

Polaris: Borrow by Mail

Setting up Borrow by Mail (Client)

- System administration
 - Parameters – Requests – Borrow by Mail
 - Enabling Borrow By Mail, notes, charges and assigning processing centers
 - Setting Limits by patron codes & item material types
 - Print jobs & notices

Placing Borrow by Mail Requests

- Leap
- Vega

Managing Borrow by Mail Requests

- Viewing in the Holds Queue
- Viewing in the Patron Record – Holds View
- Viewing in the Request Manager

Patron Account in Vega

- Patron view of borrow-by-mail requests

Processing Borrow by Mail Requests (Client)

- Trapping BBM items
- Checkout of BBM items
- Printing the mailer for individual items in the Patron Status record
- Bulk processing of BBM items in the Request manager

Tracking Borrow by Mail Requests (Client)

- Entering tracking numbers in the hold request
- Patron view of sent items in their PAC account

Checking in Borrow by Mail items

Borrow by Mail reports