ConnectNY Pickup Anywhere (PUA) Processing Manual:
Millennium Circulation & Resource Sharing Broker (RSB)
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OWNING SITE - CHECK OUT

Step 1: Log in to Millennium Circulation > Notices mode

Step 2: Click the saved job for the Pickup Anywhere Paging Slips notice type.

Step 3: Prepare and print the notices in the same way that you print regular INN-Reach paging slips.*

If Notices mode in your Millennium system is set to Manual, you will not have a saved notice job to select. Prepare and print PUA paging slips following the same process used to print regular INN-Reach paging slips:
Step 4: Retrieve the item.

Step 5: Go to the “INN-Reach - Check-Out to Remote Site” mode. Scan/enter the item barcode to check the item out to the remote site, as you would any regular INN-Reach item. Click OK to complete checkout:

![INN-Reach - Check-Out to Remote Site](image)

Step 6: Prepare the item for shipping to the Pickup Anywhere location, including applying the special CNY Pickup Anywhere sticker. Ship the item to the Pickup Anywhere location.

*NOTE: For some libraries, the Pickup Anywhere paging slips may be combined with your regular INN-Reach paging slips, making the printing of Pickup Anywhere paging slips via a separate notice job unnecessary.
RECEIVING SITE (PUA LOCATION) - CHECK IN

Step 1: In Millennium Circulation, go to the “Pickup Anywhere - Receive Item” mode. Scan/enter the item barcode to search for the item in the Pickup Anywhere database.**

Step 2: If only one item matches your search, the system displays the item in the table and automatically selects it. Click the Process button to receive the item. If more than one item matches your search, select the item(s) that have arrived and click the Process button to receive the item(s). The item’s status changes from Shipped to Received:

Step 3: Place the item on the Pickup Anywhere holdshelf to await pickup by the patron.

**NOTE:** You can also search for the item by Title or Owning Site.
PATRON NOTIFICATION
After the PUA location (receiving site) receives the item, the system sends a message to the patron’s server to create a hold pickup notice. The hold pickup notice has the same format and is generated the same way as a standard hold pickup notice except that it instructs the patron to pick up the item at the requested PUA location.

RECEIVING SITE (PUA LOCATION) - CHECK OUT TO PATRON

Step 1: Go to the “Pickup Anywhere - Check-Out” mode in Millennium Circulation. Enter the patron’s name in the Patron Name box and click the Search button.

Step 2: If only one patron matches your search, the system retrieves that patron’s information and displays the Pickup Anywhere items that were sent to your site for this patron. Select the item(s) that you want to check out to the patron and click the Process button:

![Image of Millennium Circulation interface]
The due date will appear in the Status column:
PROCESSING PUA RETURNS

The patron can return the item(s) to any PUA participating library in CNY (visit www.connectny.org/for-staff/ for list of participating libraries). The steps to process the returned item vary depending upon the return site’s relationship to the patron and the request.

SCENARIO #1: ITEM IS RETURNED TO PUA LOCATION (INITIAL RECEIVING SITE)

Step 1: If the patron returns the item to the same location where the item was checked out, go to the “Pickup Anywhere - Return Item” mode to return the item. Scan-enter the item barcode to search for the item in the PUA database.***

Step 2: If only one item matches your search, the system displays the item in the table and it is automatically selected. If more than one item matches your search, the system lists the matching items in the table but does not automatically select any of the displayed items. Verify the item(s) you are returning and click the Process button to return the item. The item’s status changes to Returned:

Step 3: Ship the item to the owning site.

***NOTE: You can also search for the item by Title or Patron Name.
SCENARIO #2: ITEM IS RETURNED TO PATRON’S HOME INSTITUTION

Step 1: If patron returns the item to his/her home institution, go to the “Check-In (No Patron)” mode to return the item just as you would any regular INN-Reach item.

Step 2: Check in the item and ship it to the owning site.

SCENARIO #3: ITEM IS RETURNED TO OWNING SITE

Step 1: If the patron returns the item to the owning site, go to the “Check-In (No Patron)” mode to return the item as you would any regular INN-Reach item:
**Scenario #4: Item is Returned to Any Other PUA Library**

*Step 1:* Go to the “Pickup Anywhere - Return Item” mode to return the item and scan/enter the item barcode to search for the item in the PUA database. The system will **not** find the item because your library was not part of the initial Pickup Anywhere request:

![Image of Millennium Circulation interface](image1)

*Step 2:* Select the owning site from the **Site** drop-down menu and click the **Submit** button:

![Image of Millennium Circulation interface](image2)
Step 3: Ship the item to the owning site.

^NOTE^: You can also search for the item by Title or Patron Name. When the item is not found, you must select the owning site and scan/enter the item barcode before clicking Submit to return the item.

**OWNING SITE - CHECK IN**

For after Scenarios #1, #2, or #4.

Step 1: Go to the “Check-In (No Patron)” mode to check in the item as you would any regular INN-Reach item:
ITEM IDENTIFICATION

Pickup Anywhere items should be identified by affixing the CNY supplied PUA stickers to the book label:

![PUA Sticker Example]

**NOTE:** The current batch of PUA stickers are very tacky; to avoid damaging items, please **only** affix sticker to book labels. Labels can be downloaded at [www.connectny.org/for-staff/](http://www.connectny.org/for-staff/)
**ADDITIONAL DOCUMENTATION IN THE INNOVATIVE GUIDE & REFERENCE**

**NOTE:** You will need a CS Direct/Supportal login to access this information.

- Printing Pickup Anywhere Paging Slips at the Owning Site (105596)

- Checking Out an Item to the Pickup Anywhere Location (105597)

- Receiving an Item at the Pickup Anywhere Location (105598)

- Notifying the Patron that the Pickup Anywhere Item Is Available (105599)

- Checking Out a Pickup Anywhere Item to the Patron (105600)

- Checking In a Pickup Anywhere Item from the Patron (105601)

- Receiving a Pickup Anywhere Item at the Owning Site (105602)

Numbers in parentheses are page numbers in the Innovative Guide & Reference (IGR). If you are unable to click through on the above links, try highlighting, copying, and pasting the URL into your web browser or searching for the page number in the IGR.