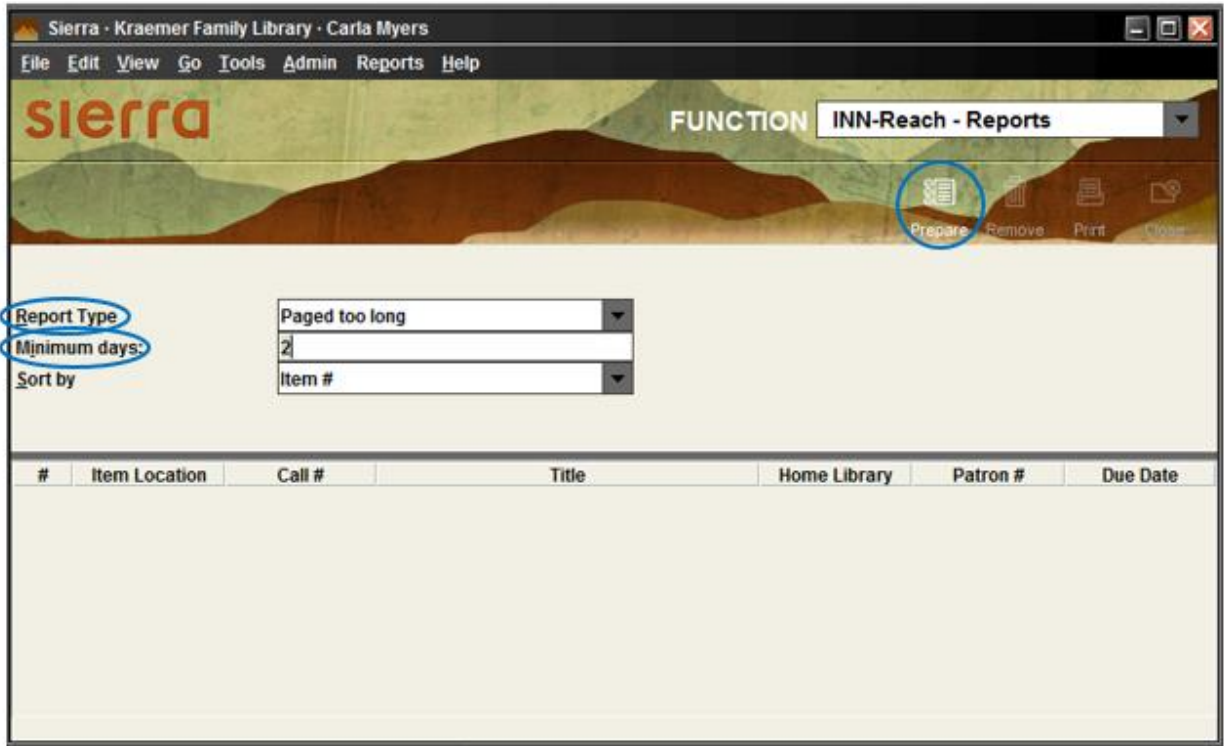# Prospector Paged Too Long List

This list consists of Prospector requests that have not been pulled in a timely manner. This list should be run **DAILY**.

1. Open the INN-Reach – Report module. Using the drop-down menus, select a *Report Type* of **Paged too long**. Set the *Minimum days* to "**2**." Click on **Prepare**.

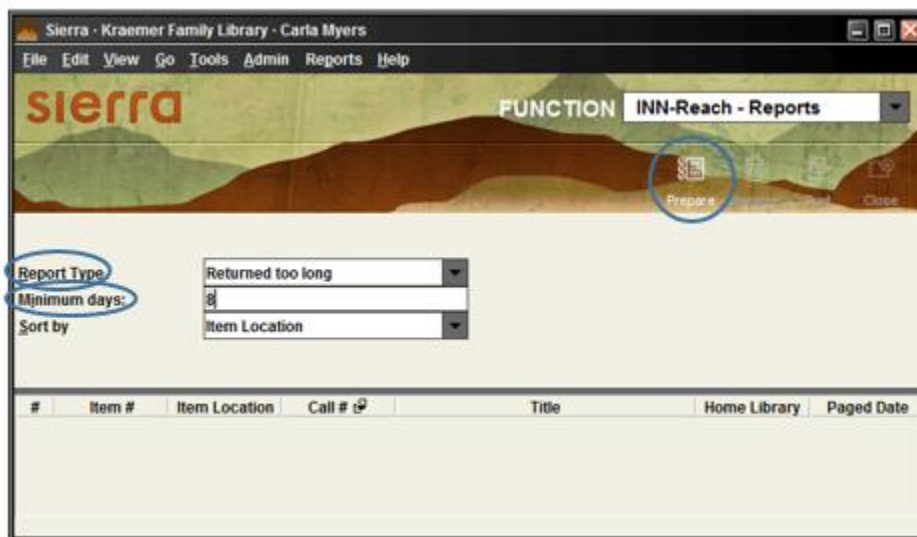2. Print off the list of items this search returns and look for them. If they are found check them out to Prospector. If they are not found…
    a. If there is a space on the shelf where the item should be then it is likely that the title was sent to the borrowing institution without first being checked-out to Prospector. Wait 3-5 days and see if the item arrives at the borrowing institution; you'll know if it has as it will no longer appear on this list.
    b. If there is no space on the shelf where the item should be and it cannot be found anywhere else (e.g. temp shelving, the sorting tables, etc.) then:
        i.   Cancel the hold.
        ii. Declare the item missing.

Prospector Returned Too Long List

This list contains Prospector items that we have returned to the lending library but have taken "too long" to arrive there.

1. Open the INN-Reach – Report module. Using the drop-down menus, select a *Report Type* of **Requested too long**. Set the *Minimum days* to "**8**." Click on **Prepare**.

2. Sort the list by clicking on the Returned Date field header.

3. Contact the library that owns each item to see if it arrived at their institution but was not properly checked-in.
    a. If it was, they can check the item in to clear it form this list.
    b. If it was not, then they can decide if they wish to check-in the item, declare it missing, and report the loss to the courier.

Prospector In Transit Too Long List

These are items that our patrons have requested from other Prospector libraries but have not arrived in a timely manner.

1. Open the INN-Reach – Report module. Using the drop-down menus, select a *Report Type* of **In transit too long**. Set the *Minimum days* to "**8**." Click on **Prepare**.
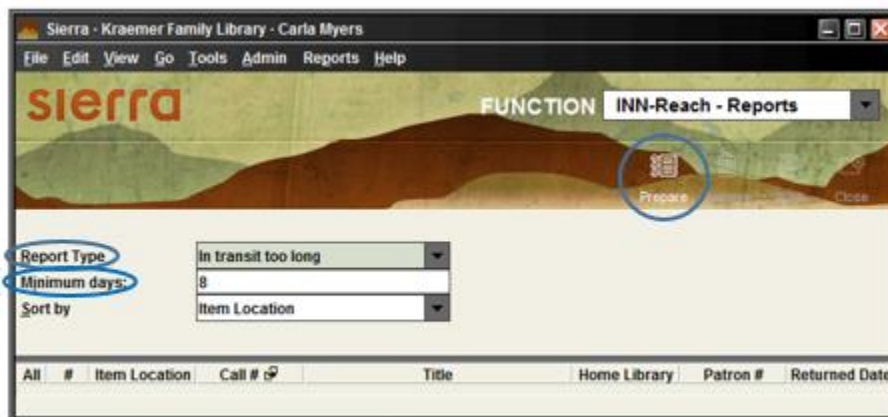
2. Sort the list by clicking on the In Transit Date field header.

3. Contact the loaning library to see if the item in question it is still at their institution.
    a. If it is, then the lending library should be able to send it on its way to us.
    b. If it is no, proceed to step #4.

4. If possible, rerequest the item for the patron from another Prospector or Mobius library.
    a. If you are able to request it through another institution in Prospector or Mobius email the patron to let them know the item has been requested for them and should be on its way to us.
    b. If the item is not available from another institution in Prospector or Mobius, proceed to step #5.

5. If it cannot be obtained from another Prospector or Mobius library email the subject librarian to see if they would be interested in purchasing a copy for the patron to use. Sample email text:
    > One of our patrons, PATRON NAME, has been trying to obtain the following item through Prospector/Mobius: INSERT A LINK TO THE PROSPECTOR/MOBIUS ITEM RECORD. Unfortunately no copies are available for them at this time. Would you be willing to purchase a copy of this item to add to our collection? If yes, please have cataloging place a hold on the item for the patron named above, and please let me know so that I can inform the patron that we will be getting a copy for them. If no, please let me know so that we can encourage the patron to obtain a copy through Interlibrary loan.

    a. If the librarian responds that they will be obtaining a copy for our collection email the patron to explain the situation with the Prospector/Mobius item and let them know that our library will be purchasing a copy for them to use.
    b. If the librarian responds that they are not interested in purchasing the item, email the patron to explain the situation with the Prospector/Mobius items and encourage them to request a copy of the title through Interlibrary Loan.

Prospector Received Too Long List

This list identifies items that we have received through Prospector that have been sitting on our hold shelf for too long. This list should be run **DAILY**.

1. Open the INN-Reach – Report module. Using the drop-down menus, select a *Report Type* of **Received too long**. Set the *Minimum days* to "**8**." Click on **Prepare**.
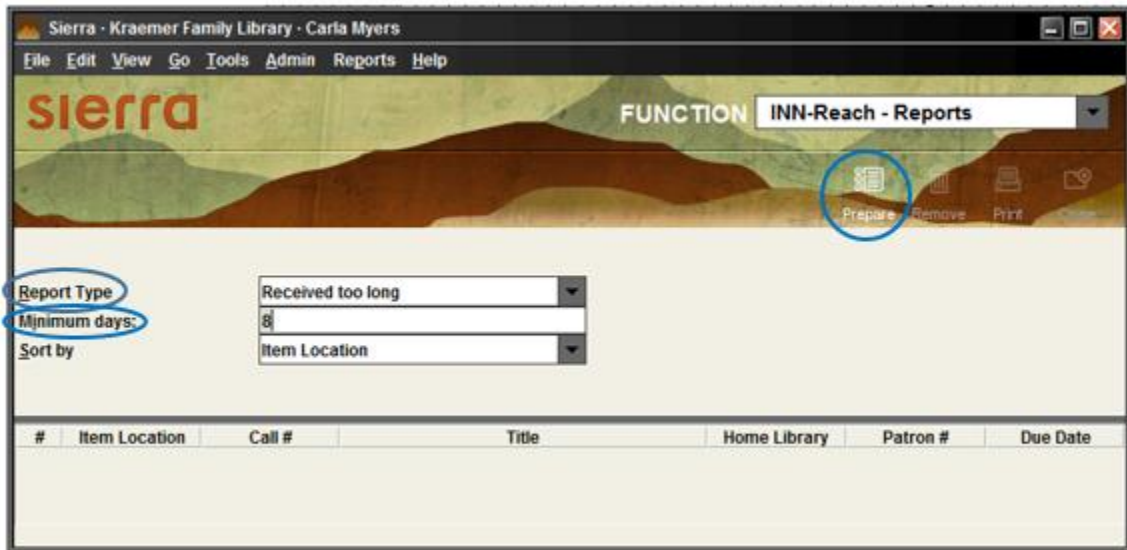
2. Review any titles that are returned by this search to determine why we still have them, keeping in mind that this search does not talk to our Days Closed table. As such, if the library was closed for a holiday or due to inclement weather, items may appear on this list in error.
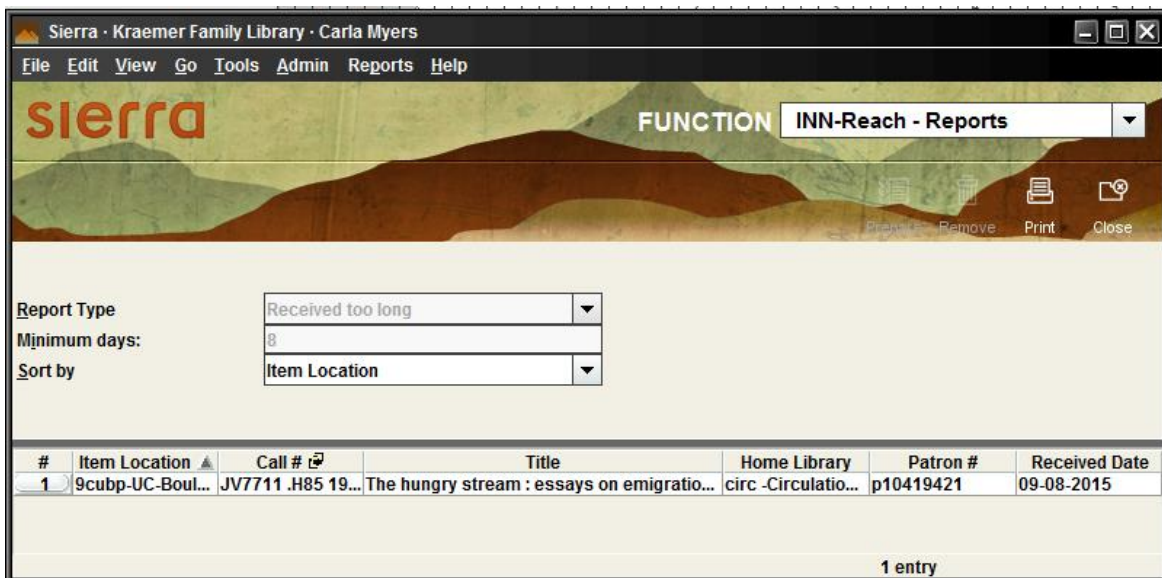
NOTE: Prospector items may appear on this list if they were not properly checked-out to the patron. As such, you may wish to contact the patron to see if they have the item.

Prospector Requested Too Long List

This list includes items that our patrons have requested through Prospector but have not been processed by the lending library in a timely manner.

1. Open the INN-Reach – Report module. Using the drop-down menus, select a *Report Type* of **Requested too long**. Set the *Minimum days* to "**4**." Click on **Prepare**.
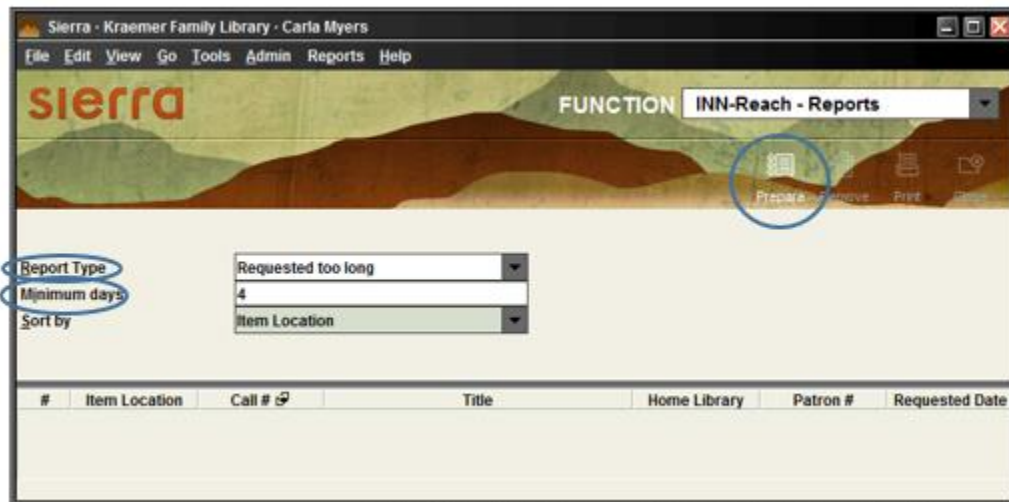
2. Check each item to see if there is an alternate "available" copy in Prospector or Mobius. If so, request the copy for the patron and cancel their original hold.

3. If no alternate copy is available email the subject librarian to see if they would be interested in purchasing a copy for the patron. Sample email text:

   > One of our patrons, PATRON NAME, has been trying to obtain the following item through Prospector/Mobius: INSERT A LINK TO THE PROSPECTOR/MOBIUS ITEM RECORD. Unfortunately no copies are available for them at this time. Would you be willing to purchase a copy of this item to add to our collection? If yes, please have cataloging place a hold on the item for the patron named above, and please let me know so that I can inform the patron that we will be getting a copy for them. If no, please let me know so that we can encourage the patron to obtain a copy through Interlibrary loan.

   a. If the librarian responds that they will be obtaining a copy for our collection email the patron to explain the situation with the Prospector/Mobius item and let them know that our library will be purchasing a copy for them to use.
   b. If the librarian responds that they are not interested in purchasing the item, email the patron to explain the situation with the Prospector/Mobius items and encourage them to request a copy of the title through Interlibrary Loan.

Prospector Institutional Overdues List

This list identifies long overdue items that have been borrowed from us by Prospector patrons.

1. Open the INN-Reach – Report module. Using the drop-down menus, select a *Report Type* of **Institutional Overdues**. Set the *Minimum days* to "**10**." Click on **Prepare**.

2. Search for each title returned to ensure that it did not make its way back into the collection without being properly checked in.
   a. If an item is found, check it in to remove it from this list.
   b. If the item is not found contact the borrowing institution and ask that they double check their shelves for it.

Prospector Reconciliation Process

The Prospector reconciliation process allows everyone to double check for items before officially declaring them as having been lost within the system.

The Chair of the Prospector Document Delivery Committee will begin the process by sending out general instructions to the Prospector community. In the past, these instructions have included:

1. Run an Institutional Overdues list to identify items from your collection with a due date from the previous calendar year. Example parameters include:

      Minimum Days: (the current day of the year) – e.g. September 14 would be "257"

      Maximum Days: Here you can enter either…

      The current day (Minimum value + 365) – for September 14 this would be 257 + 365 = "622"
<div align="center">-or-</div>

      Leave the Maximum Days at default "9999" to find any older overdue items you may want to take a look at

      Location: limit the report to only your library location.

2. Search your stacks for these long-overdue items in order to identify any items that may have been shelved without getting properly checked in. Any items located are checked in to clear the INN-Reach patron.

3. After completing a search of the local collection, each library sends a spreadsheet of their remaining unfound items to the Chair of the Document Delivery Committee. They combine these individual spreadsheets into one spreadsheet, and this master list is then sent to all Prospector libraries.

4. Each Prospector library then searches their local collection for all of the items on this list. Found items are reported to the listserv, checked in, and, if applicable, sent back to the lending library.

5. After all library searches are complete, local libraries can clean up their long overdue items.

"Cleaning up" Items Owned by Other Libraries

Some items will no longer be checked out to ~~your~~ our patrons. To clear them:
1. Open the patron's record
2. Click on the INN-Reach tab
3. Right-click on the item and select "Delete Virtual Item"

Some items will still be checked out to ~~your~~ our patrons. To clear them:
1. Open the patron's record
2. Click on the Checked-Out Items tab
3. Click on the item
4. Click on the Mark Lost Items button (Do you need to say anything about our patrons being billed for these items – assume that it has been done?)

"Cleaning up" Items Owned by Your Library

As you hear from each Prospector library that they have "cleared" our items in their system, go into Sierra and check-in the item.

1. Change the item's status to "missing."
2. Enter a note into the item record stating that the item was lost to Prospector.
3. Print-out the item record and give it to the Director of Access Services.

The borrowing libraries may not clear our items in a timely manner. So we may need to initiate contact. Also, if the borrowing library has set a lost book status, then we won't need to check it in on our end. There will be a note in the record such as:

IR03:Tue Jul 22 2014: Bill $0.00, lost by .p17784074@9aurp

So we don't need to change it to missing or enter a note. We just need to pass on the info to Tech Services.