

# Rural Libraries Queensland

## *your local library network*

### Transfer of Local History items

**Local history is a non-floating collection. This procedure applies when forwarding local history items to other RLQ libraries on a non-permanent basis.**

Non-floating collections include:

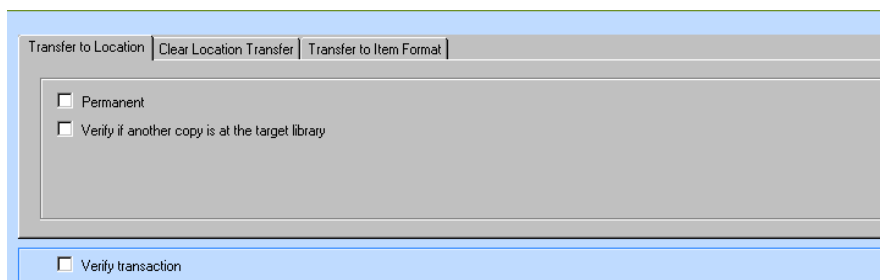
Magazines (MAG)
Local History (LH)
Devices
Equipment (Kits, Banners)
Games
Inter-library loan (ILL)
Reference (REF)
Toys

To transfer items to other locations select the following options:

1. Circulation / Item Transfer / Transfer to Location (or press the **F12** function key)



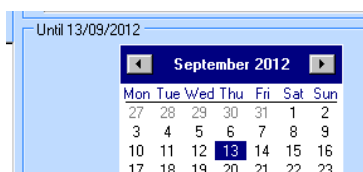
2. Uncheck both the **Permanent** and **Verify transaction** options.



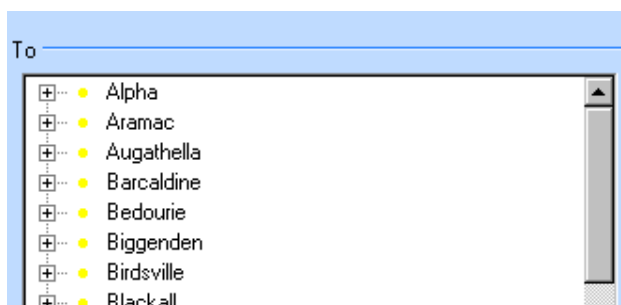
3. When the **Permanent** option is unchecked the calendar selection will be activated (bottom right of screen)



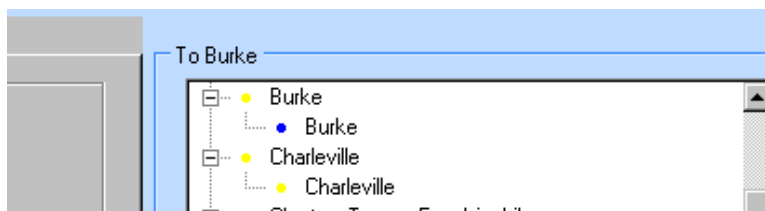
- The default date selection is for 1 year (this is a system-wide setting). The minimum time for a temporary location should be 5 calendar weeks (35 days). Use the arrow keys to make the appropriate selection.



- Select the location from the alphabetical listing on the right-side of the screen.



- Ensure you select the second level location at this point. You can click on the + symbol to display this. Once you have made the selection the **To** destination will display at the top of the Location listing.



- Scan the item barcode. The details will appear on screen, including the destination library and the temporary transfer details.

Verify transaction

Item Barcode: 58938495

Barcode input file:

Title: **Violets are blue / James Patterson**  
Patterson, James, 1947-

Biblio ID: B0000020472	ID: AU00025502
Holdings ID:	Link:
Call number: PAT	Location: Burke

Output item directory: C:\Temp\ftp upload

Output item filename: [TransferDeletion\\_QPIL.ait](#)


Transfer 58938495 -> Burke Until 13/09/2012

- Close the **Item Transfer** screen when all transfers have been completed.

The Item Details screen will display the following information:

- the Temporary Location (the destination library)
- the date by which the item should be returned to the owning library
- the destination location (the "In-Transit To" library)
- the originating location (the "From" library)
- the date of the transfer, including time of day ("Sent on")



Temporary Location:	Burke
Until:	13/09/2013
In-Transit To:	Burke
From:	Cloncurry
Sent On:	9/08/2012 2:51 PM




An item will remain "In-Transit" until it is scanned through **Return an Item** at the destination library.

**Return an Item**

Enter Returned Item


Item Barcode	58938495			<p><b>Violets are blue</b> Patterson, James, 1947- London : Headline Feature, 2001</p>
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Status	On-loan	In-Transit	Lost/Damaged	Reserved	Flags	Message	Issue	History	Inter-Library Loan
Home Logical Location:		Julia Creek							
Home Physical Location:		Julia Creek							
Temporary Location:		Julia Creek							
Until:		30/01/2014							
In-Transit To:									
From:									
Sent On:									



- When you process these items through a Return in Aurora, the system will prompt you to return the item back to the original transfer location.

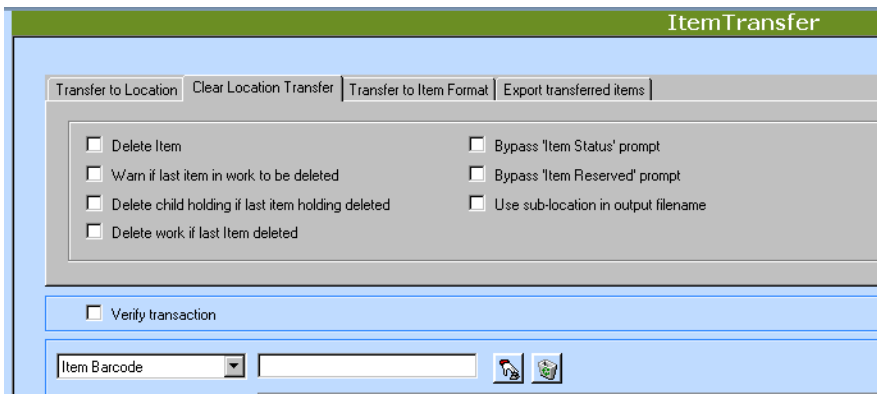
Question



Please send this Item directly to: Julia Creek

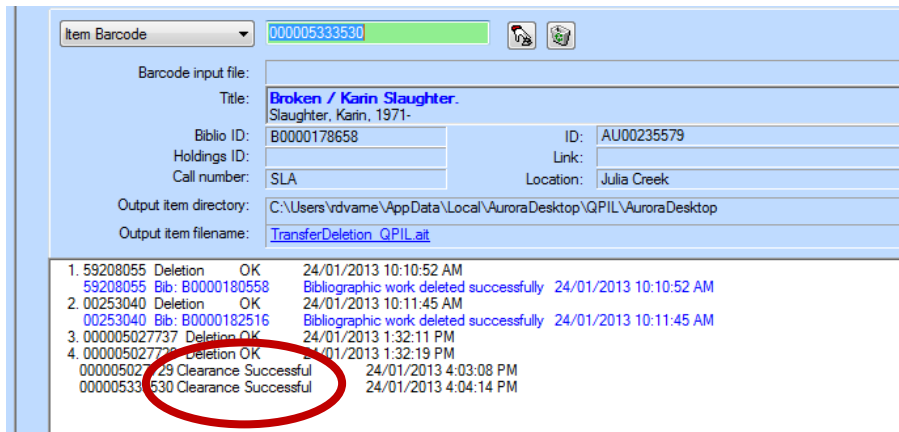
Noted?

10. To clear the temporary transfer, go to **Item Transfer / Clear Location Transfer** screen



- Clear all options (including Verify transaction).

Scan the item barcode – note the ***Clearance successful*** message.



A correctly processed item will have the Location details correctly reset to the home location as below.

