**Borrowing/Lending**

**What does "@ PRSPCTR OFFCMP" or "@ OFF CAMPUS" mean?**

The item record status is changed to "@" (may display as OFF CAMPUS, or PRSPCTR OFFCMP) as soon as an item is checked out to INN-Reach from the lending library. That's the status in the full item record that lives at the lending library. The status does not change until the item returns to the lending library and is checked in.

The "in transit" message is added to the lending library's item record when the item has been checked out to the borrower at the borrowing library, and then is checked in at the borrowing library.

Items in this situation turn up on the "Returned Too Long" report when it's produced at the borrowing library. The borrowing library may ask the lending library to check and see if a certain item is back on the shelf. When the item is not found, it is usually not resolved until the eventual reconciliation process.

If the borrowing library really wants it off the patron's account, they can delete the virtual item record from the borrowing patron's INN-Reach tab (right-click on the line for that item to see the option to delete). This does not affect the status at the lending library - it will still be "@".

The "in transit" field is added to the item record in the owning library's ILS when the borrowing library checks it in off of their local patron's account. The status code "@" is added to the local item record at the time of the Institutional Checkout. Different local ILS have different labels for the "@" status. At Arapahoe, it shows as "Out of Library". The status in the item record won't change from "@" until the item returns to the owning library and is checked in; or local staff manually change that code to something else, such as "Missing".

It's best to never manually change the status code from "@" to anything else, as it will cause problems if the item does turn up and get checked in. If the item has been checked out to fulfill Prospector transaction (status = "@") and the status is later changed to something other than "@", and the item is checked in it won't properly sever the connection to the Prospector patron. Which means it won't properly check out to the next patron and if you are trying to delete the item record it will not be allowed because of the existing link to the INN-Reach patron. The owning library should first check in the item to change the "@" status and remove the connection to the Prospector patron, then change the status to something like "missing".

One hope of the annual reconciliation process is to find items like this - those that may have been misrouted to the wrong library and improperly shelved there. But that does require some time. If this was an item borrowed in 2014, we won't be looking for it until next year's reconciliation process.
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Unique solution ID: #1133
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Last update: 2017-08-24 19:37