Springer e-book Instructions from Meg at CC Tutt Library 5-23-18

Make sure the requesting library does not own the Springer collection. If it does, send an email asking that the request be cancelled and filled locally—I don't always do this, since it doesn't happen too often and sometimes those libraries have not updated their collection recently, so they can't fill the order anyway. Sometimes I just go ahead and fill the order without contacting them.

1. Look up the title in your system. (Tutt Library has Millenium.) (Your record should say "Prospector Paged" + "1 Hold").
2. Click on title.
3. "View online."
4. Download Book. If there are any difficulties, you can go directly to Springer website and download, but this is rare.
5. I have the springer downloads go to my desktop because it's easiest to find them there.
6. **Rename** file on desktop with at least part of the title of item.
7. You need to make a file to keep the Prospector PDF's together: I do this:

   Choose: Computer

   Library I (this is for available to our library—so anyone could access this)

   File name: Prospector Springer pdf's

   Choose "New Folder" (at top)

   Rename it: Last nameFirst initial-library-date (some libraries do this differently) (Example—RempleM-CSU-5-23-18 OR RempleM—BoulderPL-5-23-18

8. Drag pdf from desktop to this folder
9. "Send to" Compressed folder (zip)
10. In Firefox: www.hightail.com

    Log in—username: help@coalliance.org

    password: prospector

    choose "sign in with email"

11. Choose "Create New" upper left of screen, and then "Send."
12. To: look up in Springer list of contacts for email (the list is on the coalliance website)

    Subject: Prospector Springer e-book for (name of patron) (branch), from CC (or whomever)

    Message: Title of book
13. Click on small computer icon under "Drag Files Anywhere."
14. Click on correct compressed (zip) file in your Prospector Springer folder .
15. Choose "Next."
16. Expiration date—21 days out.
17. Click "Send."
18. You can check to make sure the file sent by clicking on the icon that is two over from the "create new" one in the upper left corner (sometimes an extra window comes up—just x it). A list will come up under "file transfers," and the top of the list is Sent.

19. Go to your own system—you need to check the item out in Prospector (InnReach),→ Function →
    INN-Reach → Checkout to Remote Site. Make sure to include **period** before record number, i.e.,
    record number is i18737961, you MUST include **period** preceding number when checking in and
    out to INN-Reach, for example, → **.i18737961**
20. Check item back in -→ Function → INN-Reach → Check in (No Patron) → **.i18737961 (include
    period preceding number)**
21. On paging slip write whom the email was sent to, date, time, "O & I" (for checked out and in), and
    your initials.
22. Delete desktop file of book, and file in your Prospector Springer folder. I keep the compressed
    files for about a week.
23. You also need to hold onto your paging slips for a month and keep a count of them—then throw
    them away.