</td>
<td>2011-02-20 04:00</td>
<td>9arrp</td>
<td></td>
</tr>
<tr>
<td>312770131646349</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1554455</td>
<td>21393005685247</td>
<td>2011-11-22 04:00</td>
<td>9uccp</td>
<td></td>
</tr>
<tr>
<td>332800048985989</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1561606</td>
<td>21393007034816</td>
<td>2011-11-14 04:00</td>
<td>9bldr</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R00916132789</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


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