Borrowing/Lending
What is the process for checking in and out Prospector items?

**Checking Out - Prospector Library:** To check out an item owned by your library to a Prospector library:

1. Navigate to the Inn-reach Module

![INN-Reach](image)

2. Select the Check-Out option from the menu, then scan the item barcode.

**Checking Out - Patron:** This works the same as regular checkout. Bring up your patron’s record and scan the barcode to check it out. Remember, since the item is from another library system in the Prospector group, you may have to place a “b” in front of the barcode to get your local ILS to read it.

**Checking In - Incoming Items Received Through the Courier:** This process works the same as checking in your library’s own items. Scan the barcode and follow the directions on the screen. You may need to place a “b” in front of the other library’s barcode to get your library’s ILS to read it.

**Checking In - Prospector Items Returned by your Patrons:** This process works the same as checking in your library’s own items. Scan the barcode and follow the directions on the screen. You may need to place a “b” in front of the other library’s barcode to get your library’s ILS to read it.
Check out some wonderful training resources that Marmot has put together. Some of the material may be Marmot specific, but you will get a good understanding of the Prospector borrowing/lending process.

https://marmot.org/for-members/training/sierra-help?field_sierra_functions_tid=192

https://marmot.org/for-members/training/sierra-help?field_sierra_functions_tid=182

Unique solution ID: #1054
Author: Franca Rosen
Last update: 2017-08-24 18:44