Reconciliation Process

How does the reconciliation process work?

1. Use the Millennium INN-Reach report “Institutional Overdue” to find those items with a due date in the appropriate time range, typically within the current calendar year. The report requires a “Minimum days” and “Maximum” entry. The “Minimum day” entry is the current day of the year. For example, if it was the 313th day of 2012, you would instruct the report to not include any items with a due date after January 1st, the number 313 would be typed in that field. The “Maximum” entry is the “Minimum” + 365 days. In this example, 678. These parameters will produce a report of items still checked out to an Innreach patron, with a due date of the previous year. Depending on what day you produce the report, those “Minimum” and “Maximum” numbers would obviously be changed.

2. When the resulting report is compiled, the owning library searches for these long-overdue items on their own shelves on the chance that some of them were shelved without getting checked in. Found items are checked in, and removed from the report.

3. After the list has been completely searched at the home library, the remaining report of long-overdue items is sent to the Document Delivery Chairperson. All the lists from each library are then compiled into one larger list.

4. That larger list is sent out to all libraries and each library simultaneously searches for those items on their shelves on the chance that an item was mistakenly shelved at an incorrect library. Found items are returned to the owning library where they are checked in, and this information is communicated to the listserv as “found” so other libraries don’t continue looking for an item that has already been located.

5. After all libraries have completed the search of their own shelves for the long-overdue items, each home library takes steps to take their long-overdue items out of circulation.

See also:
https://www.coalliance.org/sites/default/files/prospector_recon_policy_rev_072204.doc

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Author: David Britt
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