

# Sitka's Evergreen Documentation



## **Evergreen 3.14**

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Last Updated April 7, 2025



# Introduction



# Chapter 1. New Features in Evergreen Version 3.14

## New Features in Sitka's Evergreen 3.14 Playlist

### 1.1. Staff Client

- [New Colour Mode Setting](#) that enables users to use light or dark mode.
- [Keyboard shortcuts](#) now display in the main menus.
- Changes to [grid display and functionality](#) in multiple interfaces.
- Option to [Print Selected Rows](#) available in interfaces with the newer [function bar](#).

### 1.2. Circulation

- Updated [Pull List for Hold Requests](#) with new filters.
- Improved functionality for circulating [items with deposits](#).

### 1.3. Cataloguing

- Redesigned and updated interface for the [Enhanced MARC Editor](#).
- Redesigned and updated interface for [Importing via Z39.50](#).
- Redesigned and updated interface for [Record Buckets](#).
- The MARC Importer now include a [background import option](#).

### 1.4. Staff Catalogue

- A new option to Hide/Show facets.
- Facet once again have the option to show More.
- New options for [Search Preferences](#)
- Record Buckets have been integrated further into the search results display.
- Staff without permission to edit items will no longer see the Edit link in the Item Table.
- The Quick Receive option for serials has been restored.
- The Clear Added Content Cache option for records has been restored.
- In the record details, the Patron View button will now open to your public catalogue. This can be customized for libraries using a discovery layer.



## 1.5. Public Catalogue

- The [Library Information](#) page now displays your upcoming closures entered in the [Closed Dates Editor](#).
- The [patron self registration form](#) now includes validation and has new library settings to control the display of two of the fields in the form.
- Patrons are now able to update their [preferred name](#) through My Account.

## 1.6. Course Reserves

- A new course reserves specific filter available in both the staff catalogue and public catalogue. This allows staff and patrons to search for items attached or not attached to a course list. The appearance of this in the staff catalogue is controlled by a [search preference](#).

## 1.7. Reporter

- All existing Reporter interfaces, except for the actual report output, have been reimplemented using Angular to match the rest of the staff client.
- To ensure templates work in the updated reporter we will be replacing the shared templates. All templates in the Sitka templates folder will be new. Core templates will be available on April 7th and additional templates will be added in the weeks following.
- Field display order and output sort order are now separated, and can be controlled independently.
- Nullability has been simplified, presenting the template creator with a choice between INNER join (linked required on both tables) and LEFT join (only the “parent” table is required to have a contributing row).
- Can see the list of Reports that make use of a Template, and the list of Outputs that are generated from a Report
- Security improvement - restricted access to report output. Staff with reporter permissions are only able to view reports they have run, folders they own & folders that are shared with them. This means that any reporter output you wish to share with other staff must be stored in shared output folders. This is the case even if staff have the “View Output” permission and get the email link sent to them.



# Chapter 2. Revisions and Attributions to Contributors

This manual was published April 7, 2025.

BC Libraries Cooperative acknowledges the [official documentation for Evergreen](#) which is written and maintained by the [Documentation Interest Group \(DIG\)](#) for their contribution to this manual.

<?dbhtml-include href="/data/asciidoc/checkouts/sitka-manual-master/matomoTracking.html"?>



# Chapter 3. Sitka and Evergreen Resources

## 3.1. Websites

- The BC Libraries Cooperative website (<https://bc.libraries.coop/support/sitka/>) provides information about the implementation of Evergreen in BC, Manitoba, and Ontario including Sitka documentation, and Sitka policy and governance documents.
- See the Evergreen site (<http://evergreen-ils.org/>) for information about Evergreen for all audiences, not specific to Sitka. Includes links to the Evergreen blog, the software development roadmap, and general documentation.

## 3.2. Additional Sitka Resources

- [Sitka's Evergreen Policy & Best Practices Manual](#) contains policy and best-practice documents supporting Sitka's consortial installation of the Evergreen integrated library system (ILS).
- [Sitka's Evergreen Acquisitions Documentation](#) contains documentation on how to use the Acquisitions module in Sitka's Evergreen. The Acquisitions module is an add-on service with additional costs.
- [Library Catalogue Help](#) is patron facing documentation on how to use the public catalogue. The *Help* link in the footer of the public catalogue links to this documentation.
- [Getting Started](#) is a site intended for new staff at Sitka libraries. It highlights basic functions in the different module in Evergreen and includes practice exercises.
- [Welcome to the BC Libraries Cooperative](#) is a site intended for new administrators at Sitka libraries. It highlights information relevant to administrators including how to manage staff accounts, patron notifications, your public catalogue, and annual statistics. It also gives an overview of Interlibrary Connect and integrating Evergreen with 3rd party products.
- [BC Libraries Cooperative YouTube Channel](#) includes short snippet and longer training videos on how to use the features and functions of Sitka's Evergreen. It also includes recordings of the continuing training webinars.
- [Sitka's Training Server](#) is available to all Sitka libraries and can be used for training new staff and exploring features your library doesn't currently use.

### 3.2.1. Sitka Community Documentation

We encourage Sitka sites to share locally produced Evergreen documentation with the wider Sitka community. If you have any guides, tutorials, or tip sheets to share please contact Co-op Support.

## 3.3. Mailing Lists



- Join the Sitka Group on the BC Libraries Cooperative website where current member libraries discuss Sitka's implementation of Evergreen.
  - Library directors and managers can [contact Co-op Support](#) to request BC Libraries Cooperative accounts for their staff.

**NOTE**

Any library specific questions that include patron information should be directed to Co-op Support.

- Evergreen Mailing Lists <http://evergreen-ils.org/communicate/mailling-lists/>
  - Multiple lists for discussions of Evergreen including general, acquisitions, cataloguing, and circulation.



# Chapter 4. Sitka's Evergreen Support

The Co-op Support team strives to respond to new requests within 24 hours, excluding weekends. To manage requests (also referred to as tickets) the Support team uses ticket tracking software called **Request Tracker (RT)**.

## 4.1. How to Contact Support

There are four ways to contact Co-op Support for regular Evergreen support:

1. **Request Tracker Interface.** Submit and track requests with RT Self Service. After logging in you may use the form to create new tickets, track the progress of open tickets, or review issues that have been resolved. More information can be found in [RT Self Service](#).
2. **Email.** Send questions to the support email address. Requests submitted by email generate RT tickets and can also be viewed online by logging in to RT Self Service.
3. **Online Contact Form.** Send questions to Co-op Support through the [contact form](#) on the BC Libraries Cooperative website. Requests submitted through the contact form generate RT tickets and can also be viewed online by logging in to RT Self Service.
4. **Phone.** Telephone support is available **9:00 AM to 4:00 PM Pacific Time, Monday to Friday**. Call our toll free number during regular hours to speak with support staff or leave a message. To protect our staff we do not accept anonymous calls so please ensure your caller ID is not blocked.

The Co-op Support toll free number can be found on the [Sitka Support](#) page. This information is also given to libraries during migration.

### 4.1.1. Emergency Support

Emergency support is available outside of regular support hours. If you are unable to connect to the Evergreen server, your LibPress site is down, or patron authentication via SIP or PatronAPI is down call our toll free support number and select option 9 to connect to an on-call tech.

## 4.2. Guidelines for Support Requests

### [Submitting Support Tickets \(5:47\)](#)

Thorough and consistent reporting makes it easier for Co-op Support to respond to your requests.

- **Report problems as they occur.** Prompt reporting may help us catch a problem before it affects other patrons, respond quickly to issues that impact multiple libraries, or save you time if there is an easy solution. Please report issues as soon as is convenient.
- **One issue per request.** Please submit one issue at a time. Emails generate tickets in RT which are assigned to support team members. Reporting each question separately helps us assign, classify, and prioritize tickets more efficiently.



- **Contact information.** We strive to offer friendly, personalized service. Please include your name, your library, and use an email address where we can reach you directly.
- **Descriptive subject.** To make tickets easier to identify in RT please provide as descriptive a subject as possible.
  - Example of a descriptive subject line: Circ+Full Cat login unable to edit item record
  - Example of a non-descriptive subject line: Editing question
- **What, where, when, how?** Be specific about what you were doing in Evergreen, what results you obtained versus what you expected, and the steps required to reproduce the problem. If you cannot reproduce the problem exactly please describe the circumstances in which it occurred and the symptoms observed, including relevant patron and item barcodes.
- **Include error messages.** If the problem caused any OPAC or staff client error messages please copy and paste error text or attach screenshots when possible. See [Submitting Files to Support](#) for guidelines.
- **Include example barcodes and IDs.** A problem in circulation? Make sure you include the patron and/or item barcodes that were in use when the problem occurred. Cataloguing issues? Make sure you include the item barcode and/or the record ISBN/ISSN or record ID where the problem occurred.
- **Do NOT send passwords.** Co-op Support will never ask for patron or staff passwords.
- **Include report output URLs.** If you're reporting an issue or question related to a specific report you've run make sure you include the link to the report output so that Support view it.
- **Troubleshooting.** Spare yourself a boring or obvious email from the Support Team: tell us what steps you have already taken to try and resolve the problem.

### 4.2.1. Submitting Files to Support

When submitting files to Co-op Support please follow the guidelines below:

- Submit images as a .jpg or .png.
  - The best file formats in which to save screenshots are .png and .jpg. These files are easily accessed by Sitka Support and are unlikely to contain viruses.
- Submit plain text files (.txt) for text changes to things such as email notification wording.
- Do not submit .doc or .docx unless absolutely necessary.
  - Files saved as .doc or .docx require additional software to open them and have a higher potential for carrying viruses.

## 4.3. RT Self Service

Each library has one account to access RT. Under this account staff are able to see all the tickets associated with their library. Not sure what the username and password is for your library's account? [Contact Co-op Support](#) to find out.



### 4.3.1. Access RT Self Service

You can login on the RT website <https://support.libraries.coop/rt/>

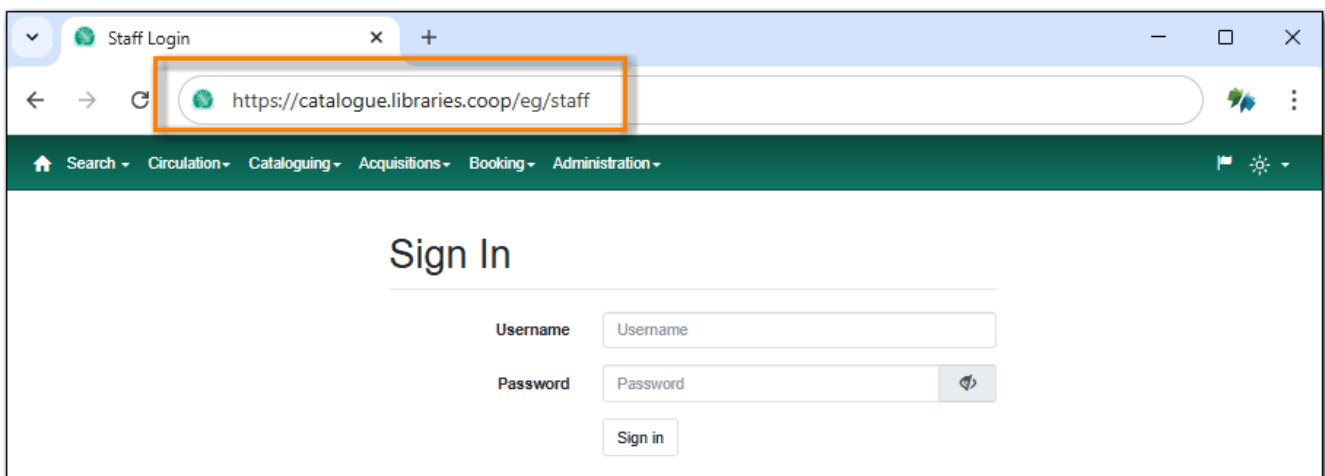
The Self Service home page displays current tickets submitted by email or in RT. To re-open a closed ticket simply add a new reply. This will change the status to open and alert Co-op Support that more attention is required.



# Chapter 5. Getting Started

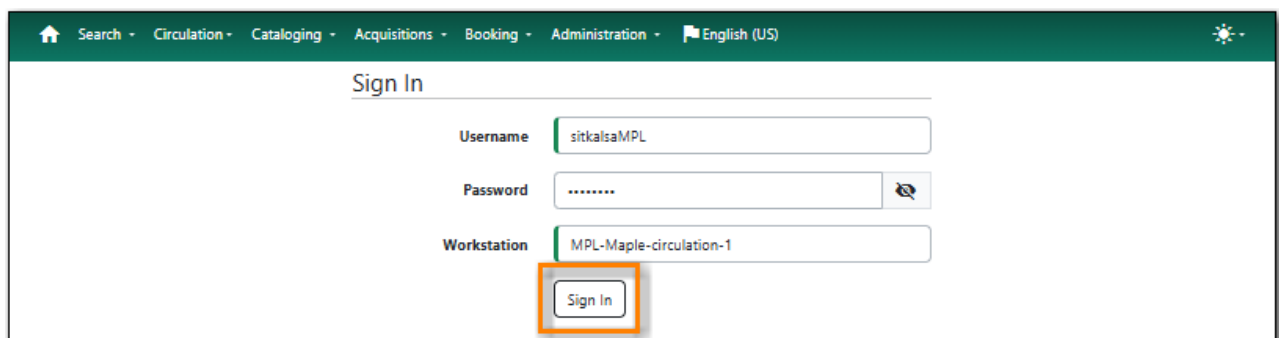
## 5.1. Accessing the Evergreen Staff Client for Sitka Libraries

- Sitka's Evergreen web client is only supported in Chrome. You must use Chrome to log in to Evergreen.
- The web client is responsive to device and to screen size, and can look different on different devices.
- The URL to log into the staff client is <https://catalogue.libraries.coop/eg/staff/>



### 5.1.1. Logging into Evergreen

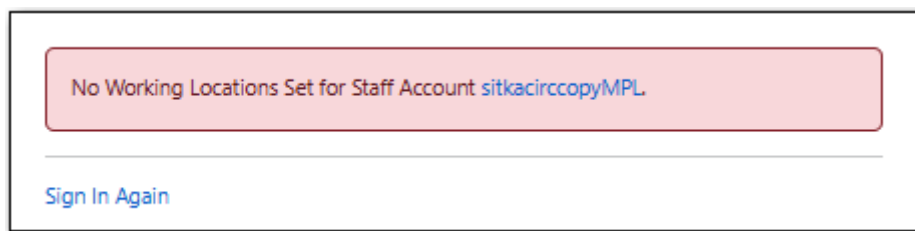
1. The URL to log into the staff client is <https://catalogue.libraries.coop/eg/staff/>
2. Enter your username and password.
3. Verify that the correct workstation is selected and click **Sign In**. If there is no workstation registered you will need to register a workstation. See [Registering a Staff Workstation](#).



4. If your staff account lacks a working location, Evergreen blocks the login and prompts for a working location. See [Working Locations](#) for information on how local system administrators



can assign a working location.



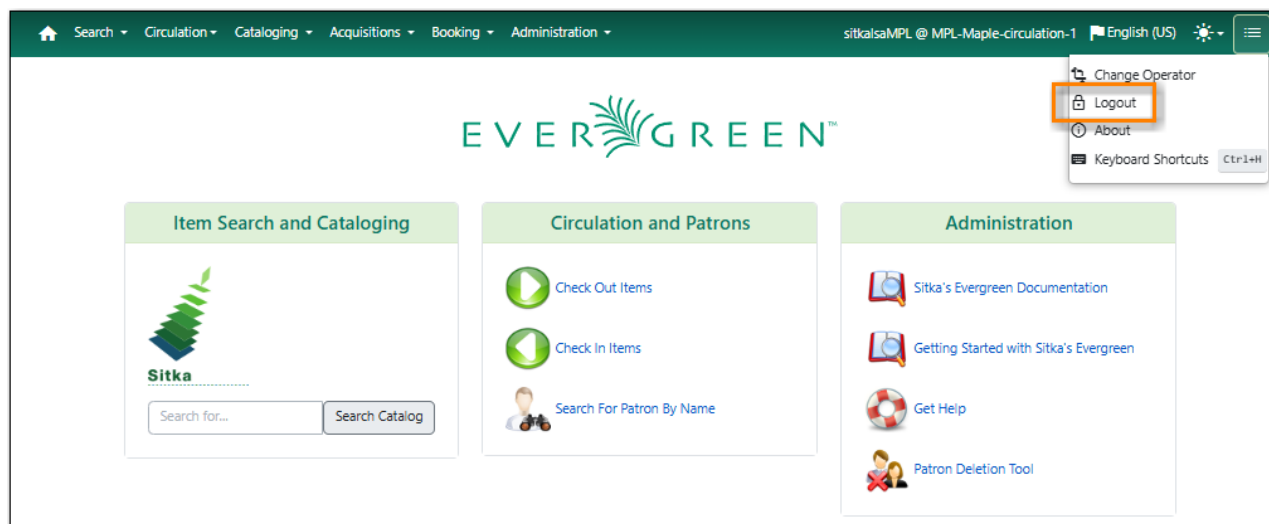
#### TIP

If your account has a working location and you cannot login try the following:

- Use the visibility toggle to see your password and confirm it is correct.
- Double check that you are using your username and not your barcode. Your barcode cannot be used to log into the staff client unless your username is your barcode.
- Have your local system administrator check that your account has not expired.
- Have your local system administrator check that your account has a working location.

### 5.1.2. Logging Out of Evergreen

1. Click the menu button in the upper right-hand corner.
2. Select **Log Out** from the drop down menu.



3. You will be prompted to confirm you wish to log out. Click **Confirm** to complete your log out.

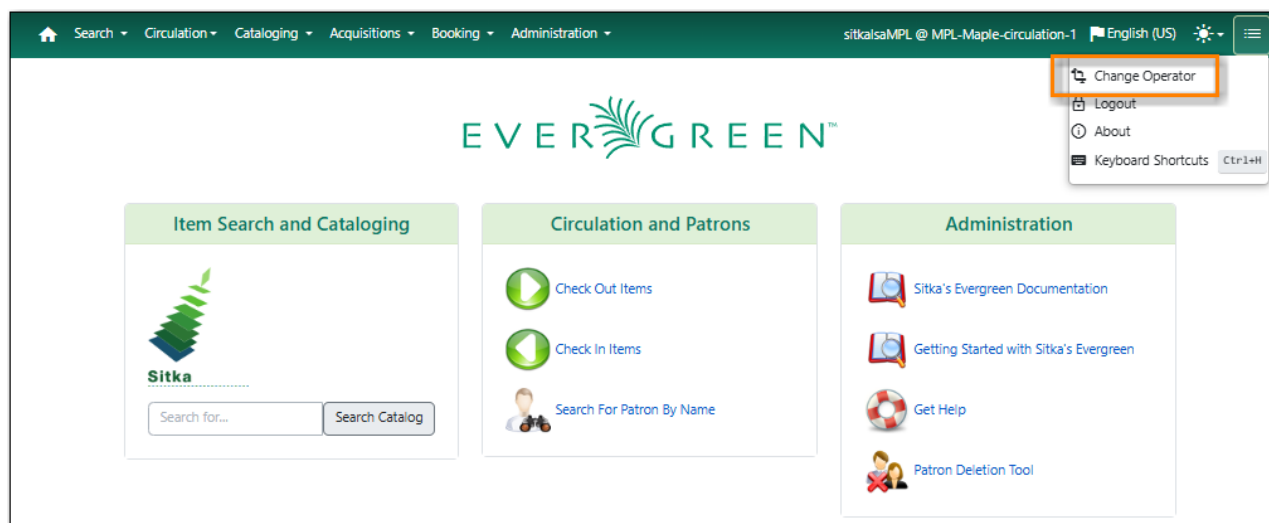
#### CAUTION

Closing all browser windows will automatically log you out of the web client. If you only close the tab where the web client is loaded, you will remain logged in.



### 5.1.3. Change Operator

1. Click the menu button in the upper right-hand corner.
2. Select **Change Operator** from the drop down menu.



3. Enter the username and password for the staff account you would like to switch to.
4. Choose a login type from the drop down menu.
  - a. *Temporary* - The new operator will be automatically logged out after a set period of time.
  - b. *Staff* - The new operator will remain until the user selects **Restore Operator** from the **Menu**.
  - c. *Persistent* - The new operator will replace the original operator.

5. Click **OK/Continue**

## 5.2. Registering a Staff Workstation



## Sitka Snippet Video - Register Workstation (2:06)

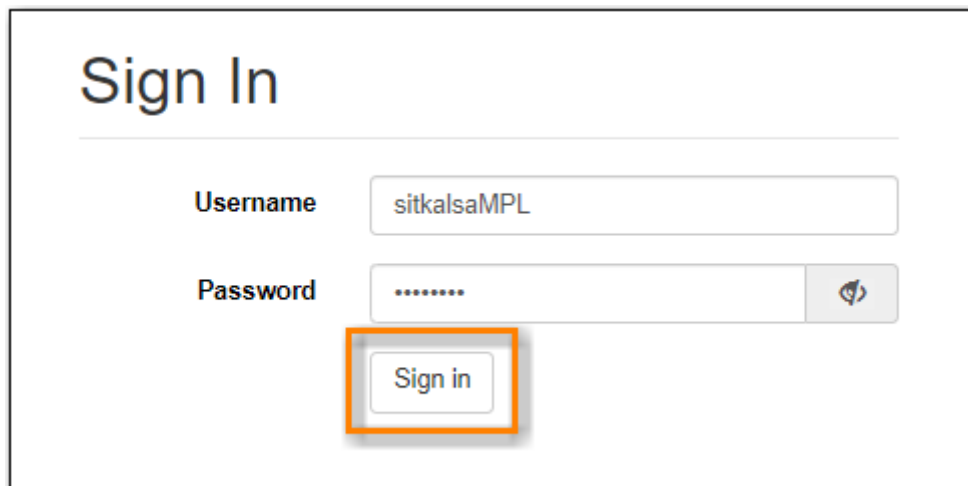
Every computer used with Sitka's Evergreen for staff functions must have at least one registered workstation.

Staff will be prompted to register a workstation if:

- this is the first time the computer/browser has been used with Sitka's Evergreen.
- they are logging into a different server, such as Co-op Support's [training server](#).
- the cookies for the browser have been cleared.

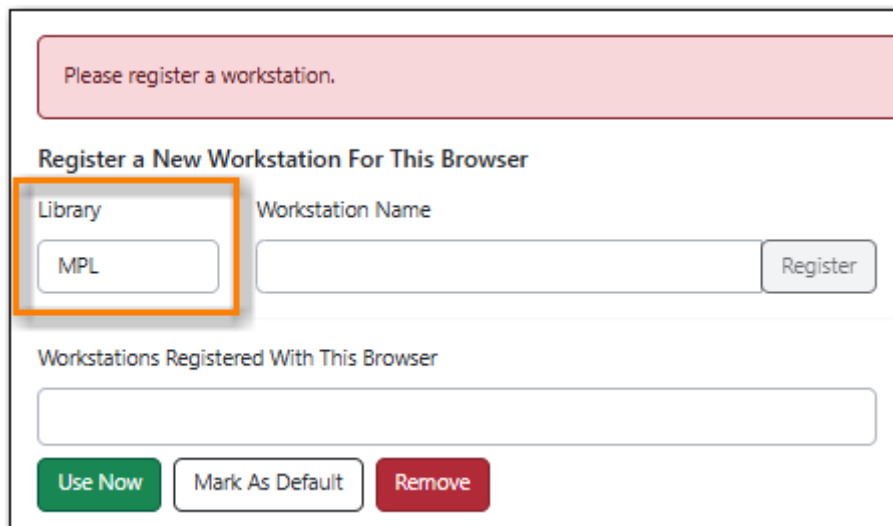
**NOTE** Only local system administrator staff accounts can register workstations.

1. Navigate to the web client log in page. The URL to log into the staff client is <https://catalogue.libraries.coop/eg/staff/>
2. Enter a local system administrator username and password.
3. Click **Sign In**



The screenshot shows a 'Sign In' form. It has a title 'Sign In' at the top. Below it are two input fields: 'Username' with the value 'sitkalsaMPL' and 'Password' with masked characters '.....'. To the right of the password field is a small icon. Below the password field is a 'Sign in' button, which is highlighted with an orange border.

4. You will be prompted to register a workstation.
5. Choose your library short code from the drop down menu.



The screenshot shows a 'Register a New Workstation' page. At the top, there is a red banner with the text 'Please register a workstation.' Below this is the heading 'Register a New Workstation For This Browser'. There are two input fields: 'Library' with the value 'MPL' and 'Workstation Name'. To the right of the 'Workstation Name' field is a 'Register' button. Below these fields is a section titled 'Workstations Registered With This Browser' with a table. The table has three buttons: 'Use Now', 'Mark As Default', and 'Remove'.



6. Enter a unique workstation name.

**TIP**

Your workstation settings and preferences are stored on Sitka's Evergreen server with your workstation name.

If you are re-registering a workstation you should use the original workstation's name or you will lose your stored workstation settings and preferences.

7. Click **Register**.

Please register a workstation.

### Register a New Workstation For This Browser

Library:  Workstation Name:

Workstations Registered With This Browser

8. The new workstation is listed in the **Workstations Registered With This Browser** menu.

9. Click **Use Now** to return to the login page.

### Register a New Workstation For This Browser

Library:  Workstation Name:

Workstations Registered With This Browser

10. Your newly registered workstation should be selected by default on the login page.



Sign In

Username

Password

Workstation

11. You can now use any library staff account to log into Evergreen.

#### NOTE

Library administrators at multi-branch libraries may wish to register multiple workstations for certain computers/browsers. See [Registered Workstations](#) for information on how this can be done.

## 5.3. Keyboard Navigation

Staff can use the following navigation bar functions to navigate Evergreen.

1. Use the **Tab** key to move between the top-level menu items.
2. Press **Enter**, **Space**, or the down arrow on a top-level item to open its submenu. Pressing **Esc** will close it.
3. **Shift-tab** from the first submenu item back to the top level, and use **Enter** or **Space** to toggle the button again and close the submenu.
4. Within the submenu, use either **Tab** and **Shift-Tab** to move up and down, or the up/down arrow keys.

Staff can also use the following keyboard shortcuts to navigate Evergreen.

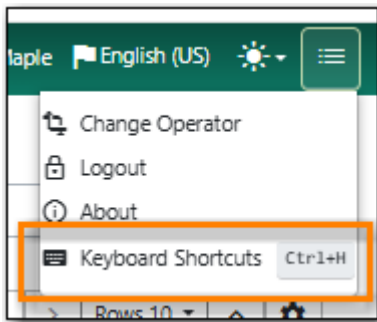
*Table 1. Keyboard Shortcuts*

Key	Function
<b>CTRL+H</b>	Display Keyboard Shortcut List
<b>F1</b>	Check Out
<b>F2</b>	Check In
<b>F3</b>	Search the Catalogue
<b>F4</b>	Search for Patrons
<b>F5</b>	Item Status
<b>F6</b>	Record In-House Use
<b>F8</b>	Retrieve Last Patron

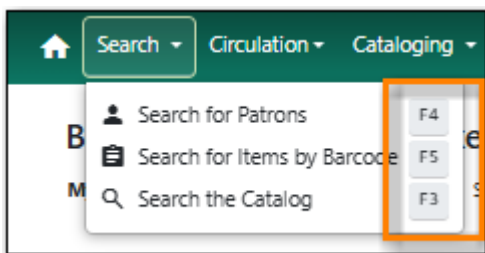


Key	Function
F9	Reprint Last Receipt
SHIFT+F1	Register Patron
SHIFT+F2	Capture Holds
SHIFT+F3	Retrieve Bib Record by TCN
SHIFT+F8	Retrieve Last Bib Record
CTRL+F2	Renew Items
CTRL+F3	Create New MARC Record

The keyboard shortcut list can be access from the menu in the upper right-hand corner.



The shortcuts also display in the menus beside the associated options.



## 5.4. Downloading and Installing Hatch

Hatch is an **optional** installable program that works with your browser to manage complex printing needs, such as printing to different printers under different circumstances.

1. Install Java Runtime Environment (JRE). Windows only requires a JRE to run Hatch, not a full JDK. Download and install JRE version 1.8 or higher from [java](#).
2. Install Hatch Download the executable file from [Hatch](#) and refer to the [Installation Instructions](#)
3. Install Chrome extension. If the extension was not installed automatically when installing Hatch you can get it directly in the browser from the Chrome App Store [Chrome App Store](#)



### 5.4.1. Enable Hatch in Evergreen

1. Log into Evergreen as LSA.
2. Click **Administration** → **Workstation**.
3. Click **Print Service (*Hatch*)**
4. Make sure that you see that Hatch is available. Select **Use Hatch For Printing** .
5. Log out. Print preferences will now be stored in Hatch.

Refer to [Printing with Hatch](#) to configure printer settings.

Refer to [Troubleshooting Hatch](#) if you are having issues with Hatch.

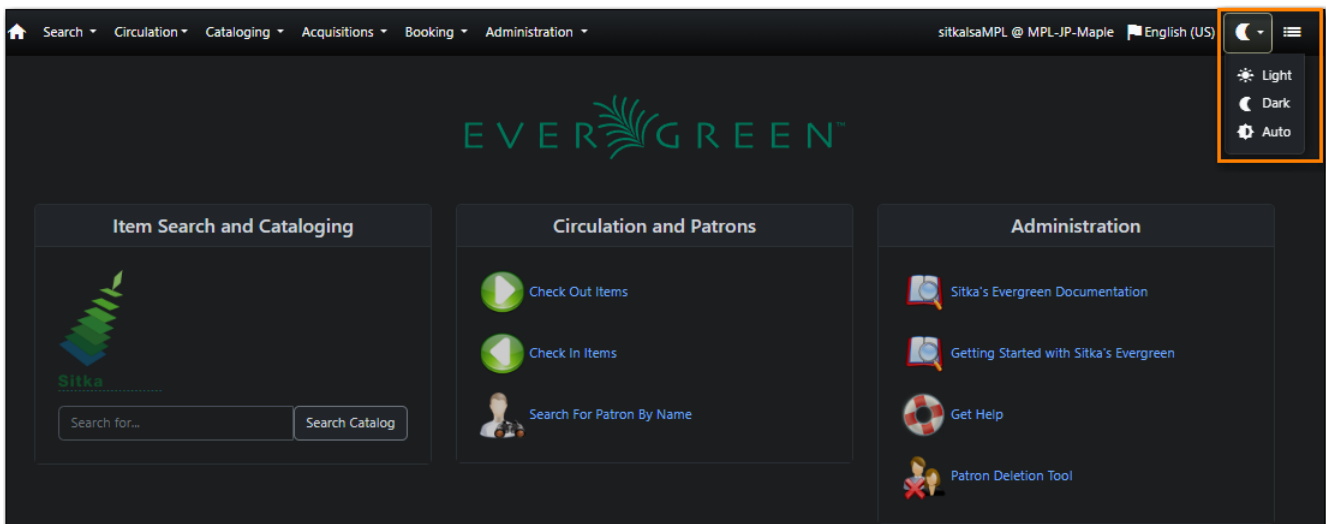
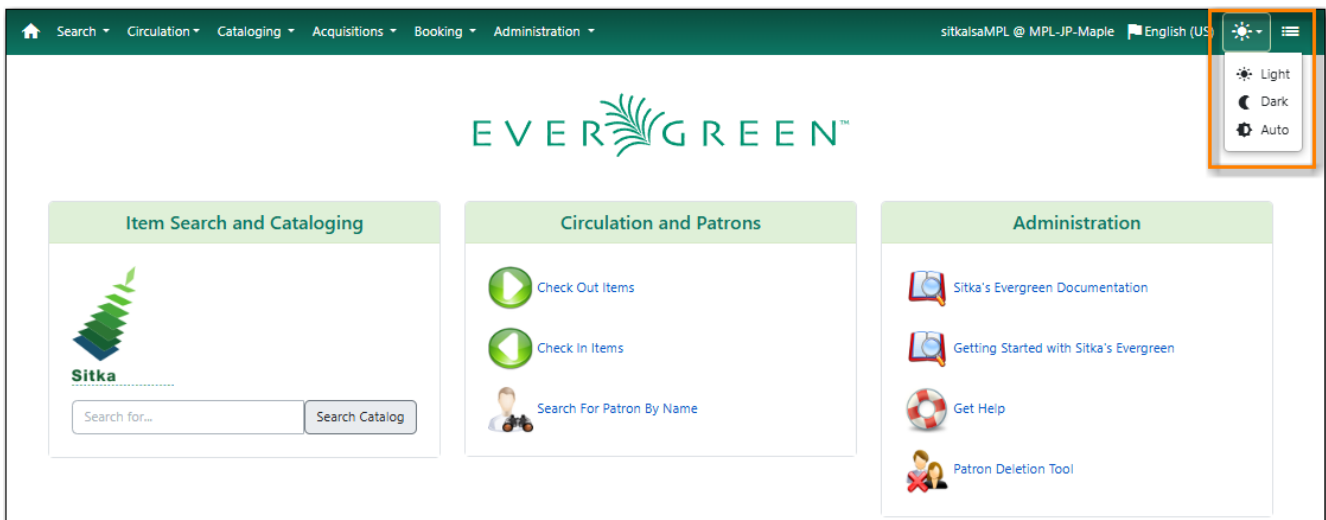


# Chapter 6. Configuring Your Workstation

## 6.1. Colour Mode Setting

The Evergreen staff client can be used in light mode or dark mode.

By default, Evergreen will use the colour mode setting from your operating system. However, you can manually switch from *Auto* to *Light* or *Dark* using the **Colour Mode** menu.

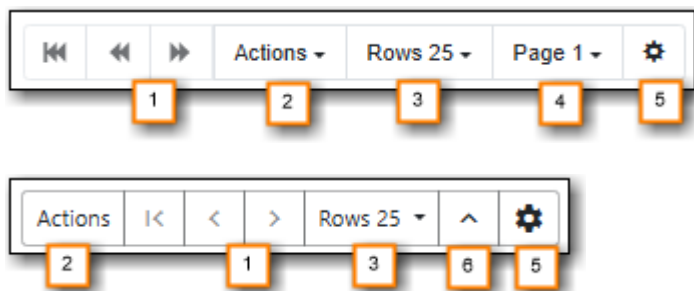


## 6.2. Function Bar

The function bar can be found throughout Evergreen and enables you to page through pages, adjust the number of rows displaying, access the Actions menu, and manage your columns and Actions menus.



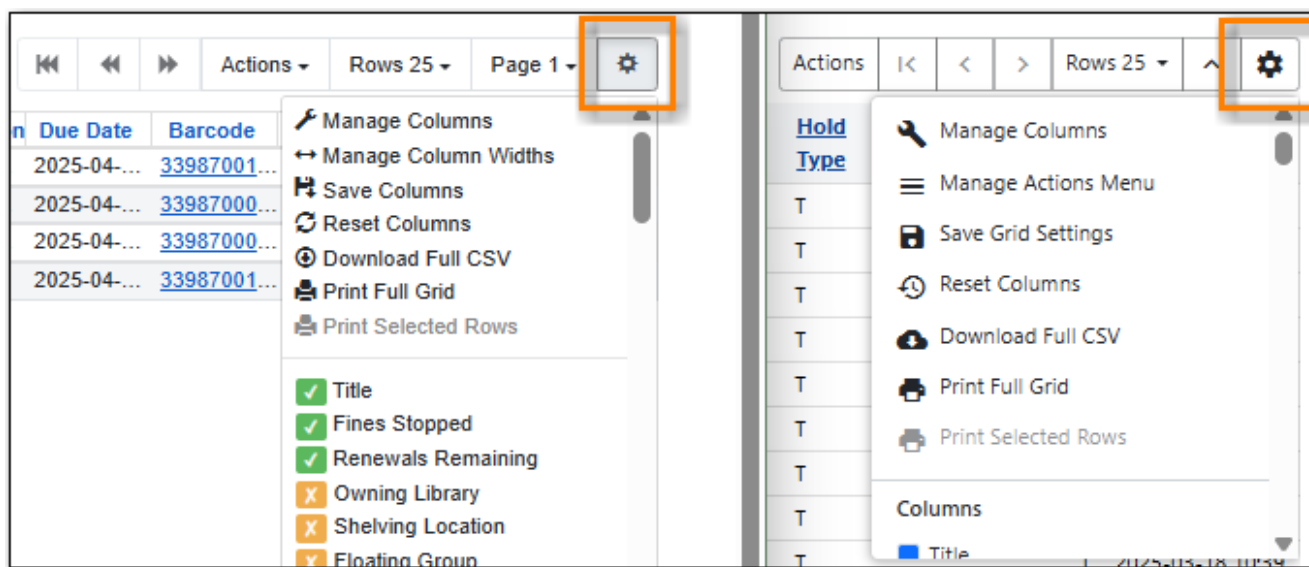
The function bar currently comes in two styles with similar functionality. Eventually all interfaces in the staff client will use the second function bar pictured below.



1. Page through pages
2. Actions Menu
3. Adjust number of rows
4. Jump to page
5. Show Grid Options menu
6. Text wrap

## 6.3. Grid Options

The **Grid Options** menu can be accessed from the [Function Bar](#) by clicking on the gear symbol.



Some options in the menu and the resulting screens will differ depending on the version of the [function bar](#).

### TIP

When saved, grid options are saved for the particular workstation. If you need to [re-register your workstation](#) you should use the original workstation's name or you will need to re-set all your grid settings across the staff client.



## 6.3.1. Columns

### Display Columns

Library staff can customize what columns display, and how they display, in the grid for interfaces in the staff client using the **Manage Columns** option in the *Grid Options*.

Available configuration options are:

- **Visible:** Whether a column is visible or hidden.
- **Align:** Whether the contents of the column aligns left, centre, or right. By default, text aligns left and numbers align right.
- **Width (Characters):** What the width of a column is.
- **Sort Priority:** What order the data is sorted by default when displayed in the grid.
- **Move:** What order the columns display in. Columns can also be manually dragged and dropped when viewing the grid.

The screenshot shows a 'Grid Columns Configuration' dialog box with a dark teal header and a close button (X) in the top right. The main area contains a table with five columns: 'Visible', 'Column Name', 'Align', 'Width (Characters)', 'Sort Priority', and 'Move'. There are four rows of configuration for columns: 'Title', 'Author', 'Pickup Library', and 'Shelving Location'. Each row has a blue square checkbox in the 'Visible' column. The 'Align' column shows three icons (left, center, right) with an 'x' to the right. The 'Width (Characters)' column has a text input box. The 'Sort Priority' column has a text input box, with '1' entered for 'Shelving Location'. The 'Move' column has up/down arrows and a four-way arrow icon. At the bottom, there are three buttons: 'Close' (grey), 'Move Visible Columns To Top' (teal), and 'Save' (green).

Visible	Column Name	Align	Width (Characters)	Sort Priority	Move
<input checked="" type="checkbox"/>	Title	≡ ≡ ≡ ×	<input type="text"/>	<input type="text"/>	↑ ↓ ↕
<input checked="" type="checkbox"/>	Author	≡ ≡ ≡ ×	<input type="text"/>	<input type="text"/>	↑ ↓ ↕
<input checked="" type="checkbox"/>	Pickup Library	≡ ≡ ≡ ×	<input type="text"/>	<input type="text"/>	↑ ↓ ↕
<input checked="" type="checkbox"/>	Shelving Location	≡ ≡ ≡ ×	<input type="text"/>	1	↑ ↓ ↕

Close Move Visible Columns To Top Save

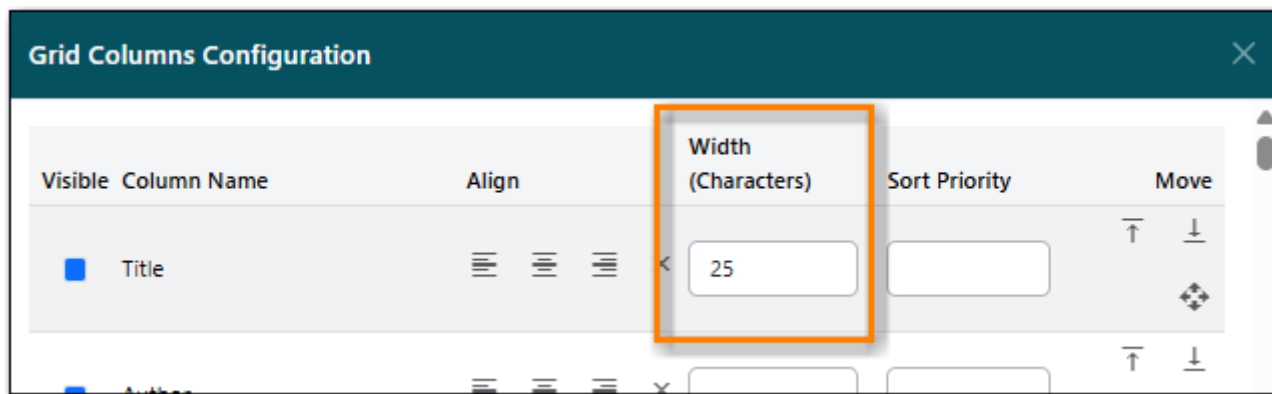
### Column Width

The width of columns can be adjusted for the grids. The method to do so depends on the version of the function bar.

In newer interfaces, you can use your cursor to drag the edges of the columns to expand or shrink them. You can also set a width, measured in characters, by selecting **Manage Columns** from the



**Grid Options** menu. You can then enter a value in the *Width (Characters)* field for the applicable column.



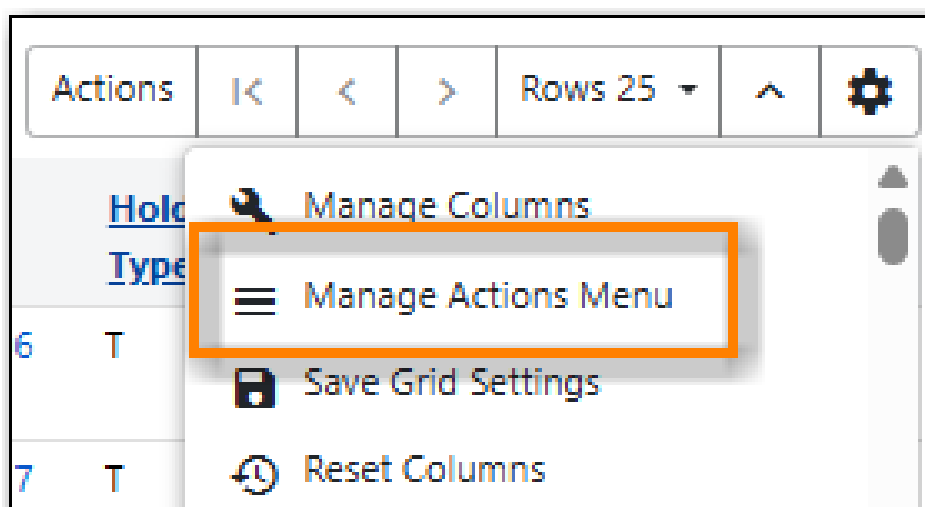
In older interfaces, you can select **Manage Column Widths** from the **Grid Options** menu and then click **Expand** or **Shrink** to adjust the column sizes.

#		Title	Renewals Remain	Checkout / Renew	Workstation	Due Date	Barcode	Total Notices
Expand								
Shrink								
1		Stolen treasure	100	MDL	MDL ID-Mark	2025-04-01 23:	320870042094	

### 6.3.2. Manage Actions Menu

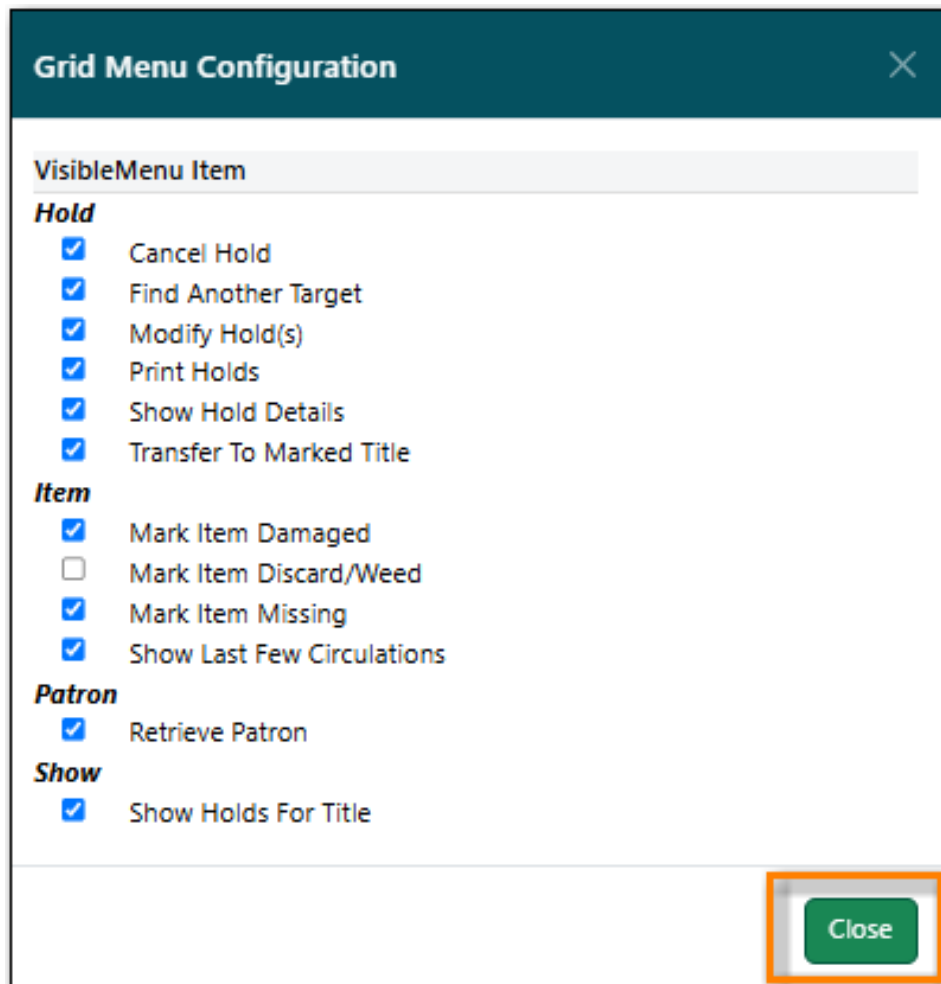
The newer [function bar](#) includes the **Manage Actions Menu** option.

1. Click on the **Show Grid Options (gear icon)** menu.
2. Select **Manage Actions Menu**.

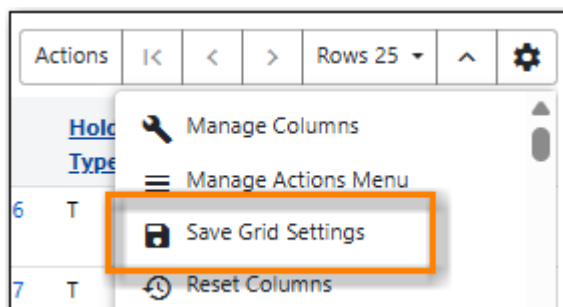


3. Make required changes and click **Close**.





4. Click on the **Show Grid Options (gear icon)** menu again.
5. Select **Save Grid Settings**.

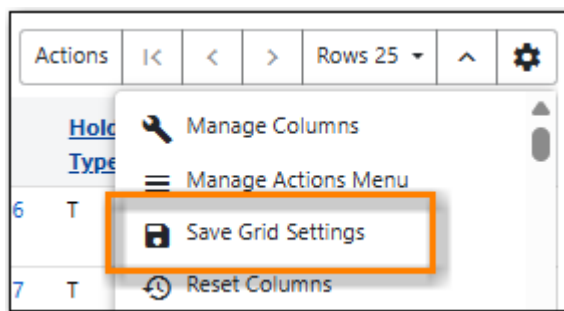


### 6.3.3. Save Grid Settings

Changes made to a grid through the grid options are temporary and the display of the grid will revert to its previous settings the next time it's viewed unless the grid settings are saved.

1. Click on the **Show Grid Options (gear icon)** menu.
2. Click **Save Grid Settings**.



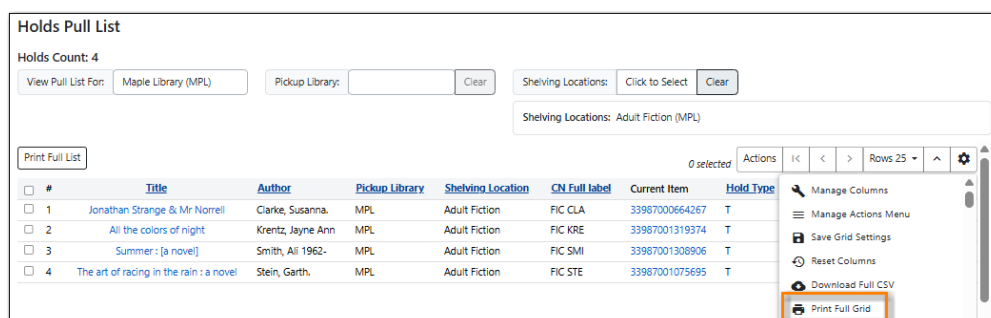


### 6.3.4. Downloading and Printing

There are two ways to print the information in the grid and one way to download it. In all cases, the list will only include the items currently displaying on the screen.

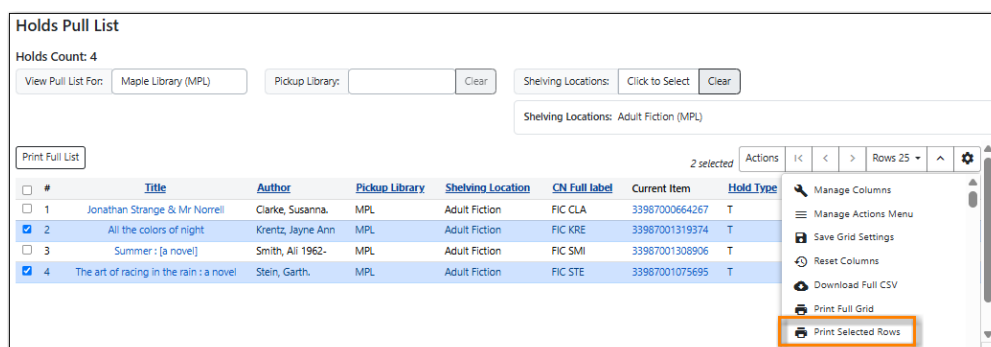
#### Print Full Grid

The **Print Full Grid** option available on the **Grid Options** menu (Gear Icon) will open a print dialogue and allow you to print the list which will include all the columns currently visible on the screen.



#### Print Selected Rows

The **Print Selected Rows** option available on the **Grid Options** menu (Gear Icon) will open a print dialogue and allow you to print the selected rows as a list which will include all the columns currently visible on the screen.



#### Download Full CSV

The **Download Full CSV** option available on the **Grid Options** menu (Gear Icon) will download a CSV file which will include all the columns currently visible on the screen.



**Holds Pull List**

Holds Count: 4

View Pull List For:  Pickup Library:  Clear

Shelving Locations:  Clear

Shelving Locations: Adult Fiction (MPL)

#	Title	Author	Pickup Library	Shelving Location	CN Full Label	Current Item	Hold Type
1	Jonathan Strange & Mr Norrell	Clarke, Susanna.	MPL	Adult Fiction	FIC CLA	33987000664267	T
2	All the colors of night	Krentz, Jayne Ann	MPL	Adult Fiction	FIC KRE	33987001319374	T
3	Summer : [a novel]	Smith, Ali 1962-	MPL	Adult Fiction	FIC SMI	33987001308906	T
4	The art of racing in the rain : a novel	Stein, Garth.	MPL	Adult Fiction	FIC STE	33987001075695	T

0 selected Actions |< < > > Rows 25 ^ ⚙

- Manage Columns
- Manage Actions Menu
- Save Grid Settings
- Reset Columns
- Download Full CSV**
- Print Full Grid

## 6.4. Library Selector

Some interfaces include a library selector that enables staff to set the scope for the interface.

There are currently several styles of the library selector.

The library selector in newer interfaces shows the full names of the library if [full names are enabled](#).

Where applicable, **Ancestors** and **Descendants** checkboxes are included. Multi-branch libraries can set the library to their system and then check the **Descendants** checkbox to include all of their branches.

☐ + Ancestors  
☐ + Descendants

The library selector in older interfaces only shows the library shortcode. This older style of library selector will be phased out as future updates to Evergreen replace the older interfaces.

Home Library:

## 6.5. Filters

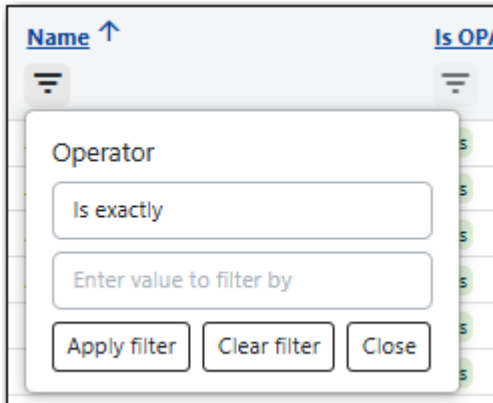
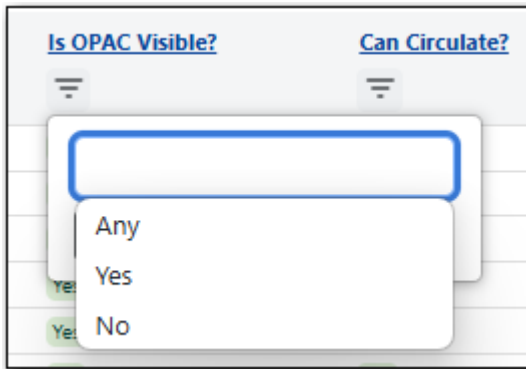
Some interfaces include filters that enable staff to filter the available rows in the grid.

0 selected Actions |< < > > Rows 25 ^ ⚙

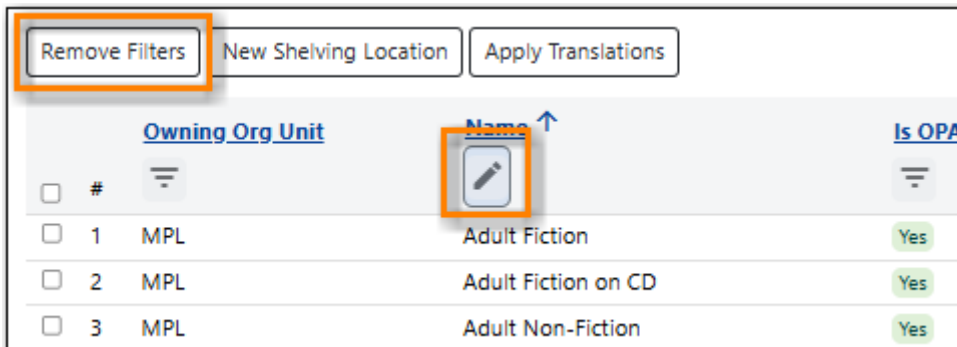
	Owning Org Unit	Name ↑	Is OPAC Visible?	Can Circulate?	Is Holdable?	Is Deleted?
<input type="checkbox"/>	#					
<input type="checkbox"/>	1	MPL	Adult Fiction	Yes	Yes	Yes
<input type="checkbox"/>	2	MPL	Adult Fiction on CD	Yes	Yes	Yes
<input type="checkbox"/>	3	MPL	Adult Non-Fiction	Yes	Yes	Yes

Depending on the data in the field the filters will either allow you to filter on Any/Yes/No or the text values.



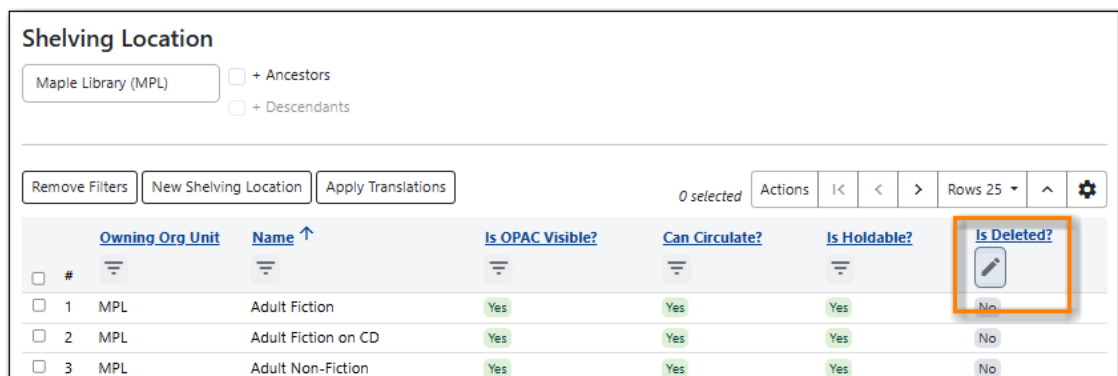


When a column is filtered, it will display with a pencil icon. Clicking on that icon enables you to change the value of the filter. Filters can be removed individually per column by clearing the filter, or, all filters can be removed at once using the **Remove Filters** button.



Some interfaces, such as the [Shelving Location Editor](#), have default filters applied. The Shelving Location Editor has the filter for *Is Deleted* set to *No* so that deleted shelving locations do not display by default.

#### NOTE





## 6.6. Workstation Administration

Workstation specific information can be set by going to **Administration** → **Workstation**.

Here staff can:

- [register additional workstations](#)
- [configure printer settings](#)
- [customize receipt printer templates](#)
- [view and remove stored preferences](#)
- [view information about Hatch](#)
- [run latency tests](#)
- [disable and test sounds for the staff client](#)
- [set the library selector to include the full name of libraries](#)

Staff should not use the search preferences settings found in Workstation Administration. Instead, search preferences should be set from within the staff catalogue. See [Search Preferences](#).



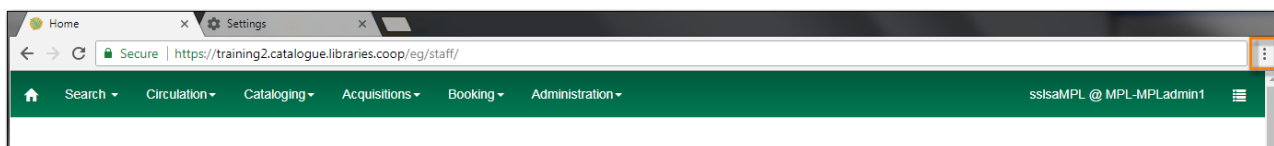
# Chapter 7. Best Practices for Using the Browser

## 7.1. Setting Browser Defaults for Web Client

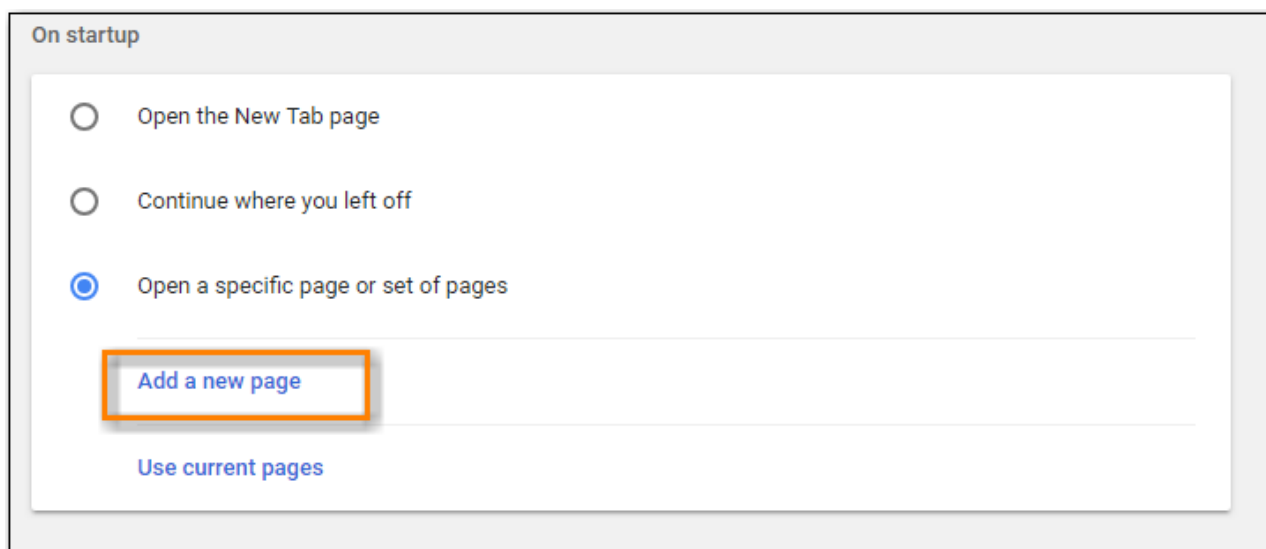
To ensure that staff can easily get to the web client portal page on login without additional steps, you can set the browser's home page to default to the web client.

*Setting the Web Client as the Home Page in Chrome*

1. Click **Menu**. (three vertical dots in the upper-right corner).



2. Click **Settings**.
3. In the *On startup* section, select Open a specific page or set of pages.



4. Click **Add a new page**.
5. Site URL: <https://catalogue.libraries.coop/eg/staff/>.
6. Click **Add**.





## 7.2. Bookmarks and Shortcuts

### 7.2.1. Bookmark Toolbar

#### [Sitka Snippet Video - Bookmark Toolbar \(3:44\)](#)

The web client allows you to bookmark the pages that you use the most, and to use your browser's existing functionality to build your own custom toolbars and even to use browser profiles for different activities.

[Google Chrome Help - Create, view & edit bookmarks](#)

### 7.2.2. Tab Buttons and Keyboard Shortcuts

As the staff client is loaded in a web browser, library staff can use browser-based tab controls and keyboard shortcuts to help with navigation. Below are some tips for browser navigation that can be used in Chrome on Windows PCs.

#### *Keyboard Shortcuts for Tabs*

- Use **CTRL+T** or click the browser's new tab button to open a new tab.
- Use **CTRL+W** or click the x in the tab to close the tab.
- Undo closing a tab by hitting **CTRL+Shift+Tab**.
- Use **CTRL+F5** or click the Refresh button to refresh the tab.
- To open a link from the web client in a new tab, **CTRL+click** the link or **right-click the link and select Open Link in New Tab**. Using this method, you can also open options from the web client's dropdown menus in a new tab
- Navigate from one tab to another using **CTRL+Tab** on the keyboard.

#### **Setting New Tab Behavior**

Some users may want to automatically open the web client's portal page in a new tab. Chrome will not open your home page by default when you open a new tab. However, optional add-ons will allow you to set the browsers to automatically open the home page whenever opening a new tab. These add-ons may be useful for those libraries that want the new tab to open to the web client



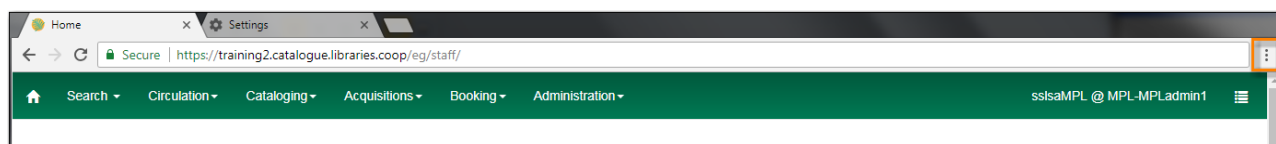
portal page.

## 7.3. Browser Configuration

### 7.3.1. Update browser

*Make sure your browser is up to date*

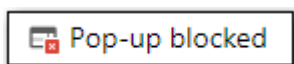
1. Click **Menu**.



2. Click **Help**.
3. Click **About Google Chrome**.
4. You should see a message saying *Google Chrome is up to date*.

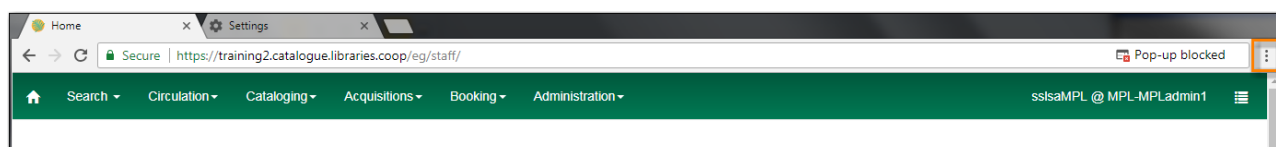
### 7.3.2. Allow Pop-ups

Your browser must allow pop-ups from <https://catalogue.libraries.coop> or you will see a small icon or message when a pop-up is triggered.



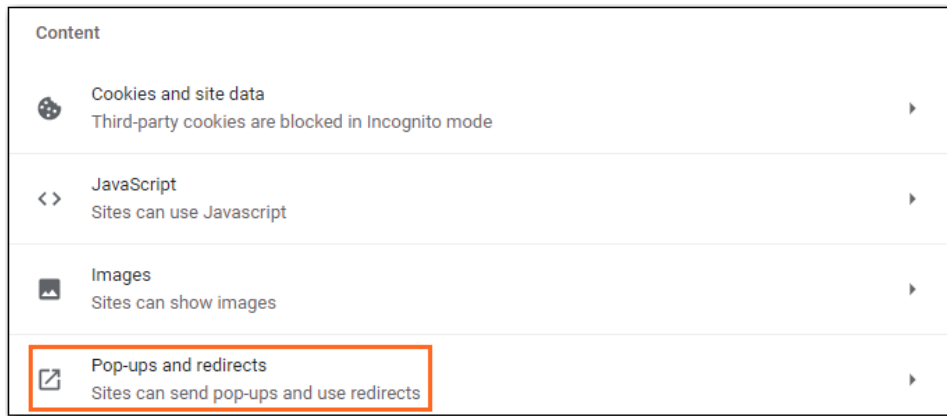
*Allow Pop-ups*

1. Click **Menu**.

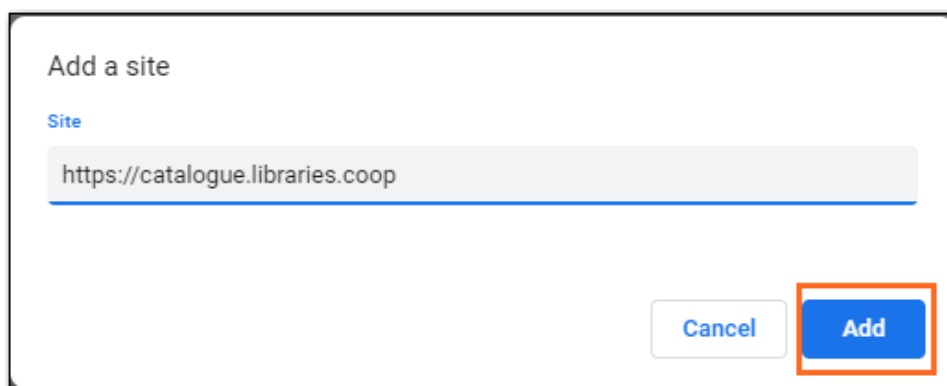


2. Click **Settings**.
3. Click **Privacy and Security** on left side of screen.
4. Scroll down and click **Site settings**.
5. Scroll down to **Content** and click on **Pop ups and redirects**.





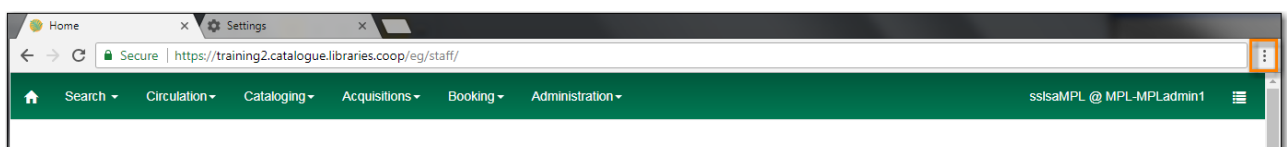
6. Under **Customised behaviors** click **Add** beside **Allowed to send pop-ups and use redirects**.
7. Site: <https://catalogue.libraries.coop>.
8. Click **Add**.



### 7.3.3. Allow Cookies

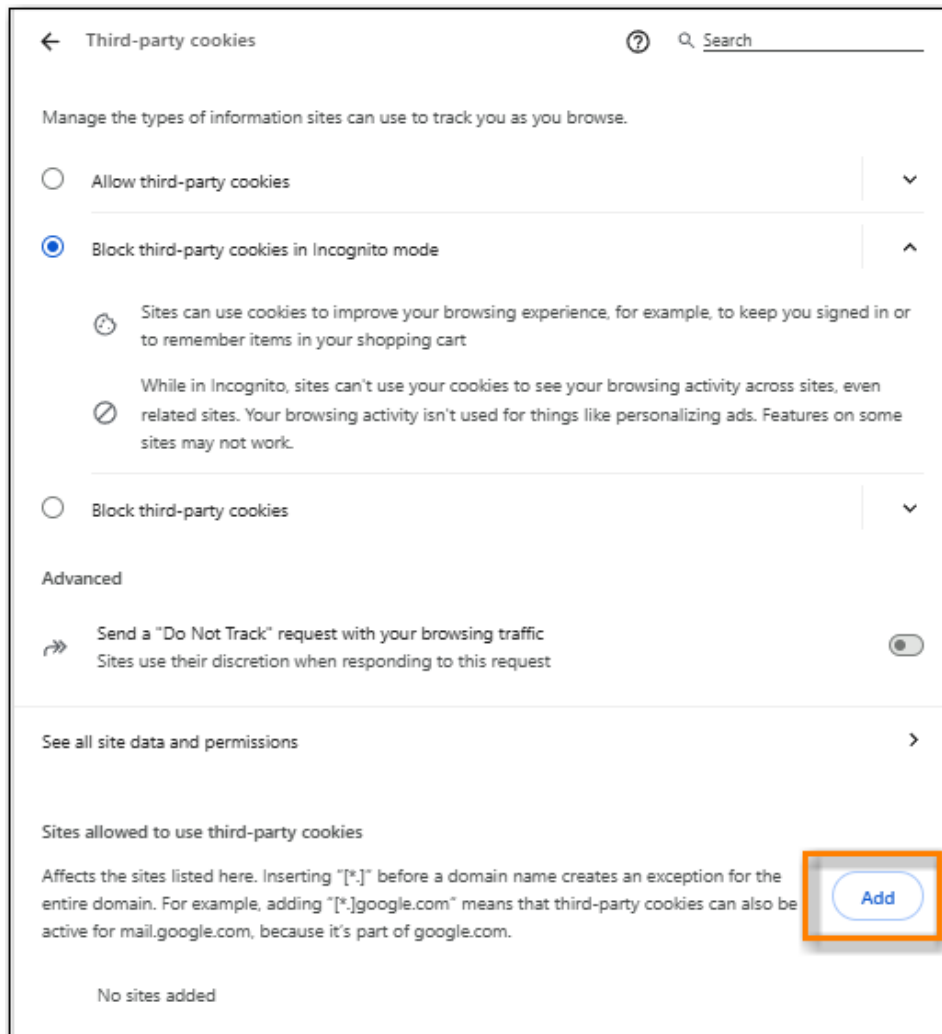
#### *Allow Cookies*

1. Click **Menu**.

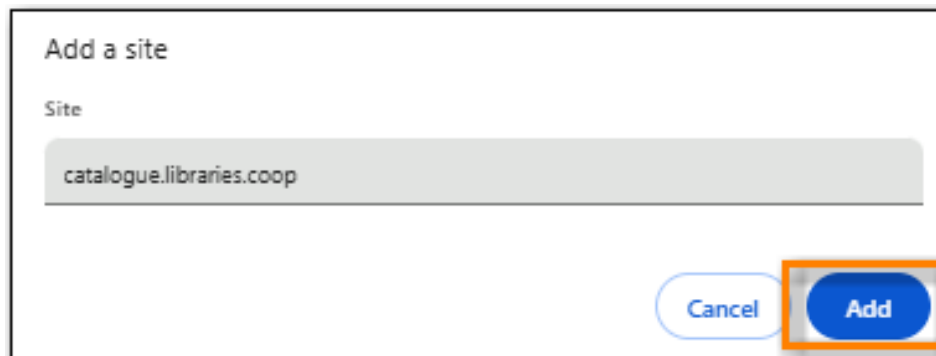


2. Click **Settings**.
3. Select **Privacy and security** from the left hand side.
4. Click **Third-Party cookies**.
5. Under *General Settings* make sure *Block third-party cookies in Incognito* is selected.
6. Click **Add** beside *Sites allowed to use third-party cookies*.





7. Enter catalogue.libraries.coop and click **Add**.



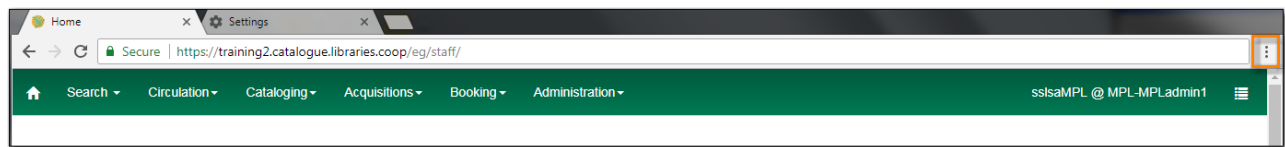
## Security Software and Cookies

If you have cookies enabled in your browser, but they are disappearing, check your computer's security or antivirus software to see if it may be deleting your cookies on a regular basis.

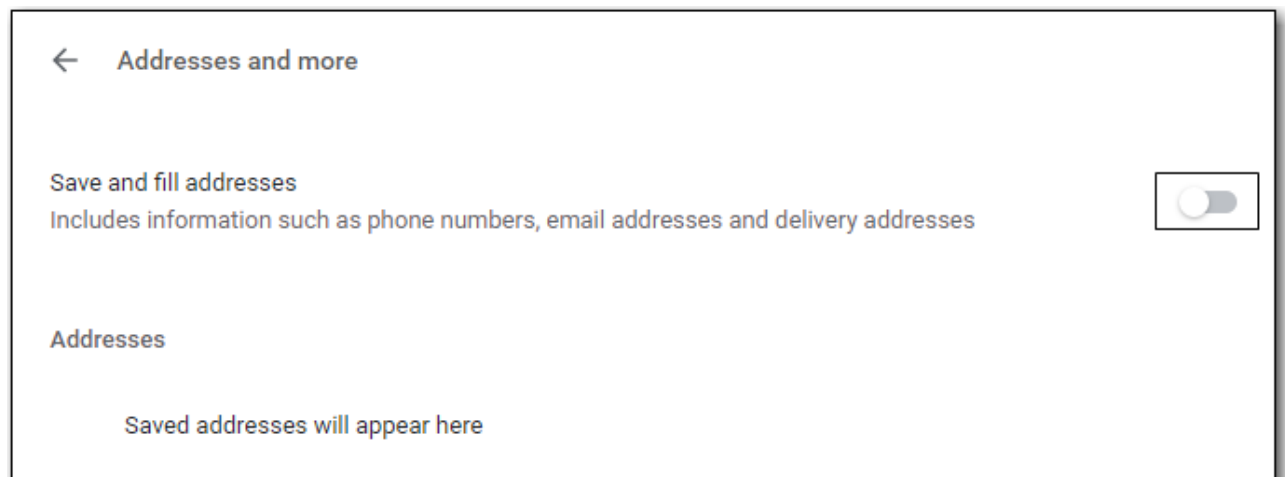
### 7.3.4. Turn Off Autofill

1. Click **Menu**.





2. Click **Settings**.
3. Select **Autofill and passwords** from the left hand side.
4. Click **Addresses and more**.
5. Turn off **Save and fill addresses**.



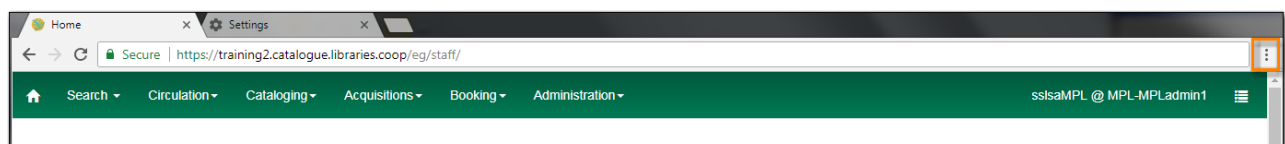
## 7.4. Troubleshooting

### 7.4.1. Retrieve Console Messages

If you are encountering issues in Evergreen please check the browser console and send any error messages that appear to [Co-op Support](#).

*Chrome Console Messages:*

1. Click **Menu**.



2. Select **More Tools**.
3. Select **Developer Tools**. (This will open a pane on the right-side of your browser.)
4. Select the *Console* tab if it is not opened by default.
5. Change the *Default levels* dropdown to be sure that Verbose is checked.
6. Either take a screenshot or copy and paste the text that appears in the console when you see the



errors occurring. Be sure to include any of the errors that display in red.

#### *Hatch Extension Console Messages:*

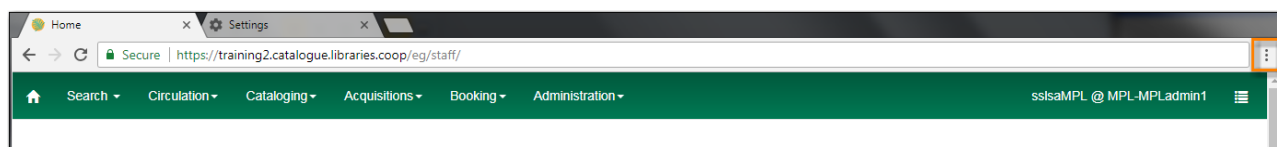
1. In Chrome, click **Menu**.
2. Select **More tools**.
3. Select **Extensions**.
4. Check the box at the top of the screen that says *Developer Mode*.
5. Scroll down to Hatch Native Messenger.
6. Click on the link that says **background** page. (This will open a new window.)
7. Select the *Console* tab.
8. Change the *Default levels* dropdown to be sure that Verbose is checked.
9. Either take a screenshot or copy and paste the text that appears in the console when you see the errors occurring. Be sure to include any of the errors that display in red.

**NOTE** Please read [Guidelines for Support Requests](#) before submitting your ticket.

## 7.4.2. Clear Cache

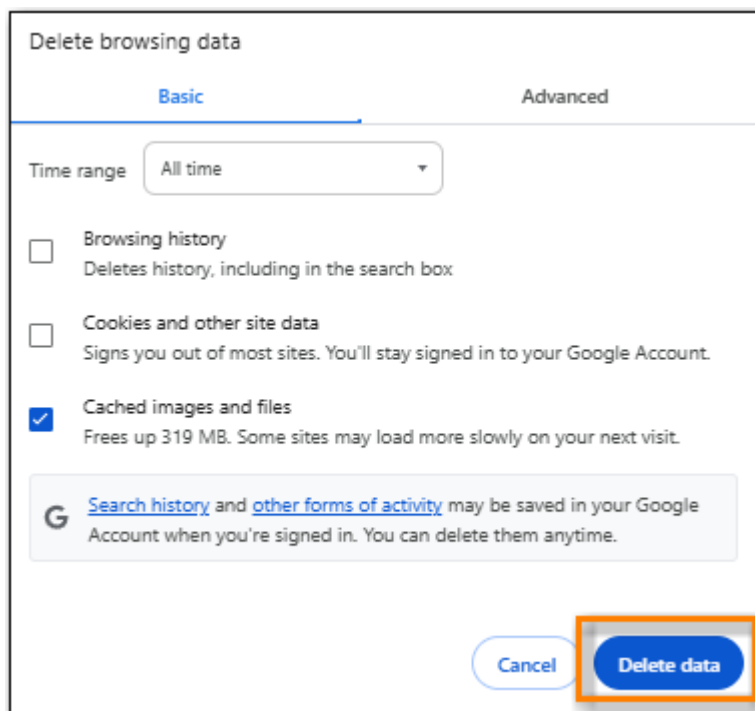
#### *Clear Cache*

1. Click **Menu**.



2. Click **Settings**.
3. Select **Delete browsing data**.
4. Set Time Range to *All time*.
5. Check the box next to *Cached images and files*.
6. Click **Delete data**.





### 7.4.3. Clear Cookies

If you log in and see a blank page with the green bar across the top, but nothing else will load, you may need to clear your browser's cache and cookies.

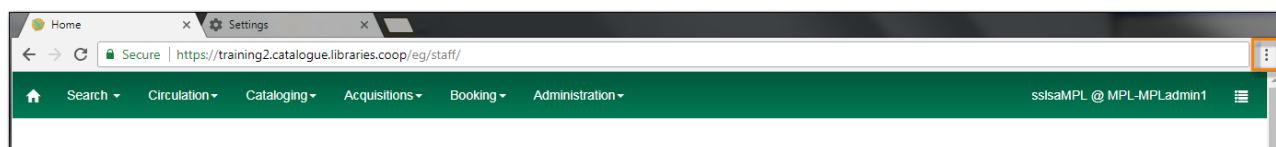
#### CAUTION

Clearing the cookies will clear all workstations registered to the browser; this clears all workstation settings.

Co-op Support recommends writing down your workstation name before clearing cookies so that you can register with the same workstation name which will preserve your workstation settings.

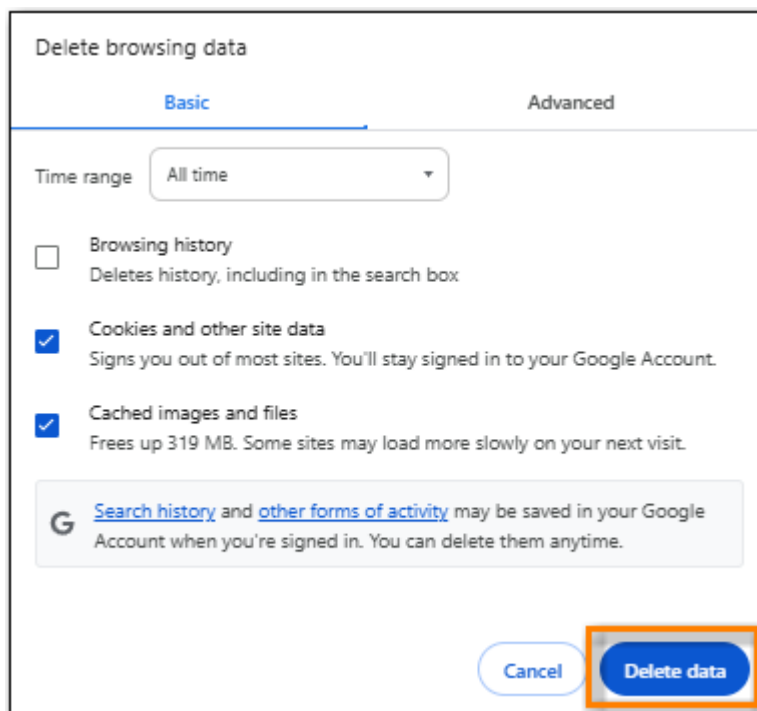
#### Clear Cookies

1. Click **Menu**.



2. Click **Settings**.
3. Select **Delete browsing data**.
4. Set Time Range to *All time*.
5. Check the boxes next to *Cookies and other site data* and *Cached images and files*.
6. Click **Delete data**.





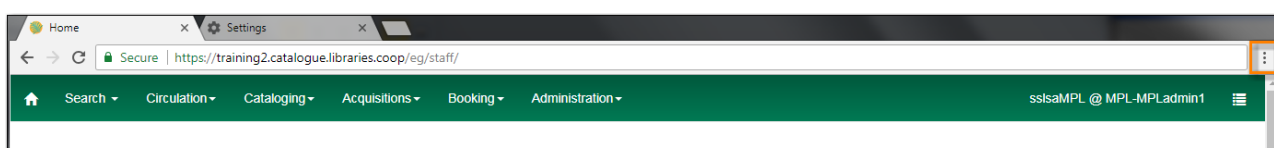
7. Return to <https://catalogue.libraries.coop/eg/staff>
8. You will need to register a workstation. See [Registering a Staff Workstation](#).

#### 7.4.4. Reset Settings

If you still see a blank page with the green bar across after clearing your cookies the next step is to reset your settings for Chrome.

##### *Reset Settings*

1. Click **Menu**.



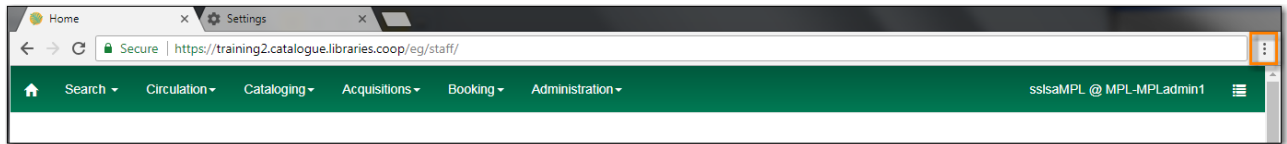
2. Click **Settings**.
3. Click **Reset Settings** from the left hand side.
4. Click **Restore settings to their original defaults**.
5. Click **Reset settings**.
6. Return to <https://catalogue.libraries.coop/eg/staff>

#### 7.4.5. Delete the Offline Database

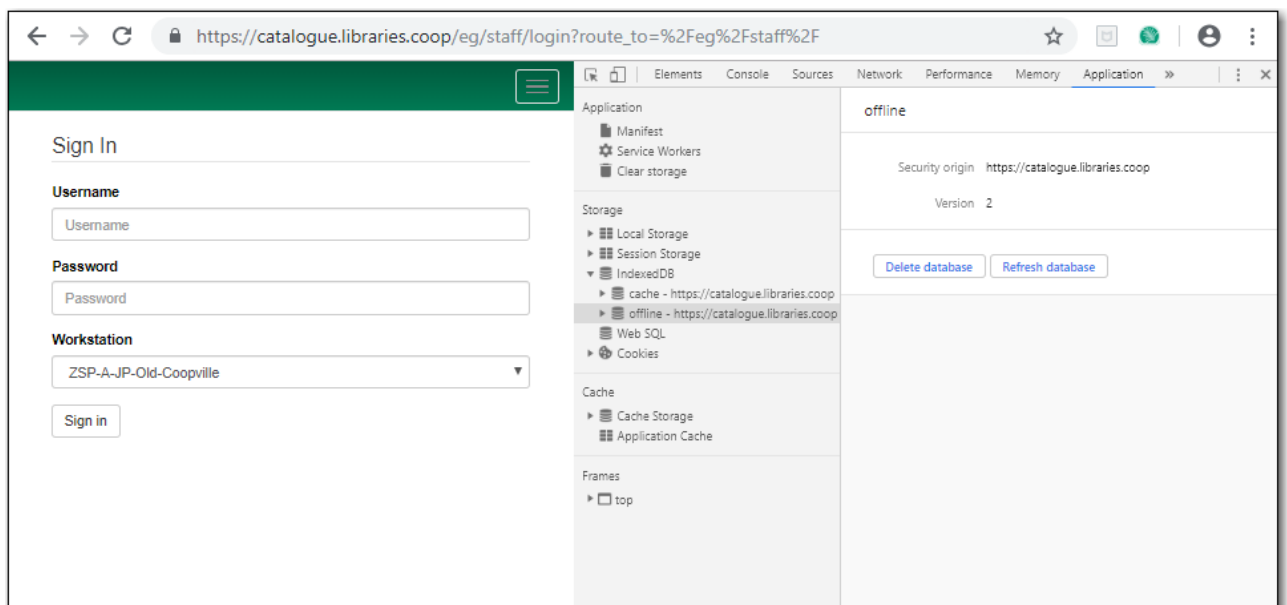
If you still see a blank page with the green bar across after clearing your cookies and resetting your settings the next step is to delete the offline database.



1. Navigate to <https://catalogue.libraries.coop/eg/staff>
2. Click **Menu**.



3. Click **More tools**.
4. Click **Developer tools**.
5. Switch to the *Application tab* (you may need to click on the double arrow so see all the tabs).
6. Expand the *Indexed DB* section.
7. Click on the **offline** - <https://catalogue.libraries.coop> section.
8. Click the **Delete database** button.
9. Click the **X** in the upper-right corner of the section to close the tool frame.



## 7.4.6. Reconnect Hatch

If you have Hatch installed, use these directions to reconnect your browser to Hatch after clearing your cache or deleting the offline database.

1. Reconnect your browser to Hatch
2. Log in with a Local System Administrator account.
3. Register workstation and click **Use Now** to log in again.
4. Navigate to **Administration** → **Workstation** → **Print/Storage Service ("Hatch")**.
5. Select **Use Hatch For Printing**.
6. Click on the Home icon.



7. You will be returned to the workstation registration screen again - click **Use Now** to log in again.
8. Your local settings should now be restored.



# Circulation



# Chapter 8. Patron Accounts

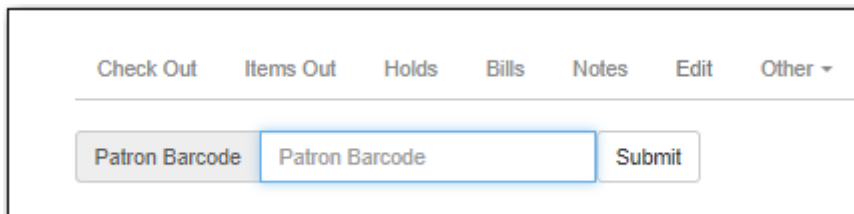
## 8.1. Retrieving Patron Accounts

Patron accounts can be retrieved in Evergreen using the patron's barcode or other searchable terms from the patron's account.

### 8.1.1. Retrieving an Account via Barcode

The check out screen allows you to enter a patron's barcode.

1. Go to **Circulation** → **Check Out**.
2. Enter the patron's barcode.
  - a. If manually entering the barcode click **Submit**.



The screenshot shows the 'Check Out' tab selected in the Evergreen interface. Below the navigation tabs, there is a 'Patron Barcode' label, a text input field containing 'Patron Barcode', and a 'Submit' button.

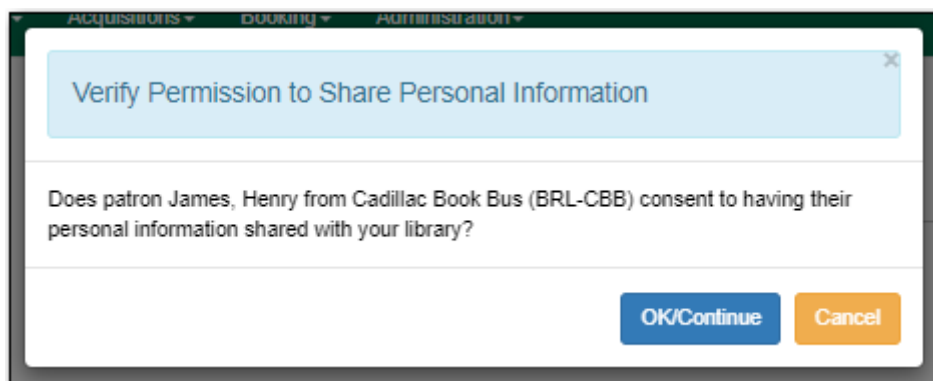
3. The patron's account will open.

### Patron Opt-In

#### [Sitka Snippet Video - Opting Patrons Into Your Library \(1:10\)](#)

Libraries participating in reciprocal borrowing agreements, like BC OneCard, can opt-in patrons from other participating libraries.

1. When the barcode is scanned a pop-up requesting the patron's consent appears.
2. Click **OK/Continue** or **Cancel** as appropriate.



The screenshot shows a pop-up dialog box with the title 'Verify Permission to Share Personal Information'. The text inside asks: 'Does patron James, Henry from Cadillac Book Bus (BRL-CBB) consent to having their personal information shared with your library?'. At the bottom, there are two buttons: 'OK/Continue' (blue) and 'Cancel' (orange).

If a barcode is scanned from a non-participating library a message will indicate that the patron's record is not viewable at that library and the account cannot be opened.



Check Out   Items Out   Holds   Bills   Notes   Edit   Other ▾

Patron Barcode   WAA2001   Submit

This patron's record is not viewable at your library.

## 8.1.2. Retrieving an Account via Search Term

### Sitka Snippet Video - Patron Search (1:04)

The patron search enables you search using information in a patron account to retrieve your patrons and those patrons opted into your library.

1. Go to **Search** → **Search for Patrons**.
2. Click on the arrow to see all possible search fields.

Check Out   Items Out   Holds   Bills   Notes   Edit   Other ▾   Patron Search

Last Name   First Name   Middle Name   Name Keywords   Search   ⓘ

3. Enter your search term or terms and click **Search**.

Check Out   Items Out   Holds   Bills   Notes   Edit   Other ▾   Patron Search

Last Name   First Name   Middle Name   Name Keywords   Search   ⓘ

Barcode   Alias   Username   Email   Clear Form

Identification   Phone   Street 1   Street 2   City

Province/Territory   Post Code   Profile Group ▾   SITKA   Parent/Guardian

DOB Year   DOB Month   DOB Day   Database ID   ☒ Include Inactive?

#### TIP

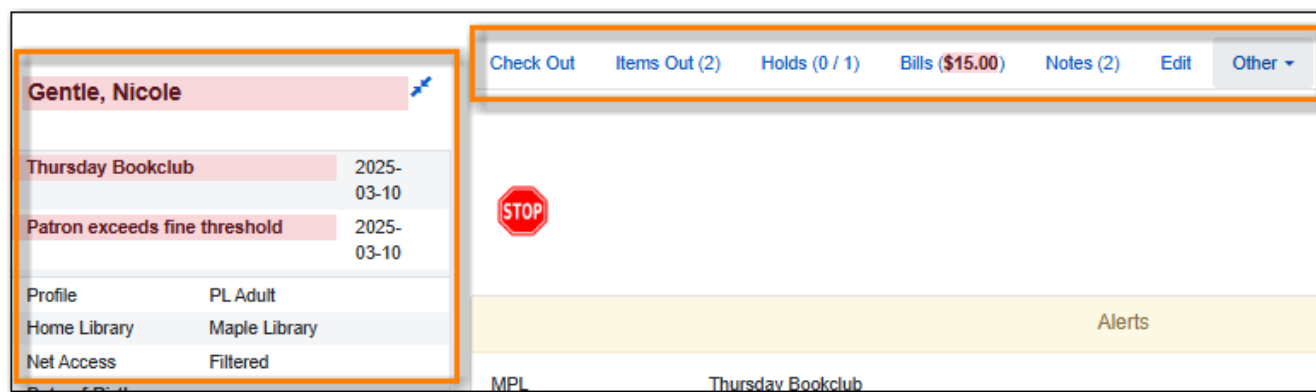
- To ensure all relevant patrons are searched, Co-op Support recommends having *Include Inactive?* checked.
- Libraries participating in reciprocal borrowing agreements should always set SITKA as the search library to ensure all opted-in patrons are included in the search.
- The name fields search both the primary and preferred name fields.
- Name keywords will retrieve patrons with the specified term present in any of the name fields.
- Doing a search with *Profile Group* set to Post-Sec Library Staff, Public Library Staff,



etc. is a quick way to retrieve all staff accounts for your library so you can review them on a regular basis to ensure the appropriate people have access to the staff client.

## 8.2. Working with Patron Accounts

The patron account has a summary, which displays on the left side of the patron account, and a tabbed interface allowing staff to look at different aspects of the patron account.



### 8.2.1. Patron Summary

The patron summary pulls together pertinent information about the patron so it can be seen at a glance.

Some things of note in the patron summary.

- The patron's name displays at the top of the summary. The patron's name will be in red and highlighted if they have alerts, blocks, or owe fines.
  - Evergreen will use the patron's preferred name and fall back to the primary name if there is no preferred name.
- Any alerts and/or blocks will appear under the patron's name.
- Last Activity - Last time the patron accessed their account via My Account or the account was accessed for 3rd party authentication.
- Last Updated - Last time the account was updated via the **Edit** tab.
- Create Date - Date on which the account was originally created.
- Expire Date - Date on which the account will expire. This can be updated via the **Edit** tab.
- Sitka does not use Long Overdue.
- If a library uses Homeroom or Student ID as *Primary Identification* it will display in the ID1 field.
- The patron's primary name displays in the Legal Name field in the summary.
- The patron's email address is a Mail To link.
- Any addresses associated with the patron display and can be easily copied to the clipboard or printed.



- Patron statistical category values will display if the checkbox for *User Summary* has been checked for that particular statistical category.

The patron summary can be hidden using the arrows beside the patron's name. This choice is sticky and will stay on collapsed or expanded view until changed.



## 8.2.2. Check Out Tab

For information on the **Check Out** tab see [Check Out](#).

## 8.2.3. Items Out Tab

The *Items Out* tab shows items currently out to a patron. It is subdivided into three tabs.

### Items Checked Out

The *Items Checked Out* tab shows the items currently out to the patron.

- Overdue items will display highlighted in red.
- Using the **Actions** menu staff can perform functions such as printing an items out receipt, [renewing items](#), [marking items with a different status](#), and showing triggered events for notifications sent to patrons about particular items.

**NOTE** Staff should only use **Check In** from the **Actions** menu if a checked out item has accidentally been deleted; deleted items cannot be checked in via the Check In interface.

Items Checked Out (4)    Other/Special Circulations (2)    Non-Catalogued Circulations (2)									
<div> <div>⏮ ⏪ ⏩ ⏭</div> <div>Actions ▾</div> <div>Rows 25 ▾</div> <div>Page 1 ▾</div> <div>▾</div> </div>									
#	<input type="checkbox"/>	Title	Due Date	Fines Stopped	Renewals Rem	Checkout / Ren	Barcode	Total Notices	Last Notice
1	<input type="checkbox"/>	<a href="#">Snow</a>	2022-07-22 ...		100	MPL	<a href="#">3398700129...</a>		
2	<input checked="" type="checkbox"/>	<a href="#">Snow bear</a>	2022-06-15 ...		100	MPL	<a href="#">3398700026...</a>		
3	<input type="checkbox"/>	<a href="#">Little Miss S...</a>	2022-07-18 ...		100	MPL	<a href="#">3398700068...</a>		
4	<input type="checkbox"/>	<a href="#">Rivers of su...</a>	2022-07-25 ...		100	MPL	<a href="#">3398700118...</a>		

### Other/Special Circulations

The *Other/Special Circulations* tab shows items that are considered to be lost by the patron or that the patron claims they have returned.

The *Fines Stopped* column will show the reason the item has been moved to this tab. Items are



removed from this tab when they are checked in, changed to a different status, or paid for. See [Mark Items](#) for more information on handling these items.

Items Checked Out (4)

Other/Special Circulations (2)

Non-Catalogued Circulations (2)

⏮ ⏪ ⏩ ⏭

Actions ▾

Rows 25 ▾

Page 1 ▾

#	<input type="checkbox"/>	Title	Due Date	Fines Stopped	Renewals Rem	Checkout / Rer	Barcode	Total Notices	Last Notice
1	<input type="checkbox"/>	<a href="#">Sunshine on...</a>	2022-07-25 ...	LOST	100	MPL	<a href="#">3398700100...</a>		
2	<input type="checkbox"/>	<a href="#">Rain!</a>	2022-07-25 ...	CLAIMSRET...	100	MPL	<a href="#">3398700079...</a>		

## Non-Catalogued Circulations

The *Non-Catalogued Circulations* tab shows a count of non-catalogued items. These items will disappear from the patron's account when they reach their due date as non-catalogued check out is for statistical purposes only. See [Non-catalogued Items](#) for more information on handling these items.

Items Checked Out (4)

Other/Special Circulations (2)

Non-Catalogued Circulations (2)

⏮

⏪

⏩

⏭

Rows 25 ▾

Page 1 ▾

▾

#	<input type="checkbox"/>	Item Type	Checkout Library	Checkout Date	Due Date	Checkout Staff
1	<input type="checkbox"/>	Paperback Book	MPL	2022-06-27 10:12	7/11/2022	sitkalsamPL
2	<input type="checkbox"/>	Paperback Book	MPL	2022-06-27 10:12	7/11/2022	sitkalsamPL

## 8.2.4. Holds Tab

The *Holds* tab is divided into two tabs which show a patron's open hold requests and their recently cancelled holds.

### Open Hold Requests

This tab shows holds that are waiting to be filled or are ready to be picked up by the patron.

Check Out

Items Out (4)

Holds (1 / 2)

Bills (\$0.00)

Notes (2)

Edit

Other ▾

Patron Search

Open Hold Requests

Recently Canceled Holds

Place Hold

Detail View

⏮

⏪

⏩

Actions ▾

Rows 25 ▾

Page 1 ▾

▾

#	<input type="checkbox"/>	Title	Available Dat	Hold Type	Pickup Librai	Potential Item	Status	Notifications	Notifications	Notify by Em
1	<input type="checkbox"/>	<a href="#">Weather</a>	2022-06-2...	T	MPL	1	Ready for ..	111-222-33...		No
2	<input type="checkbox"/>	<a href="#">What are c...</a>		T	MPL	1	Waiting for ..			Yes

Staff can [place new holds for the patron](#) from this tab as well as [manage their existing holds](#).



The columns *Notifications Phone Number*, *Notifications SMS Number*, and *Notify by Email?* can be used to determine how a patron will be or should have been notified about a particular hold.

## Recently Canceled Holds

This tab shows holds that have been cancelled. Holds can be cancelled by the patron, by staff, or by Evergreen.

Open Hold Requests

Recently Canceled Holds

Place Hold

Detail View

⏮

⏪

⏩

⏭

Actions ▾

Rows 25 ▾

Page 1 ▾

⚙

#	<input type="checkbox"/>	Title	Available Date	Hold Type	Pickup Library	Potential Items	Status	Cancelation Cause	Hold Canceling St	Hold Canceling Wk
1	<input type="checkbox"/>	<a href="#">My friend the W...</a>		T	MPL	0	Cancelled	Patron via phone	sitkalsampl	MPL-JP-Maple
2	<input type="checkbox"/>	<a href="#">Whatever the w...</a>		T	MPL	0	Cancelled	Patron via OPAC	2312400100800...	

The *Cancelation Cause* column will indicate why the hold was cancelled and from that staff can determine whether the cancellation was done by the patron, staff, or Evergreen. The *Hold Canceling Staff* column will display the username of the user who cancelled the hold. The *Hold Canceling Workstation* column will display the workstation used when a hold is cancelled by a staff member.

See [Cancelling Holds](#) for information on how holds are cancelled.

## 8.2.5. Bills Tab

For information on the **Bills** tab see [Bills and Payments](#).

## 8.2.6. Notes Tab

For information on the **Notes** tab see [Patron Notes](#).

## 8.2.7. Edit Tab

For information on the **Edit** tab see [Editing Patron Accounts](#).

## 8.2.8. Other Menu

Additional options for the patron account can be found in the **Other** drop down menu.

Refresh Penalties	Evergreen will re-calculate patron penalties.
Display Alerts	Evergreen will display the initial alert/blocks page.
Triggered Events/Notifications	Check to see if emails and/or SMS messages have been generated for patrons. See <a href="#">Checking for Notifications</a> .



Statistical Categories	View information about any patron statistical categories assigned to the patron. For more information on statistical categories see <a href="#">Statistical Categories - Patron Editor</a> .
Hold Groups	View any hold groups the patron is part of. For more information on hold groups see <a href="#">Hold Groups</a> .
Surveys	View the patron's responses to surveys. For more information on surveys see <a href="#">Surveys</a> .
Group Member Details	See any groups the patron is part of. Sitka does not recommend using patron groups.
User Permission Editor	View and update staff <a href="#">working locations</a> and <a href="#">individual permissions</a> .
Test Password	Allows you to enter the password assigned to the account and confirm it works.
Acquisitions Patron Requests	Not currently used by Sitka.
Booking: Manage Reservations	This link opens the <a href="#">Manage Reservations</a> interface in the same tab with the patron's barcode pre-filled.
Booking: Create Reservations	This link opens the <a href="#">Create Reservation</a> interface in the same tab.
Booking: Pick Up Reservations	This link opens the <a href="#">Booking Pickup</a> interface in the same tab with the patron's barcode pre-filled.
Booking: Return Reservations	This link opens the <a href="#">Booking Return</a> interface in the same tab with the patron's barcode pre-filled.
Completely Purge Account	Not used by Sitka. See <a href="#">[delete-patron-card]</a> for information on deleting patrons.

## 8.3. Registering New Patrons

[Sitka Training Video - Registering a Patron \(3:35\)](#)

[Sitka Training Video - Registering a Patron for Libraries Participating in BC OneCard \(5:12\)](#)

Before registering a new patron, best practice is to check for an existing account in Sitka's Evergreen.

Public libraries with reciprocal borrowing agreements, such as BC OneCard, should ask the patron if they have a library card at another public library and then [retrieve the account via barcode](#) and opt in the patron.



As the registration form is completed Evergreen will alert you if the name, phone number, email, or address you are entering matches that of another patron belonging to or opted in at your library. The alert text is a link that will take you to a patron search of the matching patrons so you can check if they are the same patron.

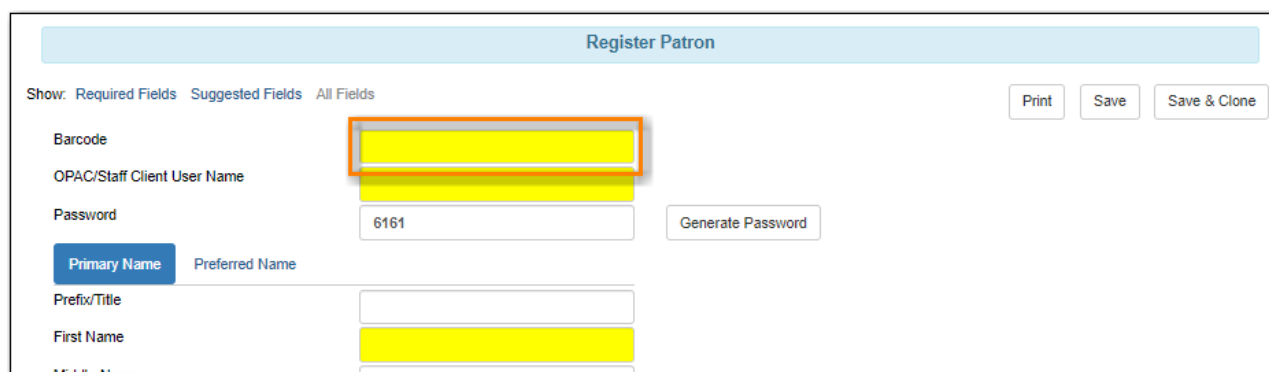


### 8.3.1. Registering a Patron

1. Select **Circulation** → **Register Patron**.
2. The fields that display will depend on whether you're showing Required Fields, Suggested Fields, or All Fields. See [Customizing the Display Fields](#) for the settings that control which fields display.



3. Enter the required information, based on your library's policies. Any fields highlighted in yellow must be filled in. See [Patron Account Fields](#) for information on specific fields.



4. If you do not wish to record the address, you need to delete the fields by clicking the red X. Blank address fields will result in an error.



5. The **Holds Notices** default setting is **Email** which makes **Email Address** a required field. You can override this setting, and the required field, with the patron's actual preferences as needed. You must de-select the **Email** option to save a patron record without an email address.

6. Click **Save** or **Save & Clone** at top-right of screen. **Save & Clone** will save the record and open a new record with some shared details such as phone number and optionally address.

### CAUTION

When using **Save & Clone** it is important to know whether Evergreen is linking the accounts through the address or merely creating a copy of the address. Local system administrators can control this with the library setting *Patron Registration: Cloned patrons get address copy*.

7. If any required fields have been missed an alert will appear asking you to enter valid values for all the required fields.

## 8.3.2. Managing Pending Patrons

Libraries can turn on self-registration so prospective patrons can [request an account via the public catalogue](#).

These self-registrations become pending patrons in Evergreen which staff can save or delete.

1. In the staff client select **Circulation** → **Pending Patrons**.
2. Pending patrons for your library or branch will display.



Home Library:

Rows 25 ▾ Page 1 ▾ ▾

#	<input type="checkbox"/>	Create Date	First Name	Last Name	Email	Home Library	Street 1	City	Post Code	Requested Use	Date of Birth
1	<input type="checkbox"/>	2022-02-22 ...	Gemma	Smith		MPL	3355 Walnut...	Maple City	V1V 1V1	dee5c177-94...	2000-08-06
2	<input type="checkbox"/>	2022-02-22 ...	Fred	Weaver	fveaver@fa...	MPL	5578 Acom ...	Maple City	V1V 1V1	370c63dc-94...	1986-05-12
3	<input type="checkbox"/>	2022-02-22 ...	George	Walton	gwalton@fak...	MPL	3569 Almond...	Maple City	V1V 1V1	6cb63cf7-94...	1986-05-12
4	<input type="checkbox"/>	2022-02-22 ...	Becca	Mulberry	bberry@fak...	MPL	1256 Cashe...	Maple City	V1V 1V1	bberry	2005-08-13
5	<input type="checkbox"/>	2022-06-21 ...	Jane	Smith	jjsmith@fak...	MPL	1234 Arbutu...	Maple City	V1V 1V1	jjsmith	1995-04-12

- To create an account for the patron, select the pending patron and click the **Load Patron** button.

Home Library:

#	<input type="checkbox"/>	Create Date	First Name	Middle Name	Last Name	Email	Home Lib
1	<input type="checkbox"/>	2022-02-22...	Gemma		Smith		MPL
2	<input checked="" type="checkbox"/>	2022-02-22...	Fred		Weaver	fveaver@f...	MPL
3	<input type="checkbox"/>	2022-02-22...	George		Walton	gwalton@f...	MPL
4	<input type="checkbox"/>	2022-02-22...	Becca		Mulberry	bberry@fak...	MPL
5	<input type="checkbox"/>	2022-06-21...	Jane		Smith	jjsmith@fak...	MPL

- The patron's information will be loaded into the registration form. Fill in any additional patron information required by your library and click **Save** to create the patron account.

**NOTE**

After loading the patron into the registration form you should click in the pre-filled fields (name, email, street address) to trigger Evergreen to check for duplicate patrons.

- You also have the option to delete pending patron accounts if the account is determined to be duplicate or no longer needed. Select the pending patrons you wish to delete and click the **Delete Pending Patron(s)** button.

Home Library:

#	<input type="checkbox"/>	Create Date	First Name	Middle Name	Last Name	Email	Home L
1	<input type="checkbox"/>	2022-02-22...	Gemma		Smith		MPL
2	<input type="checkbox"/>	2022-02-22...	Fred		Weaver	fveaver@f...	MPL
3	<input type="checkbox"/>	2022-02-22...	George		Walton	gwalton@f...	MPL
4	<input checked="" type="checkbox"/>	2022-02-22...	Becca		Mulberry	bberry@fak...	MPL
5	<input type="checkbox"/>	2022-06-21...	Jane		Smith	jjsmith@fak...	MPL



## 8.4. Editing Patron Accounts

To access a patron's account:

1. Scan the patron's barcode or search for the patron by name.
2. When the patron account is loaded, **Check Out** is the default tab.
3. Click **Edit** to retrieve the patron information.



4. Make the needed edits and click **Save** at top right of screen.

### NOTE

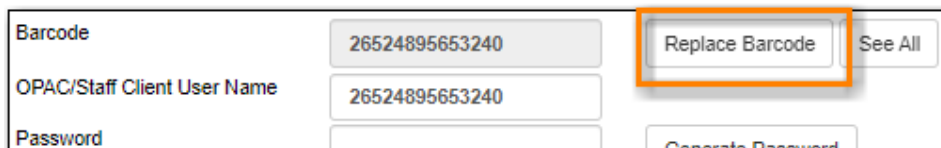
If you edit phone numbers, email addresses, or hold notification preferences, you will be given the option to update any outstanding holds with the new information.

[Sitka Snippet Video - Hold Notification Updates \(0:41\)](#)

### 8.4.1. Barcodes

#### Replace Barcode

1. Click **Replace Barcode**.



2. Enter the new barcode.



3. If the username is still the original barcode, update it to match new barcode number.
4. Click **Save** at top right of screen.

Co-op Support recommends deleting barcodes that have been replaced. See [Deleting Inactive Cards](#).

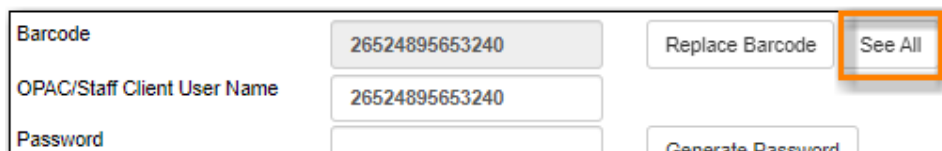
#### See All Barcodes

When patron accounts are merged together or a patron barcode is replaced, Evergreen marks the barcode as inactive and keeps it in the database.



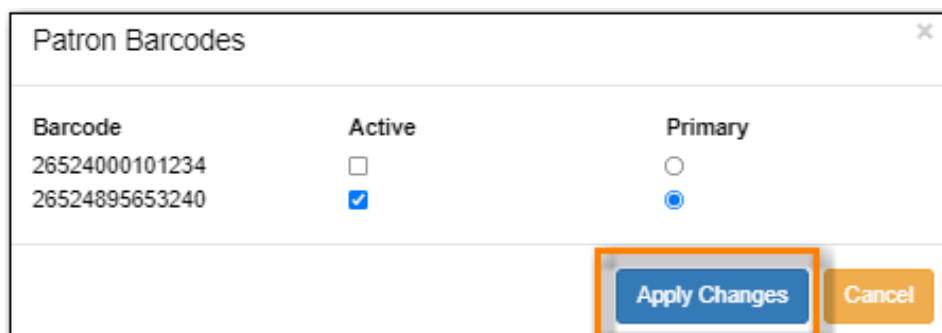
If a patron presents an inactive card Evergreen will retrieve the account with a warning that the barcode is inactive and will not allow check outs. Staff can then decide which cards should be active or inactive. Best practice is to delete inactive patron cards.

1. Click **See All**.



A screenshot of a web form for managing a patron's account. It includes fields for 'Barcode' (26524895653240), 'OPAC/Staff Client User Name' (26524895653240), and 'Password'. There are buttons for 'Replace Barcode', 'See All' (highlighted with an orange box), and 'Generate Password'.

2. All barcodes that the patron has had are displayed in a pop-up window.
3. Click **Active** to activate an inactive card.
4. Click **Primary** on the Active card, Active must be the Primary Card.
5. Click **Apply Changes**.



A screenshot of a 'Patron Barcodes' pop-up window. It displays a table with columns for 'Barcode', 'Active', and 'Primary'. The first row shows barcode 26524000101234 with 'Active' as an unchecked checkbox and 'Primary' as an unselected radio button. The second row shows barcode 26524895653240 with 'Active' as a checked checkbox and 'Primary' as a selected radio button. At the bottom right, the 'Apply Changes' button is highlighted with an orange box, next to a 'Cancel' button.

6. Click **Save** at top right of screen.

### 8.4.2. Resetting a Patron Password

Co-op Support recommends libraries encourage their patrons to reset their own passwords whenever possible. Patrons can use the [Forgot Your Password](#) link in the public catalogue or staff can use the **Send Password Reset Link** button found beside the Password field on the *Edit* tab of the patron account.



A screenshot of a password field on a form. It includes a text input field, a 'Generate Password' button, and a 'Send Password Reset Link' button (highlighted with an orange box).

When needed it is also possible for staff to reset a patron's password in the staff client. This should be a temporary password and patrons should be encouraged to sign into *My Account* and [update the password](#) to something secure that only they know.

1. Click **Generate Password** to generate a random 4 digit password or type a new password into the field.



A screenshot of a password field on a form. It includes a text input field and a 'Generate Password' button (highlighted with an orange box).

2. If your library uses the last 4 digits of phone number as default password, you may wish to set



the password to match their phone number.

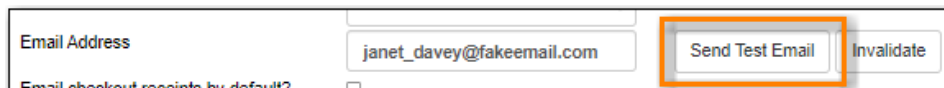
3. Click **Save** at top right of screen.

**TIP**

The existing password is not displayed in the patron account for security reasons. As well, Co-op staff cannot retrieve existing passwords.

### 8.4.3. Update and Test Email Address or SMS/Text Number

1. Enter new email address or SMS number, and click **Save**.
2. Click **Send Test Email** or **Send Test Text**.



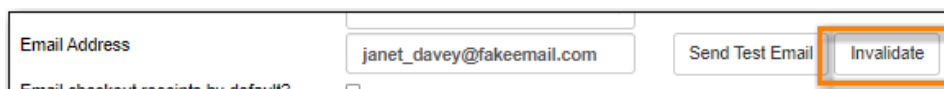
The screenshot shows a form with a text input field labeled 'Email Address' containing 'janet\_davey@fakeemail.com'. To the right of the input field are two buttons: 'Send Test Email' and 'Invalidate'. The 'Send Test Email' button is highlighted with an orange rectangular box.

3. Confirm with the patron whether or not they received the test email or text message.

### 8.4.4. Invalidating an Email Address

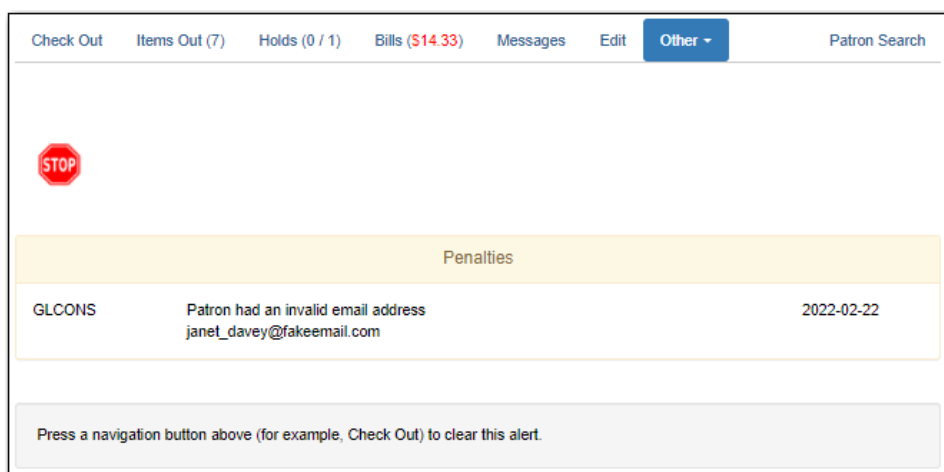
It is good practice to keep patron email addresses current to ensure service from Evergreen's automated messaging features. If an email to a patron bounces back you can invalidate the email address.

1. Click **Invalidate**.



The screenshot shows the same form as in 8.4.3, but the 'Invalidate' button is now highlighted with an orange rectangular box.

2. The email address will be removed and a penalty will be added to the **Messages** tab which will display when the patron's account is retrieved.



The screenshot shows the patron account page with the 'Messages' tab selected. A red octagonal 'STOP' icon is visible. Below it, a yellow banner reads 'Penalties'. A table lists a penalty: 'GLCONS Patron had an invalid email address janet\_davey@fakeemail.com' dated '2022-02-22'. At the bottom, a grey box contains the text: 'Press a navigation button above (for example, Check Out) to clear this alert.'

3. Evergreen will automatically archive the penalty when a new email address is entered.
4. To resolve the penalty manually see [Staff Generated Notes](#).

**NOTE**

Accumulated bounced back emails may result in notification emails from Evergreen being blocked by some email service providers such as Gmail and Outlook/Hotmail.



This denial of service affects all Sitka's Evergreen users and we request your cooperation in maintaining current email addresses.

### 8.4.5. Invalidating a Phone Number

It is good practice to invalidate phone numbers that are no longer valid for your patron to prevent staff from continuing to call an out of service number or a phone number that has been re-assigned to a different person.

1. Click **Invalidate**.

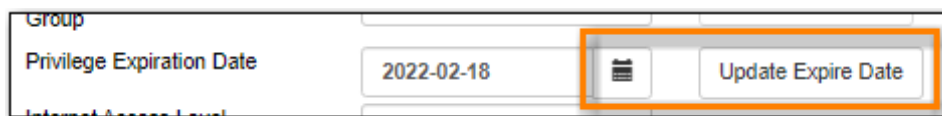


A screenshot of a form field labeled 'Daytime Phone'. The field contains the text '111-222-5588'. To the right of the field is a button labeled 'Invalidate'. The button is highlighted with an orange rectangular box.

2. The phone number will be removed and a penalty will be added to the **Messages** tab which will display when the patron's account is retrieved.
3. To resolve the penalty manually see [Staff Generated Notes](#).

### 8.4.6. Renewing a Library Card

1. Click **Update Expire Date** or use the calendar widget to renew a card.



A screenshot of a form field labeled 'Privilege Expiration Date'. The field contains the date '2022-02-18'. To the right of the field is a button labeled 'Update Expire Date'. The button is highlighted with an orange rectangular box.

2. Click **Save** at top right of screen.

**NOTE** **Update Expire Date** will give a date 3 years in the future for all Permission Groups except PL New User, which gets a date 3 months in the future.

Libraries can manually edit the expiry date to match their local policy.

### 8.4.7. Invalidating an Address

It is good practice to invalidate addresses that are no longer valid. Paper overdues do not check whether an address is valid so staff handling paper overdues should have a method for tracking notices returned to sender.

1. Uncheck the check box **Valid Address?**.
2. Click **Save**.
3. If the library setting *Invalid patron address penalty* is set to False for your library the box will simply be unchecked.
4. If the library setting *Invalid patron address penalty* is set to True for your library a penalty will be applied that can be seen in the Messages tab. Additionally, in the summary the address label will appear in red.



### 8.4.8. Update Patron Address

1. Retrieve the patron account and click **Edit**.
2. Scroll down to **Address** to edit it, and click **Save**.
3. To delete an address, click the red coloured cross, and click **Save**.
4. To add a new address, click **New Address** at the bottom of Address section, and enter required information.
5. Select **Mailing** or **Physical** and click **Save**.

### 8.4.9. Unlinking Shared Patron Addresses

If your library links addresses in cloned accounts, the address in the new, cloned record is greyed out, and can only be edited in the original record. The address' owning account can not be deleted or merged when other accounts are still using the address, so there are times when you need to unlink shared addresses. You do this by adding a new address to the cloned patron account record.

1. Uncheck the checkboxes for **Mailing** and **Physical** on the shared address.
2. Click **New Address** button.
3. Check the checkboxes for **Mailing** and **Physical** on the new address.
4. Enter the address and click **Save**.
5. The linked address is replaced.

## 8.5. Patron Account Fields

### Sitka Training Video - Patron Account Fields (17:09)

The patron account is made up of required and optional fields, some of which are filled out based on local library policy and some of which are determined by global Sitka policy. Some fields can be edited by patrons via *My Account* in your public catalogue.

#### Identification

Field	Required?	Description
-------	-----------	-------------



Barcode	Yes	The barcode assigned to the patron. Generally this will be a 14 digit codabar barcode; some libraries may use a different format for older cards or if student numbers are used. If your library uses non-14 digit codabar barcodes with <a href="#">barcode completion</a> make sure the correct prefix, often your library code, is included.
OPAC/Staff Client User Name	Yes	By default the username will match the barcode. Patrons can <a href="#">update their username</a> via <i>My Account</i> .
Password	Yes	Saved passwords are not visible to library or Co-op Staff. Patrons can <a href="#">reset their password</a> via the public catalogue. <a href="#">Sitka Snippet Video - Changing an Existing Password (1:07)</a>
Primary Name	Yes	A first and last name must be entered for all patrons. Prefix, suffix, and middle name are optional and can be used as needed.
Preferred Name	No	These field can be used if the patron goes by a name different from their primary name. The preferred name is used instead of the primary for notifications and displays in <i>My Account</i> .
Name Keywords	No	Additional keywords that can be used to group accounts for searching purposes.
OPAC/Staff Client Holds Alias	No	The alias can be used if a patron doesn't want items on the hold shelf appearing under their real name.
Date of Birth	Can be set as required by libraries	Date of birth of the patron.



Juvenile Check Box	No	Can be used to tag accounts as juvenile for policy and reporting purposes. When a date of birth is entered Evergreen checks the value for the library setting <i>Juvenile Age Threshold</i> and automatically checks the box if the patron's age falls below the threshold. However, Evergreen does not automatically un-check the box when the patron's age is above the threshold and library staff must manually un-check the box. Generally the PL Juvenile permission group is used instead of this flag.
Parent/Guardian	No	Can be used to include the parent or guardian's name for juvenile patrons.
Primary Identification Type	Yes	A value of <i>Other</i> has been set as a Sitka default for this field. Co-op Support recommends using the value of <i>Other</i> unless you have a legitimate use case for collecting data for one of the other values.
Primary Identification	Can be set as required by libraries	This field is used to collect identification information about the patron. Generally this is used by academic libraries for data such as student number or homeroom.
Secondary Identification Type	No	Co-op Support recommends using the value of <i>Other</i> unless you have a legitimate use case for collecting data for one of the other values.
Secondary Identification	No	This field is used to collect identification information about the patron. Generally this is used by academic libraries for data such as student number or homeroom.



Photo URL	Can be set as required by libraries	This field allows libraries to link to a picture of a patron. Sitka does not store the photos. Additional permissions are required to use this field. Please contact <a href="#">Co-op Support</a> for more information.
Patron Preferred Language	No	Patrons can set English or French as their preferred language to receive email notifications in that language. Patrons can <a href="#">update their preference</a> via <i>My Account</i> . To set up notifications in French libraries must provide <a href="#">Co-op Support</a> with French translations for their notifications.

## Contact Details

Field	Required?	Description
Email Address	Can be set as required by libraries	The email address the patron would like to be contacted at. Multiple addresses can be separated by a comma followed by a space. Patrons can <a href="#">edit their email</a> via <i>My Account</i> unless the option has been disabled for your library.
Email checkout receipts by default? Check Box	N/A	Unchecked by default, this setting enables patrons to automatically be sent email check out receipts. Patrons can <a href="#">update this check box</a> via <i>My Account</i> .
Daytime Phone	Can be set as required by libraries	Primary phone number for the patron.
Evening Phone	Can be set as required by libraries	Phone number to be used in the evenings.
Other Phone	Can be set as required by libraries	Additional phone number for the patron.

## Account Settings



Field	Required?	Description
Home Library	Yes	For public libraries home library should always be set to the library whose tax base the patron falls into or the library at which the patron paid for library service as a non-resident. For academic and special libraries the home library should be the library or applicable branch.
Main (Profile) Permission Group	Yes	The profile groups are set globally by library type. All groups have a three year expiry period with the exception of PL New User which is 3 months. Individual libraries can choose which profiles to use and how to configure your chosen profiles to suit local policy. Profiles are used by Evergreen to determine how items circulate so it's important to know which profile are used at your library and for which patrons. See <a href="#">Permission Tree Display Entries</a> for information on viewing and customizing the list that displays.
Privilege Expiration Date	Yes	By default the date will be three years in the future for all profile groups, except PL New User which has an interval of 3 months. Library staff can manually adjust the date to conform to local policy.
Internet Access Level	Yes	This field can be used by staff to manually track if patrons may access the internet at the library. The value set doesn't affect patron's access to the public catalogue or subscribed 3rd party products. A default value can be set using the library setting <i>Default level of patrons' internet access</i> .



Active Check Box	N/A	This check box is checked by default. Patron set to Inactive are not included in patron searches when the <i>Include Inactive?</i> check box is unchecked on search form.
Barred Check Box	N/A	This check box is left unchecked by default. Patrons should only be barred in extreme situations, especially if they belong to a library that participates in reciprocal borrowing.
Is Group Lead Account Check Box	N/A	This check box is left unchecked by default. This feature isn't used by Sitka.
Claims-returned Count	No	Evergreen will update the value in this field if the patron has items marked claimed returned. Local system administrators can manually update this value.
Claims Never Checked Out Count	No	Evergreen will update the value in this field if the patron has items marked claimed never checked out. Local system administrators can manually update this value.

## User Settings

Field	Required?	Description
Default Hold Notification Phone Number	Required if Phone checked for Hold Notices	This is the phone number used for hold notifications via phone. If blank Evergreen will use the value in Daytime Phone. Patrons can <a href="#">update this</a> via <i>My Account</i> .
Default Hold Pickup Location	No	The location at which the patron would like to pickup their holds. Patrons can <a href="#">update this</a> via <i>My Account</i> .
Collections: Exempt	No	Not currently used by Sitka.



Holds Notices Check Boxes	No, but highly recommend at least one option selected	The selected options will be checked by default when the patron places a hold. Patrons and staff can uncheck options in the process of placing a hold. Patrons can also <a href="#">update their defaults</a> via <i>My Account</i> .
Default SMS/Text Number	Required if SMS checked for Hold Notices	The number at which the patron would like to receive hold and courtesy text messages if enabled for your library. Patrons can <a href="#">update this</a> via <i>My Account</i> .
Default SMS Carrier	Required if a value is entered in <i>Default SMS/Text Number</i>	To receive text messages patrons must specify who their carrier is. Some carriers may not be listed as not all carriers provide the information required to allow Evergreen to send them text messages. Patrons can <a href="#">update this</a> via <i>My Account</i> .
Receive Overdue and Courtesy Emails	N/A	Checked by default, this setting enables patrons to automatically be sent courtesy and overdue notices. Patrons can <a href="#">update this check box</a> via <i>My Account</i> . If patrons opt out they will no longer receive courtesy or overdue emails but will still receive hold notifications, depending the option chosen when the hold is place, and paper overdue notices for libraries that use paper overdues.



Allow others to use my account	No	This allows patrons to indicate other people who can place holds, pick up holds, check out items, and/or view their borrowing history. Patrons can <a href="#">update who can use their account</a> via <i>My Account</i> . This feature is enabled for all libraries by default but can be disabled by setting the library setting <i>Allow others to use patron account (privacy waiver)</i> to False.
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## Address

Libraries can choose to require at least one address on every account. When required a patron account cannot be saved if an address is not included.

Field	Required?	Description
Type	Yes	By default this will be set as <i>Mailing</i> .
Postal Code	Yes	Entering the patron's postal code will automatically fill in the <i>City</i> and <i>State</i> fields.
Street (1)	Yes	Street address details are entered here.
Street (2)	No	Optional field for additional street address details.
City	Yes	This will be autofilled when postal code is entered.
County	No	This field can be used if there is an applicable county for the address.
State	Yes	The provincial or territorial abbreviation must be used.
Country	Yes	Canada is entered by default. This can be manually updated if entering an address from another country.



Valid Address?	N/As	Checked by default, this check box indicates that the address is valid for the patron. This can be used in conjunction with the library setting <i>Invalid patron address penalty</i> .
Within City Limits?	N/A	Unchecked by default, this check box indicates that the address is within the city limits. This can be used in reporting; however, libraries may choose to use patron statistical categories to track service areas instead.

Multiple addresses can be included if the patron has more than one address that should be entered in their account. Click the **New Address** button to add an additional address.

Libraries can allow their patrons to edit their address via *My Account* by setting the library setting *Allow pending addresses* to True. Editing an address creates a pending address in the patron's account that must be approved by library staff.

This is a pending address
Approve

Replaces: 1234 Forest Grove Lane  
Maple City, BC V1V 4V1

Type

Mailing

Postal Code

V1V 4V1

Street (1)

1334 Forest Grove Lane

Street (2)

City

Maple City

County

State

BC

Country

Canada

Valid Address?

☒

Within City Limits?

☒

## Statistical Categories

Patron statistical categories are used to further group patrons by categories not otherwise captured in the patron account fields. Whether statistical categories are required or not depends on how they are set up. For information on setting up patron statistical categories see [Statistical Categories - Patron Editor](#).



### 8.5.1. Customizing the Display Fields

The patron form can display Required Fields, Suggested Fields, or All Fields.



Show: **Required Fields** Suggested Fields All Fields

By default all fields will display. The local system administrator at your library can set the default to *Suggested Fields* using the library setting *Default showing suggested patron registration fields*.

Customizing the fields that display and are required in the patron account can help ensure the relevant information is being recorded for your patrons and can cut down on unnecessary information being saved. These customizations apply to both the staff client patron registration form and the patron self-registration form.

#### Required Fields

There are a number of fields that are required for all patron accounts across Sitka, such as barcode, home library and permission group. Required fields that must be filled in to save the account are indicated in yellow.

Libraries can decide to set additional fields as required to conform with local policy. The applicable library settings are:

- Require State field on patron registration
- Require at least one address for Patron Registration
- Require day\_phone field on patron registration
- Require dob field on patron registration
- Require email field on patron registration
- Require evening\_phone field on patron registration
- Require other\_phone field on patron registration
- Require prefix field on patron registration
- require ident\_value field on patron registration

When the setting is set to True the field will be indicated as required in yellow and will display when **Required Fields** is selected.

Additionally, setting any of the library settings that begin with *Show* to True will cause the applicable field to display when **Required Fields** is selected, though the field does not have to be filled in to save the account.

The *Email Address*, *Default Phone Number*, and *Default SMS/Text Number* fields are always required when the equivalent check box is checked for *Hold Notices*. Unchecking the relevant box will stop the field from being required.



Default Phone Number	
Default Hold Pickup Location	
Holds Notices	<input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> SMS
Default SMS/Text Number	
Default SMS Carrier	

## Suggested Fields

Setting any of the library settings that begin with *Suggest* to True will cause the applicable field to display when **Suggested Fields** is selected.

## Field Examples

Libraries can display examples for how information should be input for certain fields. The applicable library settings are:

- Example dob field on patron registration
- Example for day\_phone field on patron registration
- Example for email field on patron registration
- Example for evening\_phone field on patron registration
- Example for other\_phone field on patron registration
- Example for phone fields on patron registration
- Example for post\_code field on patron registration

# 8.6. Patron Notes

There are three types of patron notes in Evergreen:

- Note - information recorded on the patron account.
- Alert - information recorded on the patron account that generates an alert when the patron's account is retrieved.
- Block - information recorded on the patron account that blocks patrons from checking out, renewing, and placing items on hold.

Notes, alerts, and blocks can be applied to a patron's account automatically by the system or manually by staff. These can be viewed and managed on the *Notes* tab in the patron account.

## 8.6.1. System Generated Notes

When a patron has an alert or a block on their account a red **Stop** sign is displayed when the account is retrieved.





#### Alerts

MPL	Thursday Bookclub Check with patron about bookclub registration. [JP]	2022-06-24
MPL	Patron exceeds fine threshold	2022-06-24

Press a navigation button above (for example, Check Out) to clear this alert.

Evergreen will automatically apply alerts in the following situations:

- patron's account has expired.
- patron has a hold ready for pick up.
- patron has an invalid email address.
- patron has an invalid phone number.
- patron has an invalid address.

Evergreen will automatically apply blocks in the following situations:

- patron exceeds fine threshold.
- patron exceeds max overdue threshold.
- patron exceeds max checked out item threshold.
- patron exceeds max lost item threshold.

When these blocks are applied to an account the patron is blocked from checking out, renewing, and placing items on hold. Evergreen will also not capture or fulfill holds for the patron. The max checked out item threshold is an exception; patrons with this block can still renew and place holds on items.

The thresholds for these blocks are set per library and can be edited by a local system administrator in [Group Penalty Thresholds](#).

Evergreen will remove these blocks and alerts when the cause is resolved.

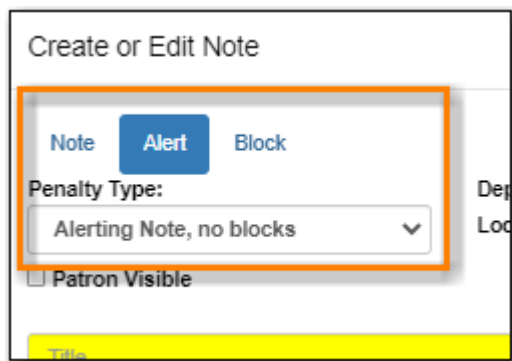
Blocks can also be overridden by staff with appropriate permissions when [placing holds](#), [checking out items](#), or [renewing items](#).

### 8.6.2. Staff Generated Notes

To add a note:

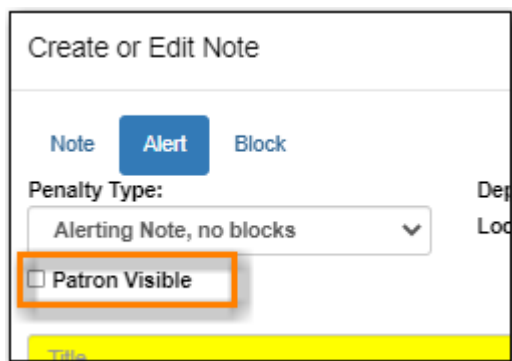


1. In the patron's account click on the **Notes** tab.
2. Click **Create Note**.
3. Select the type of note you would like to created by clicking the appropriate button or selecting the option from the **Penalty Type** drop down.



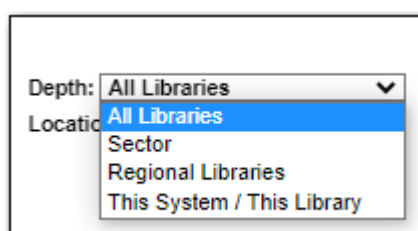
The screenshot shows the 'Create or Edit Note' form. At the top, there are three buttons: 'Note', 'Alert' (highlighted with an orange box), and 'Block'. Below these buttons is a 'Penalty Type:' dropdown menu, also highlighted with an orange box, which currently shows 'Alerting Note, no blocks'. Below the dropdown is a checkbox labeled 'Patron Visible' which is currently unchecked. At the bottom of the form, there is a yellow highlighted field for 'Title'.

4. If the note should be visible to patrons in My Account check the box for **Patron Visible**.



This screenshot is similar to the previous one, but the 'Patron Visible' checkbox is now checked and highlighted with an orange box. The 'Alert' button and 'Penalty Type' dropdown remain in the same state.

5. Select the depth at which the note should be visible. Libraries participating in reciprocal borrowing may wish to set some notes at the *Regional Libraries* level so all libraries that interact with the patron account can see the note.



The screenshot shows a 'Depth:' dropdown menu that is open. The menu has five options: 'All Libraries' (selected and highlighted in blue), 'All Libraries', 'Sector', 'Regional Libraries', and 'This System / This Library'.

6. Enter a **Title** for the note.
7. Optionally, enter additional text for the note.
8. Enter your initials and click **OK** to save the note.



Create or Edit Note

Note

Alert

Block

Penalty Type:

Alerting Note, no blocks

Depth:

This System / This Library

Location:

MPL

☐ Patron Visible

Thursday Bookclub

Check with patron about bookclub registration.

JP

OK

Cancel

To edit a note:

1. In the patron's account click on the **Notes** tab.
2. Select the note you would like to edit.
3. From the **Actions** menu select **Edit Note**.

Notes

Create Note

⏮

⏪

⏩

⏭

Actions

#	<input type="checkbox"/>	Penalty Name	Staff	Patron Visible?	Title	Note	
1	<input type="checkbox"/>	SILENT_NO...	sitkalsampl	Yes	Umbrella	Hi, We	<div>Remove Note</div> <div>Edit Note</div> <div>Archive Note</div>
2	<input type="checkbox"/>	PATRON_EX...					
3	<input checked="" type="checkbox"/>	ALERT_NOT...	sitkalsampl	No	Thursday Bo...	Check with p...	

4. Make the needed changes and enter your initials.



Create or Edit Note

Note Alert Block

Penalty Type: Alerting Note, no blocks

Depth: This System / This Library

Location: MPL

☐ Patron Visible

Thursday Bookclub

Check with patron about bookclub registration. [JP] Make sure you have patron fill in the registration form.

Initials

OK Cancel

5. Click **OK**.

**NOTE** Patron visible notes cannot be edited after the patron has viewed the note.

To delete or archive a note:

1. In the patron's account click on the **Notes** tab.
2. Select the note you would like to delete or archive.
3. From the **Actions** menu select the appropriate action.

Notes

Create Note

Actions

#	<input type="checkbox"/>	Penalty Name	Staff	Patron Visible?	Title	Note	Actions
1	<input checked="" type="checkbox"/>	SILENT_NO...	sitkalsaMPL	Yes	Umbrella	Hi, We	Remove Note Edit Note
2	<input type="checkbox"/>	PATRON_EX...					Archive Note
3	<input type="checkbox"/>	ALERT_NOT...	sitkalsaMPL	No	Thursday Bo...	Check with p...	

4. A pop up will appear asking you to confirm your action.
5. Click **OK/Continue**.
6. If archived, the note will now display in the archived section. By default archived notes from the last year display. Use the date selectors to adjust this period as needed.



**Archived Notes**

Set Date Start:    
 Set Date End:

Rows 25 ▾ Page 1 ▾

#	Penalty Name	Staff	Patron Visible?	Title	Note Text	Read Date/Time	Location	Creation Date/T
1	SILENT_NOT...	sitkalsaMPL	Yes	Umbrella	Hi, We found ...	2022-06-24 1...	MPL	2022-06-24 1...

## NOTE

Patron visible notes cannot be deleted after the patron has viewed the note. Instead, these notes must be archived to remove them from the active notes section.

To unarchive a note:

1. In the patron's account click on the **Notes** tab.
2. In the *Archived Notes* section, select the note you would like to unarchive.
3. From the **Actions** menu select **Unarchive Note**.

**Archived Notes**

Set Date Start:    
 Set Date End:

Actions ▾

#	<input type="checkbox"/>	Penalty Name	Staff	Patron Visible	Title	Note Text	Read Date/Time	Location	Creation Date/T
1	<input checked="" type="checkbox"/>	SILENT_N...	sitkalsaMP...	Yes	Umbrella	Hi, We fou...	2022-06-24 1...	MPL	2022-06-24 1...

4. A pop up will appear asking you to confirm your action.
5. Click **OK/Continue**.
6. Your note will now display in the top *Notes* section. Any blocks or penalties associated with the note are reapplied to the patron's account.

## 8.7. User Buckets

User Buckets allow staff to batch delete and make batch modifications to user accounts in Evergreen. Batch modifications can be made to selected fields in the patron account:

- Home Library
- Profile Group
- Network Access Level
- Barred flag
- Active flag
- Juvenile flag
- Privilege Expiration Date
- Statistical Categories



Batch modifications and deletions can be rolled back or reversed, with the exception of batch changes to statistical categories.

Patron accounts can be added to User Buckets by scanning individual patron barcodes or by uploading a file of patron barcodes directly in the Patron Bucket interface. They can also be added to a User Bucket from the Patron Search screen. Batch changes and batch edit sets are tied to the Patron Bucket itself, not to the login of the bucket owner.

### 8.7.1. Create a User Bucket

To add users to a bucket via the Patron Search screen:

1. Go to **Search** → **Search for Patrons**.
2. Enter your search and select the users you want to add to the user bucket by checking the box next to each user row. You can also hold down the CTRL or SHIFT on your keyboard and select multiple users.
3. Click **Add to Bucket** and select an existing bucket from the drop down menu or click **New Bucket** to create a new user bucket.
  - a. If creating a new user bucket, a dialog box called *Create Bucket* will appear where you can enter a bucket *Name* and *Description* and indicate if the bucket is *Staff Shareable?*. Click **Create Bucket**.
4. After adding users to a bucket, an update will appear at the bottom-right hand corner of the screen that says "*Successfully added # users to bucket [Name]*".

To add users to a bucket by scanning user barcodes in the User Bucket interface:

1. Go to **Circulation** → **User Buckets** and select the **Pending Users** tab at the top of the screen.
2. Click on **Buckets** and select an existing bucket from the drop down menu or click **New Bucket** to create a new user bucket.
  - a. If creating a new user bucket, a dialog box called *Create Bucket* will appear where you can enter a bucket *Name* and *Description* and indicate if the bucket is *Staff Shareable?*. Click **Create Bucket**.
  - b. After selecting or creating a bucket, the Name, Description, number of items, and creation date of the bucket will appear above the *Scan Card* field.
3. Scan in the barcodes of the users that you want to add to the selected bucket into the *Scan Card* field. Each user account will be added to the Pending Users tab. Hit ENTER on your keyboard after manually typing in a barcode to add it to the list of Pending Users.
4. Select the user accounts that you want to add to the bucket by checking the box next to each user row or by using the CTRL or SHIFT key on your keyboard to select multiple users.
5. Go to **Actions** → **Add To Bucket** or right-click on a selected user account to view the *Actions* menu and select **Add To Bucket**. The user accounts will move to the Bucket View tab and are now in the selected User Bucket.

To add users to a bucket by uploading a file of user barcodes:



1. Go to **Circulation** → **User Buckets** and select the **Pending Users** tab at the top of the screen.
2. Click on **Buckets** and select an existing bucket from the drop down menu or click **New Bucket** to create a new user bucket.
  - a. If creating a new user bucket, a dialog box called *Create Bucket* will appear where you can enter a bucket *Name* and *Description* and indicate if the bucket is *Staff Shareable?*. Click **Create Bucket**.
  - b. After selecting or creating a bucket, the Name, Description, number of items, and creation date of the bucket will appear above the Scan Card field.
3. In the Pending Users tab, click **Choose File** and select the file of barcodes to be uploaded.
  - a. The file that is uploaded must be a .txt file that contains a single barcode per row.
4. The user accounts will automatically appear in the list of Pending Users.
5. Select the user accounts that you want to add to the bucket by checking the box next to each user row or by using the CTRL or SHIFT key on your keyboard to select multiple users.
6. Go to **Actions** → **Add To Bucket** or right-click on a selected user account to view the *Actions* menu and select **Add To Bucket**. The user accounts will move to the **Bucket View** tab and are now in the selected User Bucket.

### 8.7.2. Batch Edit All Users

To batch edit all users in a user bucket:

1. Go to **Circulation** → **User Buckets** and select the **Bucket View** tab.
2. Click **Buckets** and select the bucket you want to modify from the list of existing buckets.
  - a. After selecting a bucket, the Name, Description, number of items, and creation date of the bucket will appear at the top of the screen.
3. Verify the list of users in the bucket and click **Batch edit all users**. A dialogue box will appear where you can select the batch modifications to be made to the user accounts.
4. Assign a *Name for edit set*. This name will allow staff to identify the batch edit for future verification or rollbacks.
5. Set the values that you want to modify. The following fields can be modified in batch:
  - Home Library
  - Profile Group
  - Network Access Level
  - Barred flag
  - Active flag
  - Juvenile flag
  - Privilege Expiration Date
6. Click **Apply Changes**. The modification(s) will be applied in batch.

### Permissions



All permissions must be granted at the organizational unit that the workstation is registered to or higher, and are checked against the users' Home Library when a batch modification or deletion is executed.

### 8.7.3. Batch Modify Statistical Categories

*Batch modify statistical categories for all users in a bucket:*

1. Go to **Circulation** → **User Buckets** and select the **Bucket View** tab.
2. Click **Buckets** and select the bucket you want to modify from the list of existing buckets.
  - a. After selecting a bucket, the Name, Description, number of items, and creation date of the bucket will appear at the top of the screen.
3. Verify the list of users in the bucket and click **Batch modify statistical categories**. A dialogue box will appear where you can select the batch modifications to be made to the user accounts. The existing patron statistical categories will be listed and staff can choose:
  - a. To leave the stat cat value unchanged in the patron accounts.
  - b. To select a new stat cat value for the patron accounts.
  - c. Check the box next to Remove to delete the current stat cat value from the patron accounts.
4. Click **Apply Changes**. The stat cat modification(s) will be applied in batch.

### 8.7.4. Batch Delete Users

To ensure needed statistics are preserved it is not currently possible to delete users through User Buckets.

To delete users refer to [\[delete-patron-card\]](#)

### 8.7.5. View Batch Changes

1. The batch changes that have been made to User Buckets can be viewed by going to **Circulation** → **User Buckets** and selecting the **Bucket View** tab.
2. Click **Buckets** to select an existing bucket.
3. Click **View batch changes**. A dialogue box will appear that lists the *Name*, date *Completed*, and date *Rolled back* of any batch changes made to the bucket. There is also an option to *Delete* a batch change. This will remove this batch change from the list of actions that can be rolled back. It will not delete or reverse the batch change.
4. Click **OK** to close the dialog box.

### 8.7.6. Roll Back Batch Changes

1. Batch Changes and Batch Deletions can be rolled back or reversed by going to **Circulation** → **User Buckets** and selecting the **Bucket View** tab.
2. Click **Buckets** to select an existing bucket.
3. Click **Roll back batch edit**. A dialog box will appear that contains a drop down menu that lists all batch edits that can be rolled back. Select the batch edit to roll back and click **Roll Back**



**Changes.** The batch change will be reversed and the roll back is recorded under *View batch changes*.

**NOTE** Batch statistical category changes cannot be rolled back.

### 8.7.7. Sharing Buckets

If a User Bucket has been made Staff Shareable, it can be retrieved via bucket ID by another staff account. The ID for each bucket can be found at the end of the URL for the bucket. For example, in the screenshot below, the bucket ID is 32.

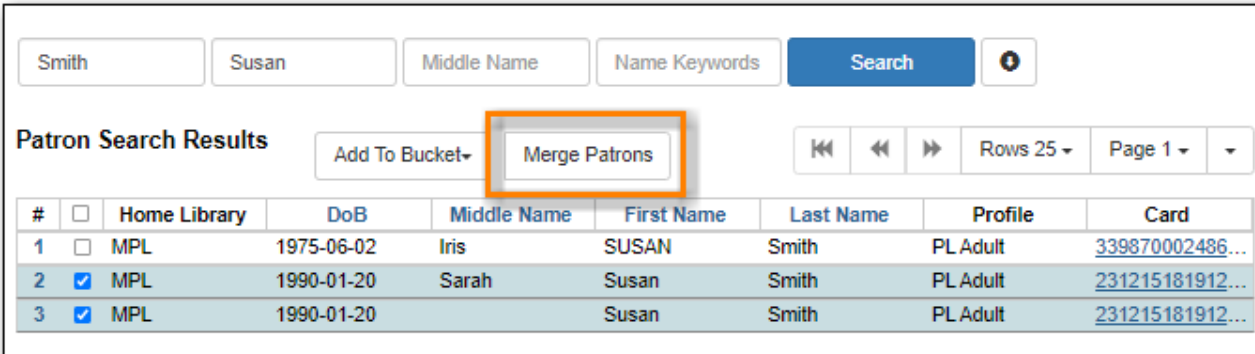
1. To retrieve a shared bucket click **Circulation** → **User Buckets** and click the **Bucket View** tab.
2. Click **Buckets** and select **Shared Bucket**.
3. A dialogue box will appear. Enter the ID of the bucket you wish to retrieve and click **Load Bucket**.
4. The shared bucket will load in the **Bucket View** tab.

## 8.8. Merging Patron Accounts

**NOTE**

- Local System Administration permission is required to merge patron accounts.
- Patron accounts can only be merged if both accounts have the same home library; you may need to update the home library in one of the accounts before merging.

1. Click **Search** → **Search for Patrons**.
2. Search by terms shared by the two accounts such as name or phone number.
3. Select the checkboxes for the two accounts you want to merge and click **Merge Patrons**.



The screenshot shows the 'Patron Search Results' interface. At the top, there are input fields for 'Smith', 'Susan', 'Middle Name', and 'Name Keywords', followed by a 'Search' button. Below the search fields, the 'Patron Search Results' section is visible. It includes a table with columns: #, Home Library, DoB, Middle Name, First Name, Last Name, Profile, and Card. The table contains three rows of results. The first row is for 'Iris SUSAN Smith' (MPL, 1975-06-02). The second row is for 'Sarah Susan Smith' (MPL, 1990-01-20) and is selected with a checkbox. The third row is for 'Susan Smith' (MPL, 1990-01-20) and is also selected with a checkbox. Above the table, there are buttons for 'Add To Bucket' and 'Merge Patrons', with the 'Merge Patrons' button highlighted by an orange box. To the right of the table, there are navigation controls including 'Rows 25' and 'Page 1'.

#	<input type="checkbox"/>	Home Library	DoB	Middle Name	First Name	Last Name	Profile	Card
1	<input type="checkbox"/>	MPL	1975-06-02	Iris	SUSAN	Smith	PL Adult	<a href="#">339870002486...</a>
2	<input checked="" type="checkbox"/>	MPL	1990-01-20	Sarah	Susan	Smith	PL Adult	<a href="#">231215181912...</a>
3	<input checked="" type="checkbox"/>	MPL	1990-01-20		Susan	Smith	PL Adult	<a href="#">231215181912...</a>

4. Review the details of the two accounts to confirm that both accounts are for the same user.
5. Check the radio button **Use as lead** above the account you want to keep.



Merge patrons?

☒ Use as lead
 ☐ Use as lead

Profile	PL Adult	Profile	PL Adult
ID	902	ID	185
Name	Smith, Susan Sarah	Name	Smith, Susan
Home Library	Maple Library	Home Library	Maple Library

- Click **Merge**.
- The accounts will be merged together. The notes, bills, holds, and outstanding items from the non-lead card are transferred to the lead account and the non-lead card is marked inactive by default.

**TIP**

If you scan an inactive card on the Check Out screen, Evergreen will retrieve the account and show the message *Patron account retrieved with an INACTIVE card*.

Co-op Support recommends manually deleting inactive cards using the [Patron Deletion Tool](#) or automatically deleting inactive cards by setting the library setting *Patron Merge Barcode Delete* to True.



# Chapter 9. Circulation

[Sitka Training Video - Circulation \(5:49\)](#)

## 9.1. Check Out

[Sitka Training Video - Check Out \(3:12\)](#)

Three types of items can be circulated in Evergreen:

- Catalogued - items that are catalogued in Evergreen
- Pre-catalogued - items that haven't been catalogued yet or have been borrowed via interlibrary loan
- Non-catalogued items - items that won't be catalogued but that the library wants to track statistics for

### 9.1.1. Catalogued Items

To check out an item:

1. [Retrieve the patron's account.](#)
2. On the *Check Out* tab, scan or enter item barcode.
3. The item will appear below in the grid. The due date will be determined by your [circulation policies](#).

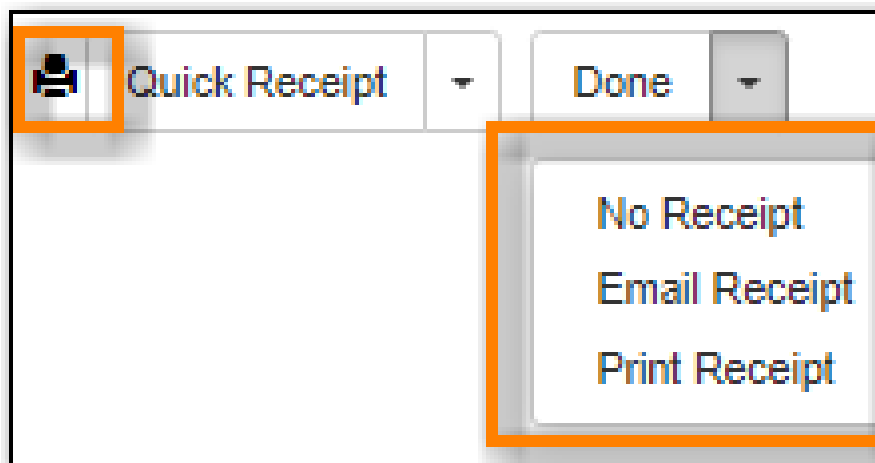
The screenshot shows the 'Check Out' interface in Evergreen. At the top, there's a navigation bar with 'Check Out' selected, and other tabs like 'Items Out (11)', 'Holds (0 / 0)', 'Bills (\$0.00)', 'Notes', 'Edit', and 'Other'. A 'Patron Search' button is on the right. Below the navigation bar, there's a search area with a 'Barcode' input field, a 'Submit' button, and a 'Date Options' dropdown. The 'Date Options' dropdown is set to '2023-10-07'. Below the search area, there's a checkbox for 'Strict Barcode'. The main area contains a grid of items. The first item is highlighted with an orange border. The grid has columns for '#', 'Barcode', 'Call Number', 'Due Date', and 'Title'. The first item in the grid is:

#	Barcode	Call Number	Due Date	Title
1	33987001000172	FIC MCC	2023-10-28 23:59	Sunshine on Scotland Stree...

At the bottom of the grid, there's a 'Quick Receipt' button and a 'Done' button.

4. Click **Done** to exit the **Check Out** screen and generate a check out receipt for the patron.
  - a. The icon will indicate the patron's receipt default - print or email. Staff can select a different option from the drop down menu.





### 9.1.2. Pre-catalogued Items

To check out an interlibrary loan or an item that hasn't been catalogued yet:

1. [Retrieve the patron's account.](#)
2. On the *Check Out* tab, scan or enter a temporary item barcode.
3. Enter the the item information into the pop-up. The circulation modifier applicable to the item must be chosen from the drop down menu in order for the item to follow the expected circulation policy.

Barcode "MPLILL12345" was mis-scanned or is a non-catalogued item. ×

Title

ILL: HEAT WAVE

Author

Author...

ISBN

ISBN...

Circulation Modifier

inter-library-loan ▼

Precat Checkout

Cancel

4. Click **Precat Checkout**.
5. The item will appear below in the grid. The due date will be determined by your [circulation policies](#).

#### NOTE

Information on using pre-catalogued items for interlibrary loans can be found in the [Using Pre-cats for Incoming ILL](#) section of Sitka's Evergreen Policy & Best



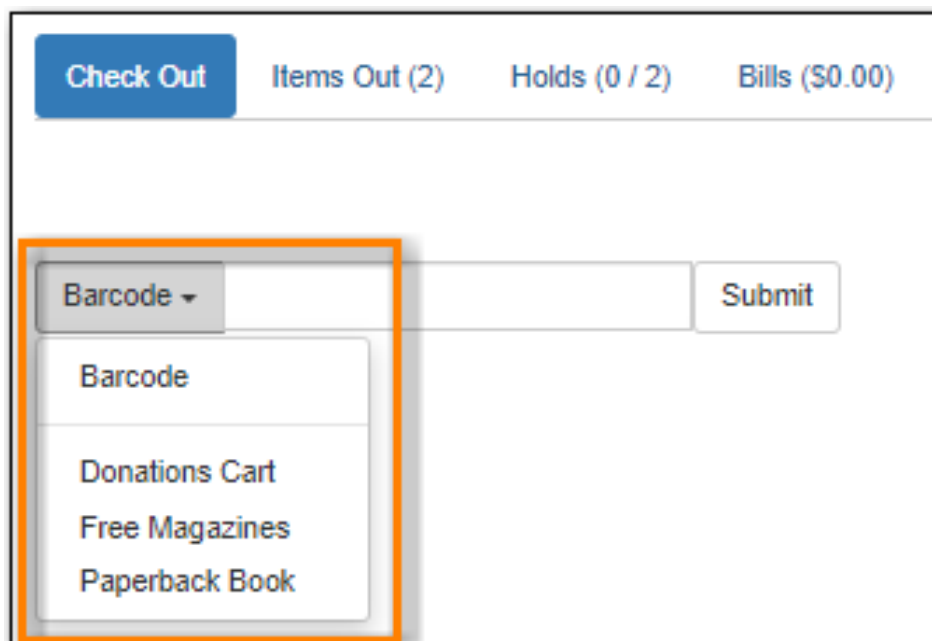
Practices Manual. Pre-cats should never be used to check out Interlibrary Connect items.

### 9.1.3. Non-catalogued Items

Libraries can create [non-catalogued types](#) to track statistics for items that the library will not catalogue and does not expect to have returned.

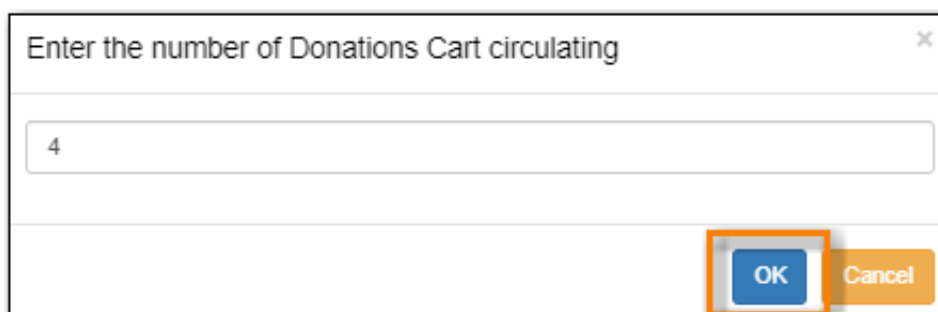
*To check out a non-catalogued item:*

1. [Retrieve the patron's account](#).
2. On the *Check Out* tab, click on the drop down arrow beside **Barcode** to choose the applicable non-catalogued type.



The screenshot shows the 'Check Out' interface. At the top, there are tabs: 'Check Out' (active), 'Items Out (2)', 'Holds (0 / 2)', and 'Bills (\$0.00)'. Below the tabs, there is a dropdown menu labeled 'Barcode' with a downward arrow. The dropdown menu is open, showing four options: 'Barcode', 'Donations Cart', 'Free Magazines', and 'Paperback Book'. The 'Donations Cart' option is highlighted. To the right of the dropdown menu is a 'Submit' button.

3. Click **Submit**.
4. Enter the number of items and click **OK**.



The screenshot shows a dialog box titled 'Enter the number of Donations Cart circulating'. It has a text input field containing the number '4'. At the bottom right, there are two buttons: 'OK' (highlighted with an orange border) and 'Cancel'.

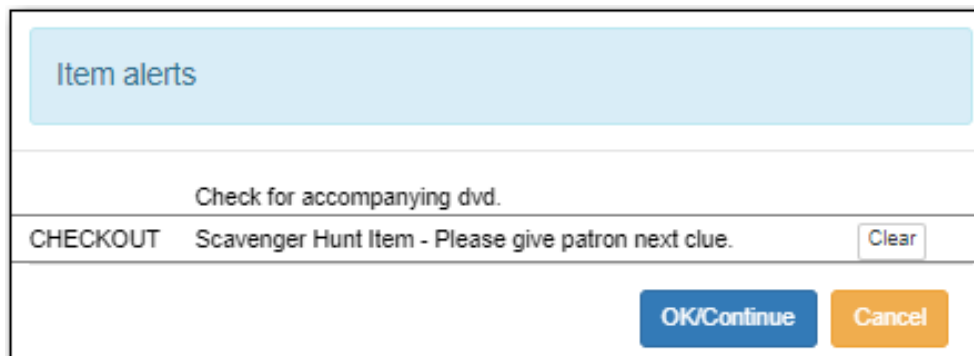
5. A record of the check out will appear in the grid.
6. The items can be viewed on the [Non-Catalogued Circulations](#) tab in *Items Out* until the due date passes at which time the items disappear from the patron's record.



## 9.1.4. Exceptions at Check Out

### Item Alerts

If an item has a check out alert it will appear when the item is scanned at check out.



Item alerts		
Check for accompanying dvd.		
CHECKOUT	Scavenger Hunt Item - Please give patron next clue.	Clear
		OK/Continue Cancel

Staff can click **OK/Continue** after reading the alert to proceed with check out.

Temporary alerts will have a **Clear** button which can be used to clear the alert when it is no longer needed.

### Overriding at Check Out

An item can be blocked from circulation for the following reasons:

- Patron has a [system generated or staff generated block](#) on their account
- Item is in a non-circulating [status](#)
- Item is in a non-circulating [shelving location](#)
- Item has been set to [Circulate = No in the item record](#)
- Item has been set to [Is Deposit Required = Yes in the item record](#)
- The library's [circulation policies](#) block the patron from borrowing the item
- Item is on the holds shelf for another patron

*To override an exception at check out:*

1. Check or un-check the box for **Automatically override for subsequent items** as applicable to the check out.
2. Click **Force Action?**. Staff must have the [appropriate permissions](#) to force the check out.



Exceptions occurred during checkout.

**PATRON\_EXCEEDS\_CHECKOUT\_COUNT**

**33987001303543**

The patron in question has the maximum number of items already checked out

☒ Automatically override for subsequent items?

**Force Action?** Skip? Cancel

3. The item will appear below in the grid. The due date will be determined by your [circulation policies](#).

#### NOTE

Not all staff accounts can perform overrides. Please see [Staff Account Permission Groups](#) for a general outline of the different staff account permission groups.

### Open Circulation

Occasionally a patron may try to check out an item that is already checked out. This most commonly occurs with items that got missed at check in. Staff have three options to resolve the open circulation:

- Click **Normal Checkin then Checkout** - this checks the item in and then out to the new patron
- Check the box for **Forgive Fines** and then click **Normal Checkin then Checkout** - this checks the item in, forgives any existing fines, and then checks the item out to the new patron
- Click **Cancel** - this cancels the check out and allows staff to manually resolve the open circulation

Open Circulation

There is an open circulation on the requested item. This item was checked out by another patron on 2022-06-29.

Forgive fines? ☐

**Normal Checkin then Checkout** Cancel

### Specific Due Date

Staff can assign specific due dates to items at check out which override the due date the system would assign.

*To assign a specific due date:*



1. [Retrieve the patron's account.](#)
2. On the *Check Out* tab, click on **Date Options**.
3. Select **Specific Due Date** or **Use Specific Due Date Until Logout**.

4. Use the calendar widget or enter a date.
  - a. For hourly loans use the time picker to select the due date time. (Daily loans always have 11:59pm/23:59pm as the due date time regardless of what is selected for due date time.)
5. Scan or enter item barcode.
6. The item will appear below in the grid. The specified due date will display.

## 9.2. Check In

### [Sitka Training Video - Check In \(3:44\)](#)

#### 9.2.1. Regular Check In

1. Go to **Circulation** → **Check In**.
2. Scan or enter the item barcode(s).

#	Barcode	Checkin Date	Location	Route To	Title	Circulation Modifier	Circulation Library
1	33987000062710	2023-10-07 20:28	Juvenile Non-Fiction	Juvenile Non-Fiction	The aunts go marchi...	juvenile-collection	MPL
2	33987001000172	2023-10-07 20:28	Adult Fiction	Adult Fiction	Sunshine on Scotlan...	book	MPL

3. The item will be listed under *Items Checked In*. This list will grow with each check in until you close or refresh the browser tab.

#### 9.2.2. Backdating Check In

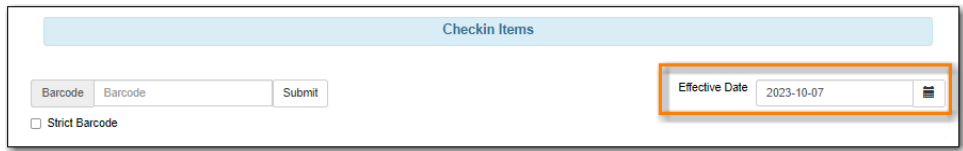
Library staff can adjust the effective date to check items in as if they were returned on a different



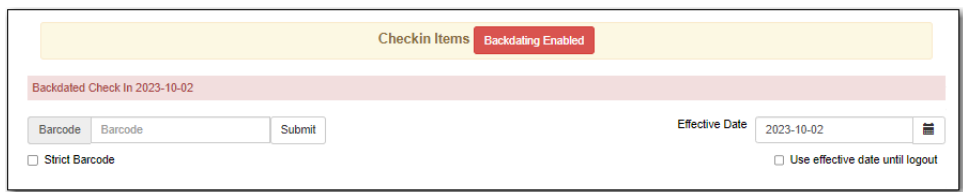
day.

**NOTE** You must change the effective date before checking the items in.

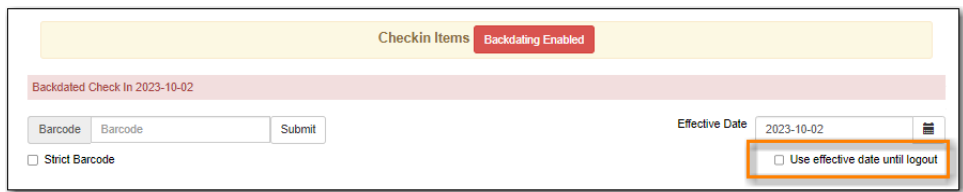
1. Go to **Circulation** → **Check In**.
2. Use the calendar widget or enter a date in the *Effective Date* field.



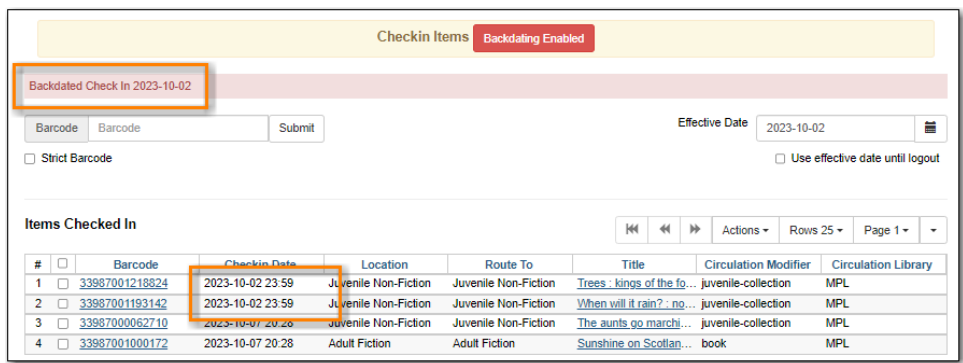
3. The check in screen will update to show that backdating is enabled and the date to which items will be backdated.



4. If desired, check the box **Use effective date until logout** to make the backdate effective until you log out of the staff client.



5. Scan or enter the item barcode(s).
6. The items will be backdated to the selected date.



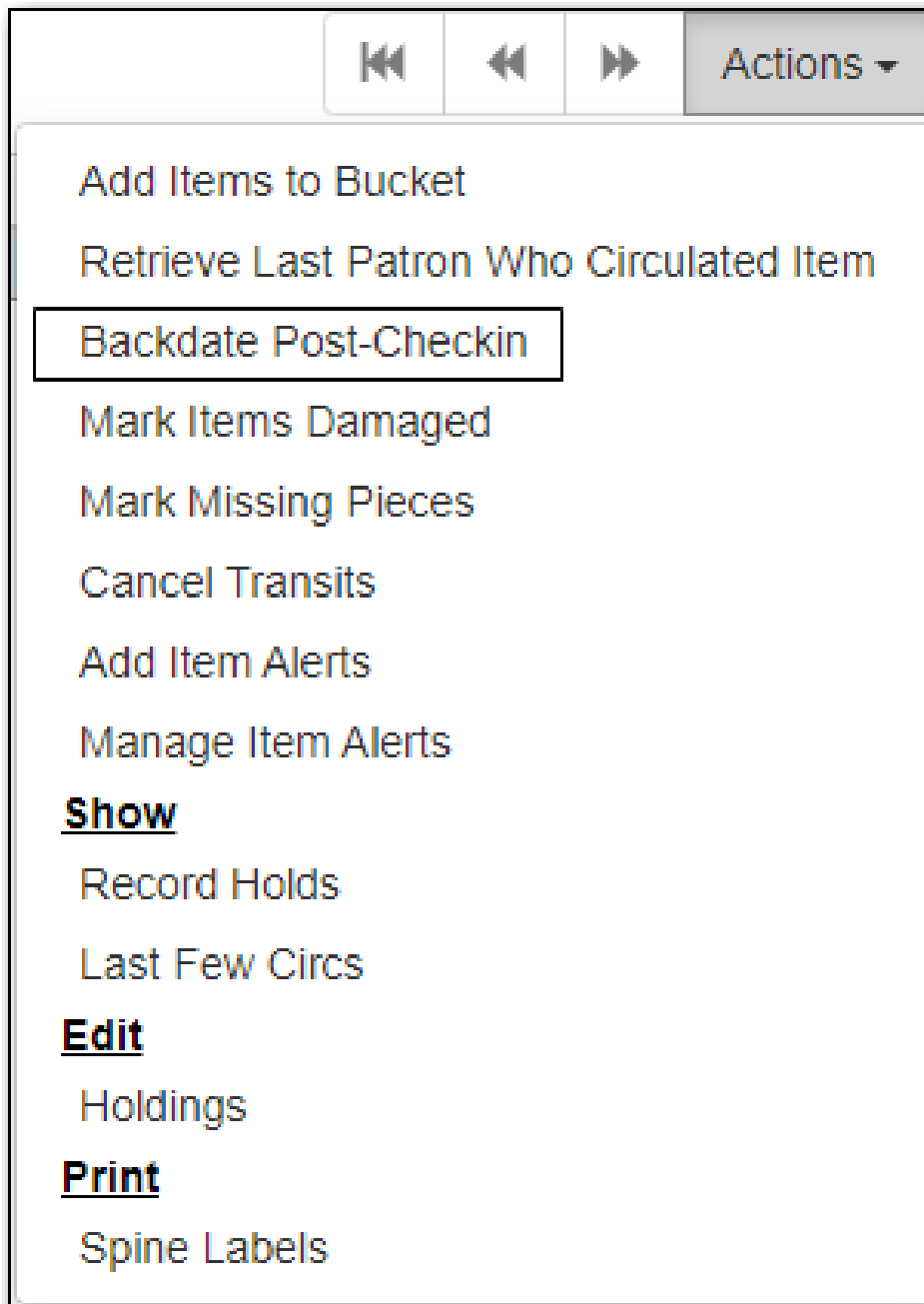
#	Barcode	Checkin Date	Location	Route To	Title	Circulation Modifier	Circulation Library
1	33987001218824	2023-10-02 23:59	Juvenile Non-Fiction	Juvenile Non-Fiction	Trees : kings of the fo...	juvenile-collection	MPL
2	33987001193142	2023-10-02 23:59	Juvenile Non-Fiction	Juvenile Non-Fiction	When will it rain? : no...	juvenile-collection	MPL
3	33987000062710	2023-10-07 20:26	Juvenile Non-Fiction	Juvenile Non-Fiction	The aunts go march...	juvenile-collection	MPL
4	33987001000172	2023-10-07 20:28	Adult Fiction	Adult Fiction	Sunshine on Scotlan...	book	MPL

7. To switch back to regular check in, edit *Effective Date* to the current date or log out of the staff client.

### 9.2.3. Backdate Post-Check In

1. Select the item(s) on the **Check In** screen and click **Actions** → **Backdate Post-Checkin**.





2. Use the calendar widget to select an effective check in date and click **Submit**. Overdue fines will be adjusted according to the new effective check in date.

#### 9.2.4. Check In Modifiers

Click the **Checkin Modifiers** drop down arrow. These options may be selected singly or simultaneously. The selected option is displayed in the header area.

- Ignore Pre-cat Items: No prompt when checking in a pre-cat item. Item will be routed to Cataloguing with *Cataloguing* status.
- Suppress Holds and Transit: Item will not be used to fill holds or sent in transit. Item has *Reshelving* status.
- Amnesty Mode/Forgive Fines: Overdue fines will be voided or not created.
- Auto-Print Hold and Transit Slips: Slips will be automatically printed without prompt for



confirmation.

- Clear Holds Shelf: Checking in hold-shelf-expired items will clear the items from the holds shelf (holds to be cancelled).
- Retarget Local Holds: Makes Evergreen's hold targeter find the items immediately, and is useful for checking in newly holdable items.
- Retarget All Statuses: Checks for a local hold to retarget, regardless of the status of the item being checked in. This modifier must be used in conjunction with the Retarget Local Holds modifier.
- Capture Local Holds as Transits: Local holds will be given an *In transit* status instead of *On holds shelf*. The intent is to stop the system from sending holds notifications before the item is ready to be placed on the holds shelf, and item will have a status of *In transit* until checked in again.
- Manual Floating Active: Works in conjunction with floating groups (if configured for your library by Co-op Support).
- Update Inventory: Adds a date and time stamp, as well as workstation name, to item records as they are checked in, to facilitate inventory processes.

## 9.3. Barcode Completion

Barcode completion can be enabled for items or patrons or both depending on a library's needs.

It is Sitka policy for libraries to use 14 digit codabar barcodes with their assigned prefix for items and patrons.

Barcode completion can be used temporarily to handle duplication within Sitka's Evergreen while libraries re-barcode any items or patrons with non-14 digit codabar barcodes.

### 9.3.1. Registering Patrons with Barcode Completion

In some cases 14 digit codabar barcodes can't be used, such as student numbers issued by a registrar's office. In those cases a barcode prefix is used to create unique barcodes within Sitka's Evergreen.

When creating new patrons, either from patron registration or by loading patron records, the assigned barcode prefix must be included in the barcode for all non-14 digit codabar barcodes. For example, 123456 would be entered as MPL123456.

### 9.3.2. Circulation with Barcode Completion

1. Scan a barcode into *Check Out*, *Check In*, or *Item Status*.
2. If there is only one match Evergreen automatically adds the prefix and retrieves the appropriate item or patron.
3. If there are multiple matches a pop-up will appear listing the possible barcodes.



Barcode Choice

After auto completion multiple barcodes may match your input. Please choose the barcode you intended below.

MPL3469763 : Little rabbits from Maple Library (MPL)

3469763 : Giraffe and Bird from Arbutus Public Library (APL)

None of the above

- Select the barcode that matches the patron or item.
- The patron will be retrieved or the item loaded on the screen.

Barcode completion is not currently available for *My Account* or the Evergreen self check-out.

#### NOTE

Barcode completion will only work at your library. We recommend rebarcoding items before they are sent to fill interlibrary loans via Interlibrary Connect or make a note that the item barcode must be entered as MPL123456.

### 9.3.3. 3rd Party Services

Libraries that use patron barcode completion for patrons need to ensure that patrons include the prefix when logging into 3rd party services that authenticate against Evergreen, such as Overdrive.

For example, Maple Public Library uses barcode completion with the prefix MPL. The patron's barcode is 123456 on their card and is MPL123456 in the Sitka database. To log into their Overdrive account the patron must enter MPL123456.

## 9.4. Renewing Items

Items that are checked out can be manually renewed by staff or by patrons. The new due date is calculated from the renewal date unless a specific due date is specified. The number of renewals allowed for a circulation is determined by the library's circulation policy.

Items Checked Out (2)		Other/Special Circulations (0)		Non-Catalogued Circulations (4)	
				Actions	Rows 25
				Page 1	
#		Title	Due Date	Fines Stopped	Renewals Remaining
1	<input type="checkbox"/>	Rabbit & Bear : att...	2022-08-18 23:59		2
2	<input type="checkbox"/>	Rabbit	2022-08-18 23:59		-1

Evergreen can also be set up to auto-renew items when they reach their due date. Items will not be automatically renewed if the item has holds, exceeds the maximum number of auto-renewals allowed, or if the patron has been blocked from renewing items. An [email notification](#) is sent to patrons to inform them of the renewal or if the item could not be renewed.



Greenwood, Barrie

Check Out

Items Out (1)

Holds (0 / 0)

Bills (\$0.00)

Messages

Edit

Other ▾

Patron Search

Items Checked Out (1)

Other/Special Circulations (0)

Non-Catalogued Circulations (0)

⏮

⏪

⏩

⏭

Actions ▾

Rows 25 ▾

Page 1 ▾

▾

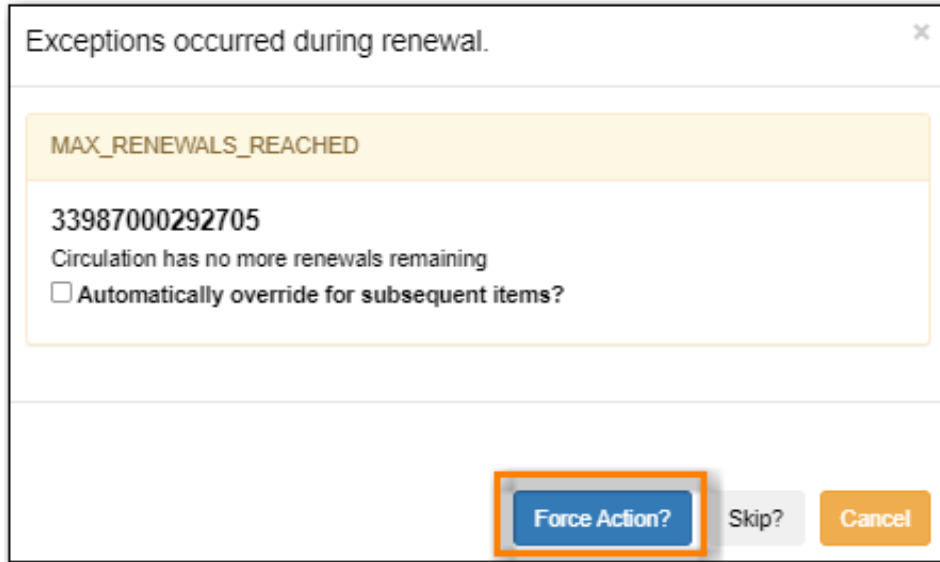
#	<input type="checkbox"/>	Title	Fines Stopped	Due Date	Barcode	Remaining Auto Renewals	Total Notices	Last Notice
1	<input type="checkbox"/>	<a href="#">Song of the camels : a Christmas poem</a>		2020-12-24 ...	<a href="#">SCMPL3275...</a>	5		



- The item is needed to fill a hold.

*To override an exception when renewing:*

1. Check or un-check the box for **Automatically override for subsequent items** as applicable to the check out.
2. Click **Force Action?**. Staff must have the [appropriate permissions](#) to force the check out.



Exceptions occurred during renewal. ✕

**MAX\_RENEWALS\_REACHED**

**33987000292705**  
Circulation has no more renewals remaining  
☐ **Automatically override for subsequent items?**

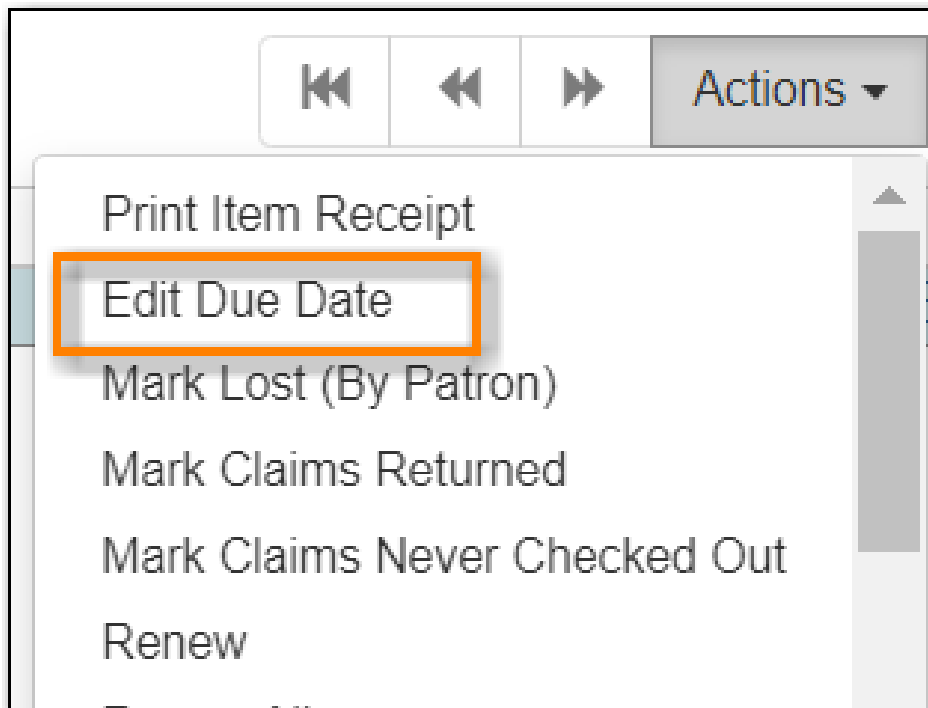
**Force Action?** Skip? Cancel

3. The item will be updated in the grid. The new due date will be determined by your [circulation policies](#).

### 9.4.3. Edit Due Date

1. Click the **Items Out** tab in the patron account.
2. Select the items and click **Actions**.
3. Select, **Edit Due Date**.
4. Select the new due date and due date time (if working with hourly loans).





#### NOTE

**Edit Due Date** changes the due date in the existing circulation record without reducing remaining renewals, or creating a new circulation record. It does not generate new circulation statistics, and no new notices are generated. For example, editing the due date will not generate a new pre-due notice near the new due date. Co-op Support strongly recommends you use **Renew With Specific Due Date** rather than manually edit a due date unless you are working with hourly loans.

## 9.5. Mark Items

Items can have their status changed via the *Mark* functions on the Actions menus. See [Item Statuses](#) for more information on how particular item statuses behave.

### 9.5.1. Claims Never Checked Out

If a patron believes an item was erroneously checked out on their account and staff cannot locate it to check it in the item can be marked as claims never checked out.

1. Go to the *Items Out* tab in the patron account.
2. Select the item and click **Actions** → **Mark Claims Never Checked Out**.





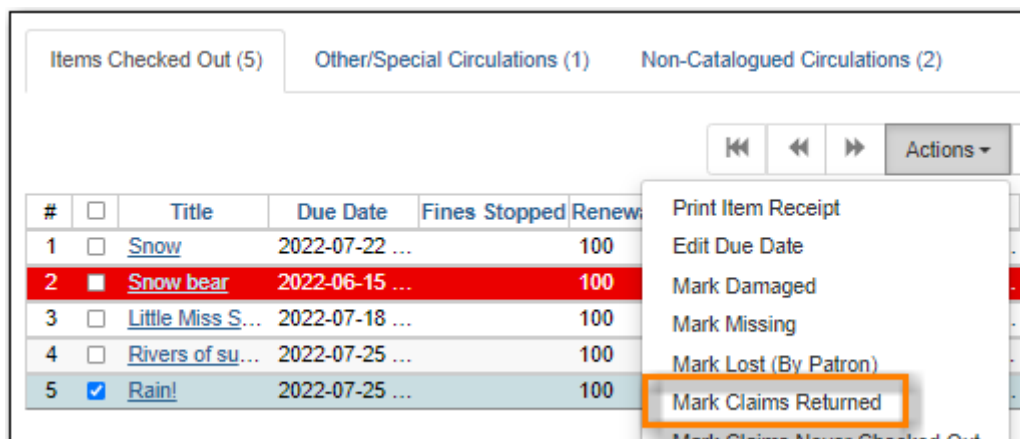
3. A pop-up appears where staff can confirm that they wish to mark the item by clicking **OK/Continue**.
4. The item is checked in and set to *Missing*. The item is no longer associated with the patron's account.

Libraries may wish to routinely run reports on items with the status of *Missing* so they can be searched for and replaced/deleted as appropriate.

### 9.5.2. Claims Returned

If a patron believes an item out on their account was returned and staff cannot locate it to check it in the item can be marked as claims returned.

1. Go to the *Items Out* tab in the patron account.
2. Select the item and click **Actions** → **Mark Claims Returned**.



3. Enter the date on which the patron claims they returned the item and click **Submit**. If the chosen date is in the past any overdue fines will be adjusted accordingly.



- The item's status is updated to *Claimed Returned*. It remains associated with the patron's account and is now displayed on the *Other/Special Circulations* tab.

#### NOTE

Some libraries prefer to use the status *Missing*. This can be set using the library setting *Claim Return: Mark copy as missing*.

#	<input type="checkbox"/>	Title	Due Date	Fines Stopped	Renewals Rem	Checkout / Ren	Barcode	Total Notices	Last Notice
1	<input type="checkbox"/>	<a href="#">Sunshine on</a>	2022-07-25	LOST	100	MPL	<a href="#">3398700100</a>		
2	<input type="checkbox"/>	<a href="#">Rain!</a>	2022-07-25 ...	CLAIMSRET...	100	MPL	<a href="#">3398700079...</a>		

- The patron's **Claims-returned Count** is automatically increased. This can be viewed in the patron summary and the *Edit* tab.

#### NOTE

Libraries can use the library setting *Max Patron Claims Returned Count* to set a maximum number of items a patron can claim as returned before a staff override is required.

A claimed returned items is resolved when it is checked in or when the status is updated to *Missing* or *Lost* following local library policy. An alert displays on check in to let staff know a claimed returned item has been found. When an item is located staff may wish to adjust the patron's **Claims-returned Count** accordingly on the *Edit* tab.

### 9.5.3. Damaged

If a patron damages an item it can be marked as damaged at check in, via the Item Status interface, or from within a patron's account.

- On the appropriate interface select the item and click **Actions** → **Mark Damaged**



Items Checked Out (6)    Other/Special Circulations (2)    Non-Catalogued Circulations (2)

Navigation: ⏮ ⏪ ⏩ ⏭    Actions ▾

#	<input type="checkbox"/>	Title	Due Date	Fines Stopped	Renew
1	<input type="checkbox"/>	Little Miss S...	2022-07-18 ...	100	
2	<input checked="" type="checkbox"/>	Rain forest a...	2022-07-25 ...	100	
3	<input type="checkbox"/>	Rain forest r	2022-07-25	100	

Context Menu for Item 2:

- Print Item Receipt
- Edit Due Date
- Mark Damaged** (highlighted)
- Mark Missing

2. A pop-up appears indicating that the item will be marked damaged. Click **Submit**.
3. If your library has the library setting *Charge item price when marked damaged* set to True a second pop-up will appear.
  - a. If needed, adjust the amount being billed. The processing fee from the library setting *Charge processing fee for damaged items* is included in the total.
  - b. Select the bill type from the drop down menu.
  - c. If needed, add a note.
  - d. If you are not charging the patron in this particular case, click **No Charge**.
  - e. Click **Submit**.

**Mark Item(s) Damaged** [X]

Item 33987000555887 will be marked damaged. Was returned on 06/27/22 13:40 pm for Gentle, Nicole null : 28757000115588. Confirmation required to charge this patron \$14.95 for the damage.

Fee: 14.95    Type: Damaged ▾

Note:  
Item returned water damaged. JF

Buttons: Charge Fees   No Charge   **Submit** (highlighted)   Cancel

4. The item's status is updated to *Damaged* and removed from the patron's account. If the patron has been billed for the damage the bill will display in the *Bills* tab. The bill displays as a single charge which includes the processing fee.

A damaged item is resolved when it is checked in to return it to circulation, when the status is updated to *Discard/Weed*, or when the item is deleted. An alert displays on check in to let staff know a damaged item has been checked in.

**NOTE**    Checking in a damaged item does not affect any bills that were generated when the

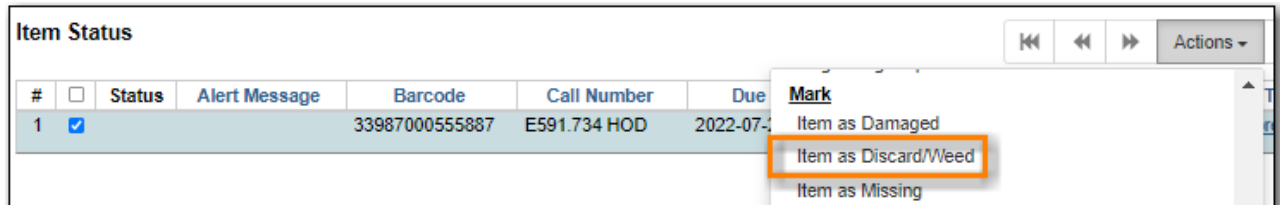


item was set to *Damaged*.

#### 9.5.4. Discard/Weed

If an item is slated to be removed from the collection it can be marked as discard/weed at check in, via the Item Status interface, or from the Holds Shelf. Libraries may wish to use the *Discard/Weed* status when items to be discarded need to be reviewed before being deleted.

1. On the appropriate interface select the item and click **Actions** → **Mark as Discard/Weed**.



2. A pop-up appears where staff can confirm that they wish to mark the item by clicking **OK/Continue**.
3. The item is set to *Discard/Weed*.

A discarded item is resolved when it is checked in to return it to circulation or deleted from Evergreen.

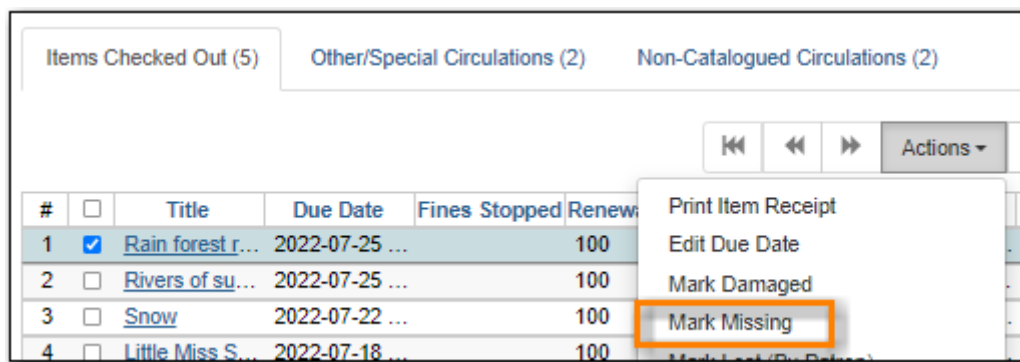
#### NOTE

Staff may wish to put discarded items into item buckets to make it easier for subsequent staff to view and work with the items. See [Item Buckets](#) for information on using item buckets.

#### 9.5.5. Missing

If an item cannot be located it can be marked as missing via the Item Status interface, from within a patron's account, or from the Holds Shelf.

1. On the appropriate interface select the item and click **Actions** → **Mark Missing**



2. A pop-up appears where staff can confirm that they wish to mark the item by clicking **OK/Continue**.
3. If the item is currently checked out a second pop-up will ask staff to confirm that they wish to check in the item.



4. The item is set to *Missing* and, if previously checked out, is no longer associated with the patron's account.

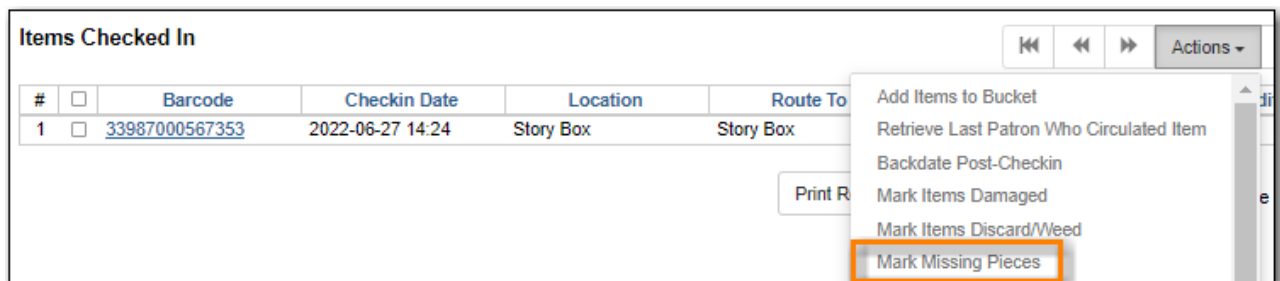
A missing item is resolved when it is found and checked in or when it is deleted from Evergreen.

### 9.5.6. Missing Pieces

If an item is returned with pieces missing it can be marked as missing pieces from Check In or the Scan Item as Missing Pieces interface. The feature currently functions slightly different depending on which interface it is accessed through.

#### Mark Missing Pieces via Check In

1. Go to **Circulation** → **Check In**.
2. Check the item in.
3. Select the item and click **Actions** → **Mark Missing Pieces**.



4. A pop-up appears where staff can confirm that they wish to mark the item by clicking **OK/Continue**.
5. A print dialog will appear. Staff can print the slip to keep with the item.
6. The [Create Note](#) pop-up will appear. Use the pop-up to create a note, alert, or block on the patron's account. This note can be set as patron visible so it displays to the patron in My Account.
7. Click **OK**.
8. The note is applied to the last borrower's account and the item is set to *Damaged* and checked back out to the patron's account.

#### NOTE

This method of setting an item as missing pieces is missing the letter that is generated at the end of the process. If that letter is important to your workflow you should always mark items missing pieces via the Scan Item as Missing Pieces interface.

#### Scan Item as Missing Pieces

1. Go to **Circulation** → **Scan Item as Missing Pieces**.
2. Scan the item's barcode.
3. Click **Mark Item as Missing Pieces?**.



4. A print dialog will appear. Staff can print the slip to keep with the item.
5. The [Create Note](#) pop-up will appear. Use the pop-up to create a note, alert, or block on the patron's account.

**NOTE**

This pop-up is the old Notes pop-up and is missing the functionality that allows staff to select the display depth and set a note as patron visible so it displays to the patron in My Account.

6. Click **OK**.
7. The note is applied to the last borrower's account and the item is set to *Damaged* and renewed on the patron's account, if there are remaining renewals.
8. A letter is generated that can be edited and then printed and mailed to the patron.

A missing pieces item is resolved when the pieces are returned and the item is checked in or the pieces are never returned and the item is deleted. Notes related to the item must be manually removed from the patron's account.

**NOTE**

Libraries can choose to use a different item status for missing pieces instead of *Damaged*. The library setting *Item Status for Missing Pieces* is used to set this.



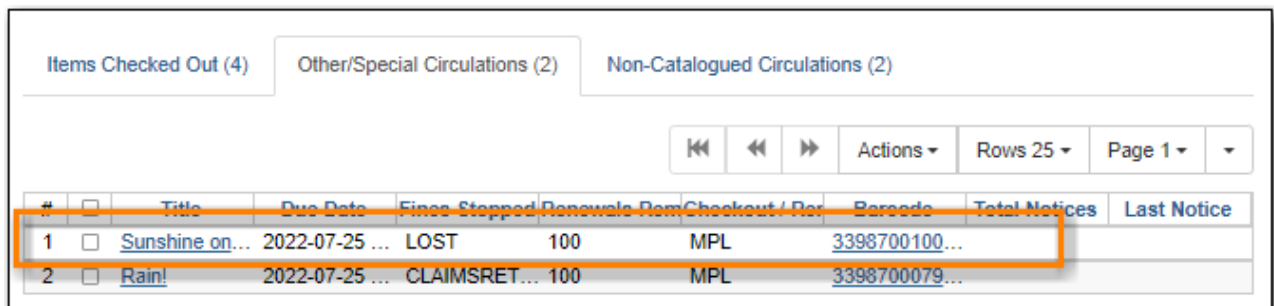
### 9.5.7. Lost

If a patron loses an item, it can be marked as lost in their account.

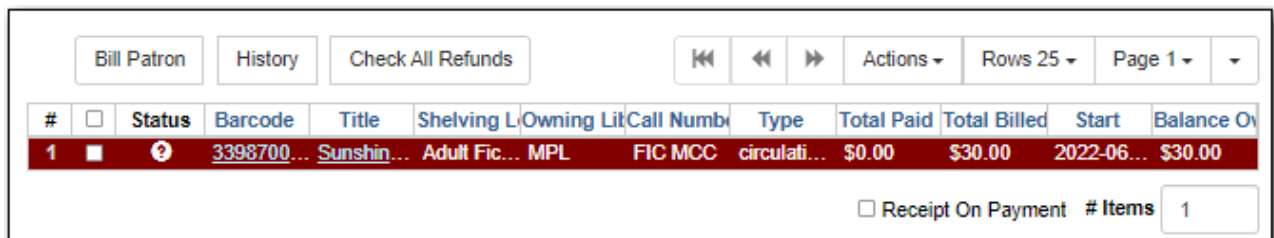
1. Go to the *Items Out* tab in the patron account.
2. Select the item and click **Actions** → **Mark Lost (By Patron)**.



3. The item's status is updated to *Lost*. It remains associated with the patron's account and is now displayed on the *Other/Special Circulations* tab.



4. A bill is automatically added to the patron's account on the *Bills* tab for the replacement cost of the item and displays in dark red. A processing fee is included if the library has a value in the library setting *Lost Materials Processing Fee*.



#### NOTE

Evergreen can also automatically mark an item as lost after the item is a set number of days overdue. See [Overdue Mark Lost Notification](#) for information on this process.

A lost item is resolved when it is checked in or paid for. A checked in lost item will continue to display on a patron's *Other/Special Circulations* tab until all bills linked to the item are resolved.



This includes replacement charges, overdue charges, and manual charges added to the existing bills. See [Bills and Payments](#) for more information on managing **Lost** bills.

## 9.6. Items with Deposits

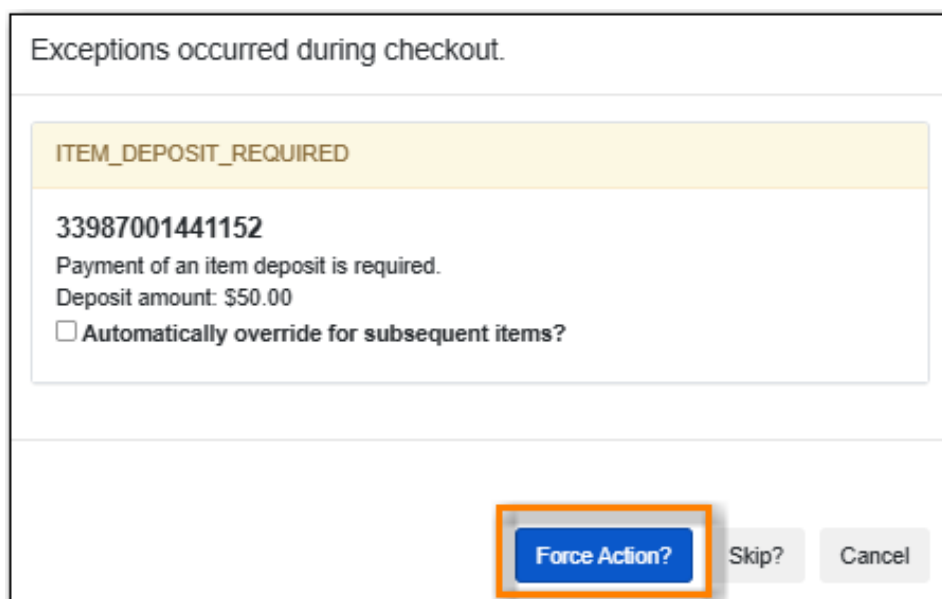
Libraries may have some items that require a deposit. This may be materials like special books that are hard to replace, or items in a Library of Things collection that are expensive to replace.

Items that require a deposit will have the *Is Deposit Required* item attribute set to *Yes* and have an amount entered for the *Deposit Amount* item attribute. See [Item Attributes](#) for more information.

For libraries that refund the deposit when the item is returned, the library setting *Void item deposit fee on checkin* should be set to *TRUE*.

### 9.6.1. Checking Out an Item With a Deposit

1. [Retrieve the patron's account](#).
2. On the *Check Out* tab, scan or enter item barcode.
3. A pop-up will appear indicating that a deposit is required and the amount owed.
4. Click **Force Action**.



Exceptions occurred during checkout.

**ITEM\_DEPOSIT\_REQUIRED**

**33987001441152**  
Payment of an item deposit is required.  
Deposit amount: \$50.00  
☐ Automatically override for subsequent items?

**Force Action?** Skip? Cancel

5. The item is checked out to the patron.
6. Click on the *Bills* tab. A bill has been added in the amount of the deposit.



Check Out   Items Out (1)   Holds (0 / 1)   **Bills (\$50.00)**   Notes   Edit   Other ▾   Patron Search

---

Total Owed: \$50.00  
Total Billed: \$50.00  
Total Paid/Credited: \$0.00

Refunds Available: \$0.00  
Session Voided: \$0.00

Owed for Selected: \$0.00  
Billed for Selected: \$0.00  
Paid/Credited for Selected: \$0.00

Pending Payment: \$0.00  
Pending Change: \$0.00

**Pay Bill**  
Payment Type: Cash ▾  
Check Number:   
Payment Received:   
Annotate ☐

Actions ▾   Rows 25 ▾   Page 1 ▾

#	<input type="checkbox"/>	Status	Payment Pending	Billing Location	Barcode	Title	Shelving Location	Total Paid	Total Billed
1	<input type="checkbox"/>	⊙	\$0.00	MPL	3398700144115...	Brother sewing...	Storage Physica...	\$0.00	\$50.00

☐ Receipt On Payment   # Copies 1

- Have the patron [pay the deposit](#) the same as any other bill.

## 9.6.2. Checking In an Item With a Deposit

- Go to **Circulation** → **Check In**.
- Scan or enter the item barcode(s).
- A pop-up will appear indicating that a deposit was paid for the item.
- Click **Force Action**.

ITEM\_DEPOSIT\_PAID

33987001441152  
An item deposit was paid.  
☐ Automatically override for subsequent items?

- The item will be checked in and the screen will indicate the amount of the deposit (if the library setting *Void item deposit fee on checkin* is set to *TRUE*).
- Click on the patron's barcode in the *Fine Tally* message to open their account in a new tab.



Barcode  Submit

☐ Strict Barcode

Fine Tally: -\$50.00 Transaction for 33987001441152 billed: -\$50.00

**Items Checked In**

#	<input type="checkbox"/>	Barcode	Location	Route To
1	<input type="checkbox"/>	33987001441152	Storage Physical Items	Storage Physical Items <a href="#">Brother sewi</a>

7. Click on the *Bills* tab.
8. In the summary section of the **Bills** tab you will see the amount you are refunding reflected in the *Refunds Available* and *Pending Payment* fields.

Total Owed:	-50.00	Refunds Available:	\$50.00
Total Billed:	\$0.00	Session Voided:	\$0.00
Total Paid/Credited:	\$50.00		
Owed for Selected:	-50.00	Pending Payment:	-50.00
Billed for Selected:	\$0.00	Pending Change:	\$50.00
Paid/Credited for Selected:	\$50.00		

#	<input type="checkbox"/>	Status	Payment Pending	Billing Location	Barcode	Title
1	<input checked="" type="checkbox"/>	-50.00	MPL	3398700144115...	Brother sewi	

9. Enter 1 in the **Payment Received** box. (There is currently a bug preventing the "Apply Payment" button from being used without a positive number in this box. The \$1.00 payment won't actually be applied.)
10. Click **Apply Payment**.

Total Owed:	-50.00	Refunds Available:	\$50.00	<b>Pay Bill</b>	
Total Billed:	\$0.00	Session Voided:	\$0.00	Payment Type	Cash
Total Paid/Credited:	\$50.00			Check Number	
Owed for Selected:	-50.00	Pending Payment:	-50.00	Payment Received	1
Billed for Selected:	\$0.00	Pending Change:	\$51.00	Annotate	<input type="checkbox"/>
Paid/Credited for Selected:	\$50.00			<input type="button" value="Apply Payment"/>	

#	<input type="checkbox"/>	Status	Payment Pending	Billing Location	Barcode	Title	Shelving Location	Total Paid	Total Billed
1	<input checked="" type="checkbox"/>	-50.00	MPL	3398700144115...	Brother sewing...	Storage Physica...	\$50.00	\$0.00	

☐ Receipt On Payment # Copies 1

11. The payment has been refunded and you can return the money to the patron.



12. A record of the refund is available in the patron's bill [history](#) in the full details of the payment.

## 9.7. In-House Use

In-house use can be recorded for catalogued and non-catalogued items.

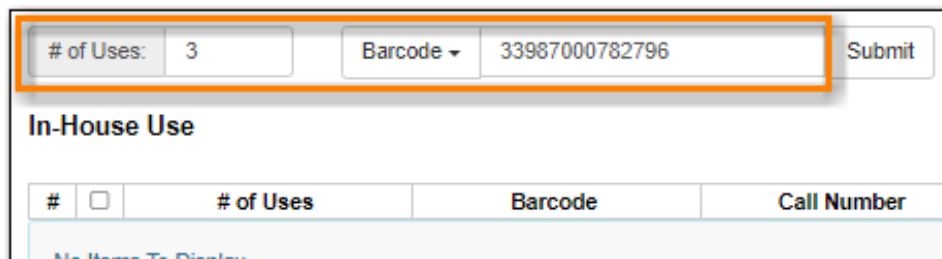
The library setting *Record In-House Use: # of uses thresholds for Are You Sure? dialog* allows you to set a threshold at which Evergreen will ask staff to confirm that they really want to record that many in-house uses. The library setting *Record In-House Use: Maximum # of uses allowed per entry* allows you to set a maximum number of uses that Evergreen will allow to be recorded at a time. These settings can be useful in preventing an accidental scan of a barcode in the *# of Uses* from inflating in-house statistics.

### NOTE

The statistics for in-house use are separate from regular circulation statistics. The in-house use count of catalogued items is not included in an item's total use count.

### 9.7.1. Catalogued Items

1. Go to **Circulation** → **Record In-House Use**.
2. Enter the number of uses if it is more than the default of 1.
3. Scan or enter barcode.



#	<input type="checkbox"/>	# of Uses	Barcode	Call Number
1	<input type="checkbox"/>	3	33987000782796	

No Items To Display

4. The in-house use will be recorded in the grid.

In-House Use						
#	<input type="checkbox"/>	# of Uses	Barcode	Call Number	Location	Item Status
1	<input type="checkbox"/>	3	33987000782796	Science Astronomy	Adult Non-Fiction	Reshelving

### TIP

Keep an eye on the *Item Status* column when recording in-house use. You may need to take further action if you find items with a status other than *Available* or *Reshelving*.

### 9.7.2. Non-catalogued Items

1. Go to **Circulation** → **Record In-House Use**.
2. Enter the number of uses if it is more than the default of 1.
3. Click on the drop down arrow in **Barcode** to choose the non-catalogued item type.



# of Uses: 4 Barcode Submit

**In-House Use**

#	<input type="checkbox"/>	# of Uses	Barcode	Call Number
1	<input type="checkbox"/>	3		Science Astronomy

Barcode dropdown menu:

- Barcode
- Donations Cart
- Free Magazines
- Paperback Book

4. Click **Submit**.

# of Uses: 4 Free Magazines Submit

**In-House Use**

#	<input type="checkbox"/>	# of Uses	Barcode	Call Number
1	<input type="checkbox"/>	3	33987000782796	Science Astronomy

5. The in-house use will be recorded in the grid.

**In-House Use**

Rows 25 Page 1

#	<input type="checkbox"/>	# of Uses	Barcode	Call Number	Location	Title	Item Status
1	<input type="checkbox"/>	4				Free Magazines	
2	<input type="checkbox"/>	3	33987000782796	Science Astronomy	Juvenile Fiction	Space Ship	Desktop

## 9.8. Item Status

[Sitka Snippet Video - Item Status \(2:26\)](#)

[Sitka Snippet Video - Batch Update \(4:30\)](#)

The *Item Status* screen is very useful to circulators and cataloguers at your library. Scanning a barcode into *Item Status* does not affect the item's current status.

To access *Item Status* select **Cataloguing** → **Item Status** or **Circulation** → **Item Status**. By default the *List View* will open.

The *List View* allows staff to view information for multiple items at a glance as well as performing many actions on selected items via the **Actions** menu.

**Scan Item**

Submit OR  No file chosen

**Item Status**

Rows 100 Page 1

#	<input type="checkbox"/>	Status	Alert Message	Barcode	Call Number	Due Date	Location	Item Status	Title	Alerts
1	<input type="checkbox"/>			33987000881051	E BAR		Juvenile Picture B...	Checked out	<a href="#">Peter Pan : from t...</a>	0 Manage
2	<input type="checkbox"/>			33987000813013	DVD COM THI		DVD	Available	<a href="#">This is Spinal Tap...</a>	0 Manage
3	<input type="checkbox"/>			33987001150639	J LYA		Juvenile Book Clu...	Available	<a href="#">Howard Wallace...</a>	0 Manage



The *Detail View* allows staff to use the different tabs to see a variety of information about a specific item.

## Scan Item

OR
No file chosen

### Record Summary (MARC)

Title:	Peter Pan : from the motion picture "Peter Pan"	Edition:	1st Random House ed.	TCN:	46390	Created By:	
Author:		Pub Date:	2007	Database ID:	46390	Last Edited By:	
Bib Call #:	[E]	Record Owner:		Last Edited On:	2021-09-03 11:23		

Barcode	33987000881051	Circ Library	MPL	Call # Prefix		Status	Checked out
Price	0.00	Owning Library	MPL	Call #	E BAR	Due Date	
Acquisition Cost		Shelving Location	Juvenile Picture Books	Call # Suffix		Checkout Date	
ISBN	{9780736402385}	Loan Duration	Normal	Renewal Type		Checkout Workstation	
Date Created	2021-09-03 12:24	Fine Level	Normal	Total Circls	0	Duration Rule	
Date Active	2021-09-03 12:24	Reference	false	Total Circls - Current Year	0	Recurring Fine Rule	
Status Changed	2021-09-03 12:24	OPAC Visible	true	Total Circls - Prev Year	0	Max Fine Rule	
Item ID	32232	Holdable	true	In-House Uses	0	Checkin Time	
Circulate	true	Renewal Workstation		Remaining Renewals		Checkin Scan Time	
Floating		Circ Modifier		Age-based Hold Protection		Checkin Workstation	
Inventory Date		Inventory Workstation					
Item Alerts	<input type="button" value="Add"/> <input type="button" value="Manage"/>						

Clicking on the item's title in either the *List View* or *Detail View* will open the record in the staff catalogue.

### 9.8.1. Upload from File (Choose file)

You can upload a .csv file of multiple barcodes using the **Choose File** option. To ensure smooth uploading and further processing of the items, it is recommended that the list contain no more than 100 items.

1. Run a report in Evergreen to list the items you'd like to load into *Item Status*.
2. Open the report in a program like Excel and remove all columns other than the barcode column, remove the header row, and save the file as a .csv file.
3. In Evergreen, open *Item Status*.
4. Click **Choose File**.

## Scan Item

OR
No file chosen

### Item Status



5. Follow the on screen prompts to select your file.
6. A progress bar will display as the file loads.
7. The items will be listed and the file name displays at the top.

### Scan Item

ⓘ OR  missing-circ-mod-MPL.csv ⓘ

**Item Status**

#	<input type="checkbox"/>	Status	Alert Message	Barcode	Call Number	Due Date	Location
1	<input type="checkbox"/>			33987000817832	True Crime		Adult Non-Fiction
2	<input type="checkbox"/>			33987000580976	FIC DEL		Adult Fiction
3	<input type="checkbox"/>			33987000865476	JMCD SON DIA		Juvenile Music o
4	<input type="checkbox"/>			33987000232008	PROF 027 62 EB		Stacks

8. Ensure you've set the row count high enough so that all your items display in the list.

### Scan Item

ⓘ OR  missing-circ-mod-MPL.csv ⓘ

**Item Status**

#	<input type="checkbox"/>	Status	Alert Message	Barcode	Call Number	Due Date	Location	Item Status	Title	Alerts
1	<input type="checkbox"/>			33987000817832	True Crime		Adult Non-Fiction	Available	<a href="#">You can't win</a> ⓘ	0 Manage
2	<input type="checkbox"/>			33987000580976	FIC DEL		Adult Fiction	Available	<a href="#">Tipperton's 3 new</a> ⓘ	0 Manage



# Chapter 10. Bills and Payments

## 10.1. Billing a Patron

There are two categories of bills in Evergreen:

### System Generated Bills

Bills created by Evergreen show a type of *circulation*. Evergreen will generate bills when items are marked as lost or damaged and include any set processing fees. Additionally, once an item is overdue, Evergreen will generate on-going overdue fines based on a library's circulation policies; overdue fines are generated overnight.

### Staff Generated Bills

Bills created manually by staff show a type of *grocery*. Sitka libraries share a list of billing types which staff can choose from.

Additional library specific bill types can be added by [Co-op Support](#) if a library requires a unique bill type; default prices can be attached to the unique bill type.

#### 10.1.1. Creating a Bill

Staff can manually add bills to a patron's account for fees like non-resident memberships, photocopying, replacing lost library cards, and more.

1. In the patron's account click on the **Bills** tab.
2. Click **Bills** in patron account.
3. Click **Bill Patron**

Total Owed:	\$4.00	Refunds Available:	\$0.00
Total Billed:	\$4.00	Credit Available:	\$0.00
Total Paid/Credited:	\$0.00	Session Voided:	\$0.00

Owed for Selected:	\$4.00	Pending Payment:	\$0.00
Billed for Selected:	\$4.00	Pending Change:	\$0.00
Paid/Credited for Selected:	\$0.00		

**Pay Bill**

**Payment Type** Cash

**Check Number**

**Payment Received**

**Annotate** ☐

**Actions** **Rows 25** **Page 1**

4. In the pop up that appears, select the appropriate billing type from the drop down menu.
5. Enter the amount you wish to bill the patron.
6. Optionally, include a note about the bill.
7. Click **Submit Bill**.



Bill Patron: Gentle, Nicole : 28757000115588

Location: MPL

Billing Type: Fee for copies

Amount: 3.50

Note: Note...

**Submit Bill** Cancel

8. The bill will display with a type of *grocery* to indicate that the bill was manually created by staff.

#	<input type="checkbox"/>	Status	Barcode	Title	Shelving L	Owning Lit	Call Numbr	Type	Total Paid	Total Billed	Start	Balance On
1	<input type="checkbox"/>							grocery	\$0.00	\$4.00	2022-07...	\$4.00
2	<input type="checkbox"/>							grocery	\$0.00	\$3.50	2022-07...	\$3.50

### 10.1.2. Adding a Charge to an Existing Bill

If the patron incurs additional charges that are related to existing charges, staff can add the new charge to the existing one instead of creating a new bill.

1. In the patron's account click on the **Bills** tab.
2. Select the bill you wish to add additional charges to and click **Actions** → **Add Billing**.

#	<input type="checkbox"/>	Status	Barcode	Title	Shelving L	Owning Lit	Call Numbr	Type	Total Paid	Total Billed	Start	Balance On
1	<input type="checkbox"/>							grocery	\$0.00	\$4.00	2022-07...	\$4.00
2	<input checked="" type="checkbox"/>							grocery	\$0.00	\$3.50	2022-07...	\$3.50

☐ Convert Change to P

On Payment # Items 1

Print Bills  
Void All Billings  
Adjust to Zero  
Refund  
**Add Billing**  
Full Details

3. In the pop up that appears, select the appropriate billing type from the drop down menu.
4. Enter the amount you wish to bill the patron.
5. Optionally, include a note about the bill.
6. Click **Submit Bill**.



Bill Patron: Gentle, Nicole : 28757000115588

Bill #	685	Total Billed	\$3.50
Type	grocery	Total Paid	\$0.00
Start	2022-07-05 08:13	Total Billed	\$3.50
Finish		Renewal?	

Location: MPL

Billing Type:
Fee for copies

Amount:
5.00

Note:
additional copies made JP

Submit Bill
Cancel

7. The bill will be updated to reflect the new total.

## 10.2. Making Payments

Bills can be paid by cash, cheque, or credit, or be resolved by forgiveness, work, or goods.

If the patron should not have to pay the bill (e.g. the patron should not have been billed in the first place) see [Adjusting the Bill Balance to Zero](#) and [Voiding Bills](#) for additional options to resolve the bill.

1. In the patron's account click on the **Bills** tab.
2. Select or de-select bills to pay. Oldest bills are paid first by default.
3. If the patron would like a printed receipt check the box for **Receipt On Payment** and enter the number of copies to print in the **# Items** field.



Total Owed:	\$4.00	Refunds Available:	\$0.00	Pay Bill
Total Billed:	\$4.00	Credit Available:	\$0.00	
Total Paid/Credited:	\$0.00	Session Voided:	\$0.00	

Owed for Selected:	\$4.00	Pending Payment:	\$0.00
Billed for Selected:	\$4.00	Pending Change:	\$0.00
Paid/Credited for Selected:	\$0.00		

☐ Annotate

Payment Type: Cash

Check Number:

Payment Received:

#	<input type="checkbox"/>	Status	Barcode	Title	Shelving L	Owning Lit	Call Num	Type	Total Paid	Total Billed	Start	Balance On
1	<input checked="" type="checkbox"/>							grocery	\$0.00	\$4.00	2022-06...	\$4.00

☐ Receipt On Payment

4. If the patron is paying in cash and would like their change added as credit to their account check the box for **Convert Change to Patron Credit**.

Owning Lit	Call Num	Type	Total Paid	Total Billed	Start	Balance On
		grocery	\$0.00	\$4.00	2022-07...	\$4.00

☐ **Convert Change to Patron Credit**
☐ Receipt On Payment

#### NOTE

Libraries that do not allow patrons to have credit can set the library setting *Disable Patron Credit* to TRUE to turn off this feature.

5. Select the payment type from the drop down menu.

Payment Type
 

Cash
 

Cash
 Check
 Credit Card
 Debit Card
 Patron Credit
 Work
 Forgive
 Goods

Check Number

Payment Received

Annotate
 ☐

6. Enter the amount given by the patron in the **Payment Received** field.

#### TIP

If the patron is paying in cash you can enter the total amount received and the amount of change to give to the patron will display in the *Pending Change* field.



Pending Payment:	\$4.00	Check Number	
Pending Change:	\$16.00	Payment Received	20.00

7. Check the box for **Annotate** if you wish to include a note with the payment.
8. Click **Apply Payment**.

## Pay Bill

Payment Type

Cash

Check Number

Payment Received

20.00

Annotate

☐

Apply Payment

9. The payment is applied and a receipt will print if that option was checked.

**NOTE** Details of payments can be seen by clicking on the [History](#) button.

## 10.3. Refunding Payments

If a paid bill is voided, either by staff or by the system, it may result in a negative balance on the patron's account. To close negative bills, you can [adjust the balance to zero](#), [add a bill entry to the negative line item](#), or refund the balance amount.

On occasion staff may need to manually void a payment in order to trigger the refund. See [Voiding a Paid Bill](#).

**NOTE** The most common scenario resulting in a negative balance is a lost item that has been paid for being returned within the library's refund interval.

1. In the patron's account click on the **Bills** tab.
2. Select the line for the refund and go to **Actions** → **Refund**.



Bill Patron		History	Check All Refunds		Actions	Rows 25	Page 1
#	Status	Barcode	Title	Shelving L	Owning Lib	Call Number	
1	<input type="checkbox"/>						
2	<input type="checkbox"/>						
3	<input checked="" type="checkbox"/>	3398700...	Treehou...	Adult No...	MPL	Home D...	

Print Bills	Total Billed	Start	Balance On
Void All Billings	4.00	2022-07...	\$4.00
Adjust to Zero	8.50	2022-07...	\$8.50
Refund	0.00	2022-07...	-42.00

3. Click **OK/Continue**.

Are you sure you would like to refund excess payment on bills 686? This action will simply put the amount in the Payment Pending column as a negative value. You must still select Apply Payment! Certain types of payments may not be refunded. The refund may be applied to checked transactions that follow the refunded transaction.

**OK/Continue** Cancel

4. In the summary section of the **Bills** tab you will see the amount you are refunding reflected in the *Refunds Available* and *Pending Payment* fields.

Total Owed:	-29.50	Refunds Available:	\$42.00
Total Billed:	\$12.50	Credit Available:	\$0.00
Total Paid/Credited:	\$42.00	Session Voided:	\$0.00

Owed for Selected:	-42.00	Pending Payment:	-42.00
Billed for Selected:	\$0.00	Pending Change:	\$42.00
Paid/Credited for Selected:	\$42.00		

- Enter 1 in the **Payment Received** box. (There is currently a bug preventing the "Apply Payment" button from being used without a positive number in this box. The \$1.00 payment won't actually be applied.)
- Click **Apply Payment**.



Total Owed: -29.50    Refunds Available: \$42.00  
 Total Billed: \$12.50    Credit Available: \$0.00  
 Total Paid/Credited: \$42.00    Session Voided: \$0.00

### Pay Bill

Payment Type: Cash  
 Check Number:   
 Payment Received: 1  
 Annotate: ☐ Apply Payment

Owed for Selected: -42.00    Pending Payment: -42.00  
 Billed for Selected: \$0.00    Pending Change: \$43.00  
 Paid/Credited for Selected: \$42.00

Bill Patron    History    Check All Refunds

#	<input type="checkbox"/>	Status	Barcode	Title	Shelving L	Owning Lib	Call Number	Type	Total Paid	Total Billed	Start	Balance On
1	<input type="checkbox"/>							grocery	\$0.00	\$4.00	2022-07...	\$4.00
2	<input type="checkbox"/>							grocery	\$0.00	\$8.50	2022-07...	\$8.50
3	<input checked="" type="checkbox"/>		3398700...	Treehou...	Adult No...	MPL	Home D...	circulati...	\$42.00	\$0.00	2022-07...	-42.00

- The payment has been refunded and you can return the money to the patron.
- A record of the refund is available in the patron's bill [history](#) in the full details of the payment.

## 10.4. Adjusting the Bill Balance to Zero

This function sets any balance to zero and can be used to clear bills that you have determined the patron should not pay, possibly because they shouldn't have been billed in the first place. A record of the adjustment is kept in the patron's transaction [history](#).

For bills that the patron should have been billed but that staff are choosing to forgive Co-op Support recommends using the *Forgive* payment instead to enable staff to track amounts that are forgiven. See [Making Payments](#).

Adjust to zero can also be used to clear a negative balance from a patron account. If money is being returned to the patron staff should [refund the payment](#) instead of adjusting it.

- In the patron's account click on the **Bills** tab.
- Select the bill line item and click **Actions** → **Adjust to Zero**.

Bill Patron    History    Check All Refunds

#	<input type="checkbox"/>	Status	Barcode	Title	Shelving L	Owning Lib	Call Number	Type	Total Paid	Total Billed	Start	Balance On
1	<input checked="" type="checkbox"/>									4.00	2022-07...	\$4.00
2	<input type="checkbox"/>									8.50	2022-07...	\$8.50

Actions: Print Bills Void All Billings Adjust to Zero

- Click **OK/Continue** on the pop-up that appears.
- The bill has been adjusted to zero and no longer appears on the bill screen.
- A record of the adjustment is available in the patron's bill [history](#) in the full details of the payment.



Statement

Details

Billing Statement

Type	Description	Amount	Balance
Billing	<b>Fee for copies</b> 2022-07-05 10:13	\$4.00	\$4.00
Adjustment	<b>System: MANUAL ADJUSTMENT</b> 2022-07-05 10:13	-\$4.00	\$0.00
		<b>Total Charges</b>	\$4.00
		<b>Total Payments</b>	-\$0.00
		<b>Total Adjustments</b>	-\$4.00
		<b>Balance Due</b>	\$0.00

## 10.5. Voiding Bills

Local system administrators can void bills, either entirely or in part.

### 10.5.1. Voiding a Bill

When an entire bill is voided there is no record of the bill or that it was voided. Co-op Support recommends you use the [adjust to zero](#) function instead of voiding entire bills.

1. In the patron's account click on the **Bills** tab.
2. Select the bill line you wish to void and click **Actions** → **Void All Billings**.

Bill Patron		History		Check All Refunds		<div>⏪ ⏩ ⏴ ⏵</div>		Actions ▾	Rows 25 ▾	Page 1 ▾	
#	<input type="checkbox"/>	Status	Barcode	Title	Shelving	Owning L	Call Num	Type	Start	Balance	Last Billing
1	<input checked="" type="checkbox"/>		339870...	Weathe...	Juvenil...	MPL	E551.6...	circu	2022-0...	\$14.00	Damag...
2	<input type="checkbox"/>							groce	2022-0...	\$8.50	Fee for...

Print Bills

Void All Billings

Adjust to Zero

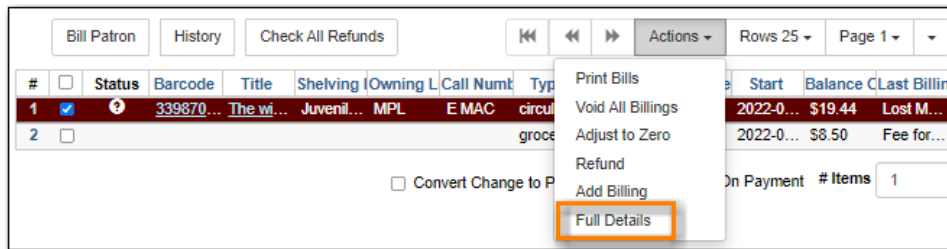
3. Click **OK/Continue** on the pop-up that appears.
4. The bill will no longer display on the patron's bill tab. There is no record in the patron's account of the bill.

### 10.5.2. Voiding Part of a Bill

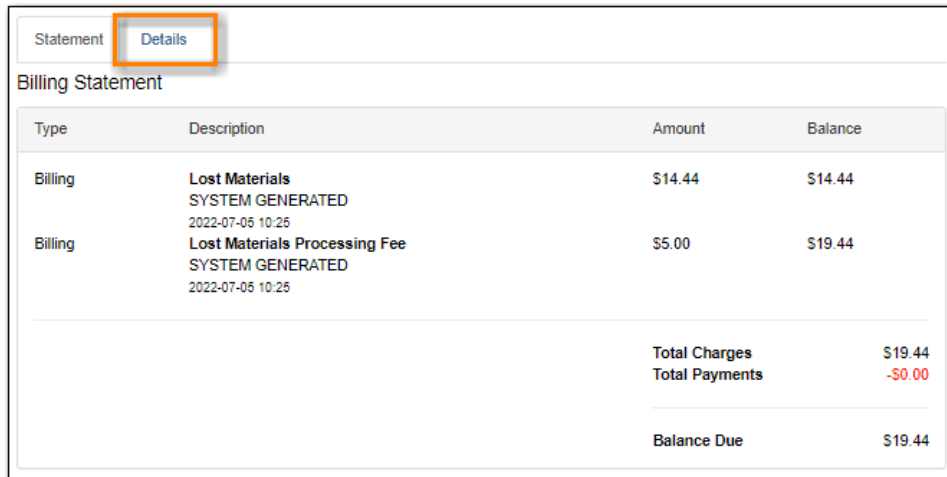
Sometimes you may wish to void part of a bill, such as overdue fines for a specific day or a processing charge for a lost item.

1. In the patron's account click on the **Bills** tab.
2. Select the bill line you wish to partially void and click **Actions** → **Full Details**.

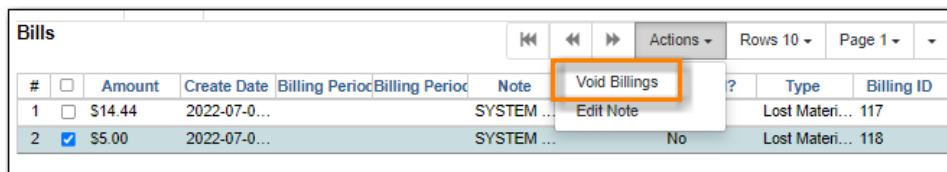




3. The bill will open on the Statement tab. Click the **Details** tab.



4. Select the specific bill line you would like to void and click **Actions** → **Void Billings**.



#### CAUTION

Due to a bug, you must have the column Billing ID displayed in order to select individual bill lines.

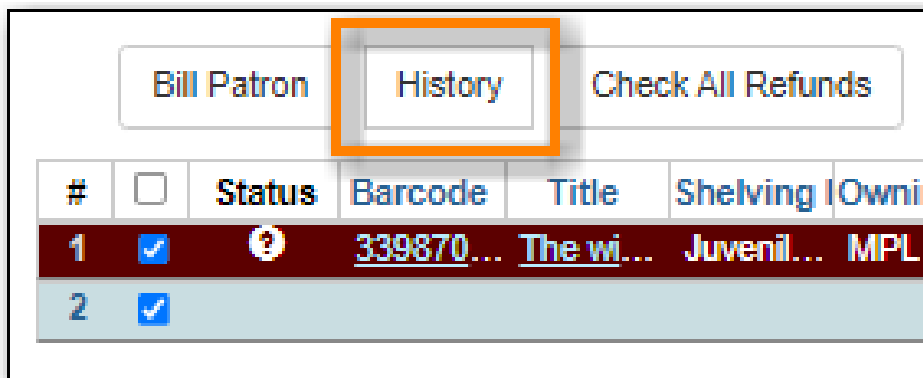
5. Click **OK/Continue** on the pop-up that appears.
6. The amount owing for the bill will be updated.

### 10.5.3. Voiding a Paid Bill

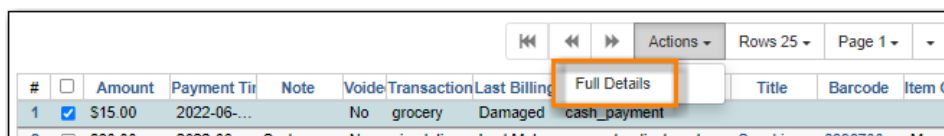
Sometimes you may need to void a bill a patron has already paid in order to process a refund.

1. In the patron's account click on the **Bills** tab.
2. Click **History**

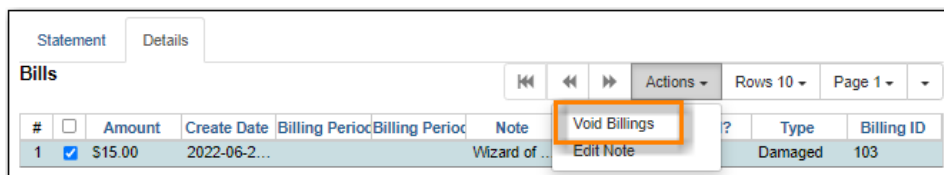




3. Click on the **Payments** tab.
4. Select the relevant transaction and go to **Actions** → **Full Details**.



5. The bill will open on the Statement tab. Click the **Details** tab.
6. Select the bill(s) you wish to void and go to **Actions** → **Void Billings**



7. Click **OK/Continue** on the pop-up that appears.
8. The patron will now have a credit of the amount voided on their account.

## 10.6. Viewing Bill History

In bill history, staff can see both open and closed transactions that have taken place with the patron's account, as well as a history of payments made by the patron.

### 10.6.1. Transactions Tab

1. In the patron's account click on the **Bills** tab.
2. Click **History**
3. By default transactions from the last 12 months will display. Use the calendar widgets to choose select a different timeframe if needed.



Transactions Payments

Selected Billed: \$0.00  
Selected Paid: \$0.00

Start Date: 2021-07-04   
 End Date: 2022-07-04

Actions ▾ Rows 25 ▾ Page 1 ▾

#	<input type="checkbox"/>	Item Owning	Barcode	Title	Type	Total Paid	Total Billed	Start	Finish	Balance Owe
1	<input type="checkbox"/>				grocery	\$15.00	\$15.00	2022-06-2...	2022-06-2...	\$0.00
2	<input type="checkbox"/>	MPL	33987001...	Sunshine...	circulation	\$30.00	\$30.00	2022-06-2...	2022-06-2...	\$0.00

- Select a line and go to the **Actions** menu to see the full details, add billing, or print the bill out.

Actions ▾

#	<input type="checkbox"/>	Item Owning	Barcode	Title	Type	Total Paid	Total Billed	Start	Finish	Balance Owe
1	<input type="checkbox"/>				grocery	\$15.00	\$15.00	2022-06-2...	2022-06-2...	\$0.00
2	<input checked="" type="checkbox"/>	MPL	33987001...	Sunshine...	circulation	\$30.00	\$30.00	2022-06-2...	2022-06-2...	\$0.00
3	<input type="checkbox"/>	MPL	33987001...	Rain fore...	circulation	\$14.95	\$14.95	2022-06-2...	2022-06-2...	\$0.00

Add Billing  
 Full Details  
 Print Bills

## 10.6.2. Payments Tab

- In the patron's account click on the **Bills** tab.
- Click **History**
- Select the **Payments** tab.
- By default transactions from the last 12 months will display. Use the calendar widgets to choose select a different timeframe if needed.
- For more information about a particular payment, select the line item and click **Actions** → **Full Details**.

The value in the Payment Type field will show how the bill was paid.

### TIP

#	<input type="checkbox"/>	Amount	Payment Title	Note	Voided	Transaction	Last Billing	Payment Type	Title	Barcode	Item C
1	<input type="checkbox"/>	\$5.00	2022-07-...		No	grocery	Fine	forgive_payment			
2	<input type="checkbox"/>	\$14.95	2022-06-...		No	circulation	Damaged...	cash_payment	Rain fore...	3398700...	M...
3	<input type="checkbox"/>	\$30.00	2022-06-...	System: ...	No	circulation	Lost Mat...	account_adjustment	Sunshine...	3398700...	M...

Bills can be paid automatically by the system adjusting bills when lost items are returned or **manually by staff** accepting a form of payment, using patron credit or forgiving a patron's fines.



# Chapter 11. Holds

## 11.1. Working with Holds

### 11.1.1. Basic Hold Workflow

1. A [hold is placed](#) by the patron or by library staff on behalf of the patron.
2. Library staff [capture the hold](#). This can happen when an item on hold is returned and checked in or when staff pull and check in available items listed on the [pull list](#).
3. The patron is [notified automatically by text or email](#), or manually by staff.
4. The item is placed on the [hold shelf](#).
5. The hold is complete when the patron checks out or [cancels their hold](#) or when staff cancel or [clear the hold](#).
6. Staff regularly check their [hopeless holds list](#) to resolve unfillable holds.

### 11.1.2. Is it Holdable?

A number of factors determine whether or not a hold can be placed.

- The status of the item
  - Some [item statuses](#) are not holdable
- How the item is catalogued
  - [Shelving locations](#) can be set to Holdable = NO
  - [Items](#) can be set to Holdable = NO
- The library's [hold policies](#) can block holds based on:
  - Patron types
  - Circulation modifiers
  - Owning/Pickup library
  - Age based hold protection
  - Maximum number of holds allowed at a time
- The library setting *Has Local Copy Block*
  - When this is set to TRUE holds cannot be placed on available items

Individual patrons can also be blocked from placing holds due to exceeding [group penalty thresholds](#).

### 11.1.3. Hold Levels

Evergreen has four different holds levels. Library staff can place holds at all four levels, while patrons can only place meta-record, title level, and call number level holds.



Hold level	Abbreviation	When to use How to use	Who can use	Hold tied to
<a href="#">Meta-record</a>	M	Patron wants first available copy of multiple titles of the same/different format. Click on place hold to the right of the record. From holds confirmation screen, click Advanced hold options and select other applicable formats.	Patron or staff	Holdings attached to multiple MARC (title) records sharing the same title and author of selected format(s)(book, video, audiobook, etc.)
<a href="#">Title</a>	T	Patron wants first available copy of a title. Staff or patron click on place hold to the right of a record on search result list or record summary screen. <b>Libraries participating in Interlibrary Connect should use title level holds for ILC holds.</b>	Patron or staff	Holdings attached to a single MARC (title) record
<a href="#">Call Number</a>	V	Patron wants the first available copy of a specific call number of a title. Staff click <b>Call Number Hold</b> in <b>Holdable?</b> column on the record summary screen.	Patron or staff	Call number record



Hold level	Abbreviation	When to use How to use	Who can use	Hold tied to
<a href="#">Item</a>	C	Patron or staff want a specific copy of a title. Staff click <b>Item hold</b> in <b>Holdable?</b> column on the record summary screen.	Staff	Item barcode

#### 11.1.4. Hold Statuses

Holds will have one of the following statuses:

Status	Description
Cancelled	The hold has been cancelled. Staff need to check the item in to return it to circulation or capture the next hold.
In Transit	The item is in transit to the pickup library from another library.
Ready for Pickup	The item is on the holds shelf and ready for pick up. The status of the item will show as <i>On Holds Shelf</i> .
Reserved/Pending	The hold has been captured and has not been put on the holds shelf. The status will be automatically changed to <i>Ready for Pickup</i> once the delay period specified in library setting <i>Hold Shelf Status Delay</i> .
Suspended	The hold is suspended and will not be filled until it is automatically or manually activated.
Waiting for Capture	An available item has been assigned to the hold but it hasn't been captured for the hold yet. The item will display on the <a href="#">Pull List for Hold Requests</a> .
Waiting for Item	All holdable item are currently checked out or otherwise not available.
Wrong Shelf	The pickup library for the hold has changed. Staff need to check the item in to send it into transit to the new pickup library.

#### 11.1.5. Age Based Hold Protection



Age based hold protection enables libraries to block holds from being filled for patrons from other libraries or branches until the item has been active for a specified amount of time.

Age based hold protection can be set up as part of your [hold policies](#) or can be applied on a per item basis via [item attributes](#). Protection via hold policies will apply to holds on all items or holds using specified circulation modifiers. Protection via item attributes is applied by cataloguers on an item by item basis.

Single branch libraries can use age based hold protection via hold policies OR via item attribute; you should not use both at the same time. Multi-branch libraries can use a combination of age based hold protection through hold policies AND item attributes to control hold filling between their branches and other libraries.

Make sure you know if and how your library does age based hold protection.

## 11.2. Placing Holds

[Sitka Training Video - Placing Holds \(6:18\)](#)

[Sitka Snippet Video - Patron Search in Place Hold \(0:51\)](#)

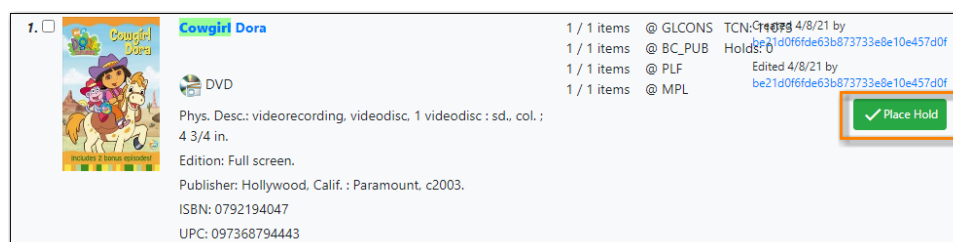
[Sitka Snippet Video - Suspend a Hold While Placing the Hold \(1:10\)](#)

Holds can be placed by staff in the staff catalogue and by patrons on your public catalogue.

### 11.2.1. Placing Title Level Holds

[Sitka Snippet Video - Placing Title Level Holds \(2:05\)](#)

1. To place a title level hold, click the **Place Hold** button to the right of the record on the search result list, or on the record summary screen.



2. Scan or type patron's barcode, or select your own staff login, or click **Patron Search** if you do not have patron's card.
3. Edit patron hold notification methods and pickup location, if necessary, and click **Place Hold(s)**. Any method or contact number entered on this screen will override defaults in patron record, and will be used for display and print purposes for this hold.



← Return Place Hold

Search for Patron

Place hold for patron by barcode:  Submit

Place hold for this staff account: ssacqadminMPL

Pickup Location: MPL

Suspend Hold ☐ yyyy-mm-dd

Notifications

Notify by Email ☐ Email Address

Notify by Phone ☒ Phone Number

Notify by SMS ☐ SMS Number

SMS Carrier SMS Carriers

Place Hold(s) Reset

Placing TITLE hold on record(s)

Format	Title	Author	Part	Call Number	Barcode	Holds Status	Override
	Cowgirl Dora		N/A	ANY	ANY	Hold Pending	

- Click **Return** to go back to search results, or place another hold for this title.

← Return Place Hold

Search for Patron

Place hold for patron by barcode:  Submit

Place hold for this staff account: ssacqadminMPL

Pickup Location: MPL

Suspend Hold ☐ yyyy-mm-dd

Notifications

Notify by Email ☐ Email Address

Notify by Phone ☒ Phone Number

Notify by SMS ☐ SMS Number

SMS Carrier SMS Carriers

Place Hold(s) Reset

Placing TITLE hold on record(s)

Format	Title	Author	Part	Call Number	Barcode	Holds Status	Override
	Cowgirl Dora		N/A	ANY	ANY	Hold Succeeded	

### 11.2.2. Placing Meta-record Level Holds

You can request acceptable formats and languages of a title at time of hold placement, or you can group formats at time of search. Records are grouped by title, author, and format. Format information is from the MARC record leader and fixed fields.

#### Group Formats and Editions Search

- On the **Keyword Search** tab, check the box for **Group Formats and Editions**.

Staff Catalog

Keyword Search Numeric Search MARC Search Browse Shelf Browse

All Formats Keyword Contains Harry Potter

Sort by Relevance

Limit to Available ☒ Group Formats/Editions Results from All Libraries

Exclude Electronic Resources

MPL Search Reset

Recent Searches Search Templates

Basket Actions Catalog Preferences

- Enter search terms and click **Search**.
- Click **Place Hold** beside the meta-record on the result list.



7. ☐ **Harry Potter and the philosopher's stone** 6 / 8 items @ GLCONS TCN: 5696 created 4/8/21 by  
 2 / 3 items @ BC\_PUB Holds: 1 be21d0f6f0e63b873733e6e10e457d0f  
 2 / 3 items @ PLF Edited 4/8/21 by be21d0f6f0e63b873733e6e10e457d0f  
 0 / 1 items @ MPL

DVD E-video Book

Phys. Desc.: videorecording, videodisc, 2 videodiscs (152 min.) : sound, color : 4 3/4 in.  
 Edition: Special edition.  
 Pub Date: 2016  
 UPC: 883929557837

#### 4. Select the acceptable formats and languages

[←Return](#) **Place Hold** (Green, James)

☒ Place hold for patron by barcode:

☐ Place hold for this staff account:

Pickup Location:

☐ Suspend Hold

**Notifications**

☐ Notify by Email

☐ Notify by Phone

☐ Notify by SMS

SMS Carrier

Placing METARECORD hold on record(s)

Format	Title	Author	Part	Call Number	Barcode	Holds Status	Override
	Harry Potter and the philosopher's stone		N/A	ANY	ANY	Hold Pending	
Formats:	<input checked="" type="checkbox"/> Book <input checked="" type="checkbox"/> DVD						
Languages:	<input checked="" type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French						

#### 5. Click **Place Hold(s)**.

##### TIP

The icons indicate the available formats at the search location. The number beside the title is the number of records with physical items. Click the title to view these individual records.

##### TIP

After a meta-record hold is placed, if a new MARC record is added and it meets the grouping criteria, items under this new record will be targeted.

### 11.2.3. Placing Call Number and Item Level Holds

1. To place a call number or item level hold, retrieve and display the record.
2. In the *Item Table* click **Call Number Hold** or **Item Hold** in the **Holdable?** column.

#	Location	Call Number / Item Notes	Part	Barcode	Shelving Location	Circulation Modifier	Age Hold Protection	Active/Create Date	Holdable?	Status	Due Date
1	MPL	JDVD FAM HAR		33987001067619 <a href="#">View</a> <a href="#">Edit</a>	Juvenile DVD	dvd		2021-04-08	<a href="#">Item Hold</a> <a href="#">Call Number Hold</a>	On holds shelf	

3. Edit the patron hold notification fields as required and click **Submit**.

##### CAUTION

Co-op Support recommends only using items holds if it's absolutely necessary to target a particular physical item. Item holds should never be used when placing holds on items owned by other libraries.

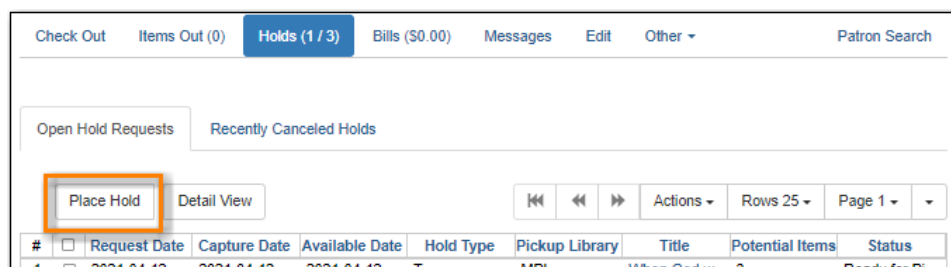
Do not use Recall Hold or Force Item Hold.



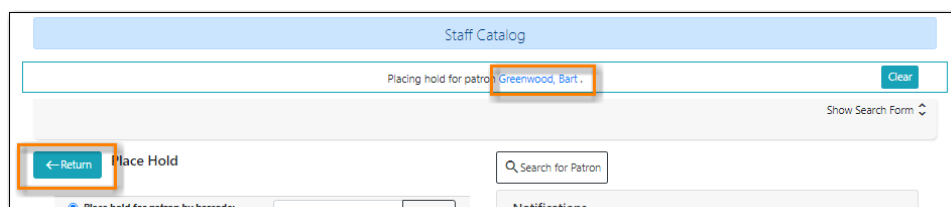
## 11.2.4. Placing Holds via a Patron Account

### Sitka Snippet Video - Placing Holds from the Patron Account (1:03)

1. Click the **Holds** tab in the patron's account .
2. Click **Place Hold**.



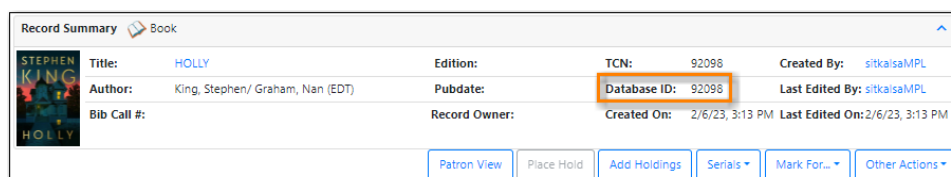
3. The catalogue will open.
4. Search for the title and place your hold as described in [\[place-holds\]](#).
5. Click **Return** to return to your search results or click on the patron's name to return to the patron's account.



## 11.2.5. Placing Holds For a Hold Group

Holds can be placed for an entire hold group at once:

1. In the staff catalogue find the bibliographic record for the title you would like to place the group hold on.
2. Copy or record the *Database ID* for the record.



3. Go to **Circulation** → **Hold Groups**.
4. From the **Hold Groups** tab, double-click the hold group you wish to open.



Hold Groups    Current Users (5)    Add Users (0)    Hold Events

New Hold Group

#	<input type="checkbox"/>	Name	Description
1	<input type="checkbox"/>	Gabaldon, Diana	Books by Diana Gabaldon
2	<input type="checkbox"/>	King, Stephen	Books by Stephen King
3	<input type="checkbox"/>	Kinsella, Sophie	Books by Sophie Kinsella

5. The group will be opened on the **Current Users** tab. Click on the **Hold Events** tab.

Hold Groups    Current Users (5)    Add Users (0)    **Hold Events**

**Hold Group #4: King, Stephen / Books by Stephen King**  
5 users / Created 2023-02-06 15:02 / MPL @ MPL

Hold Groups ▾    New Hold Group

6. Click on **New Hold Group Event**.

Hold Groups    Current Users (5)    Add Users (0)    Hold Events

**Hold Group #4: King, Stephen / Books by Stephen King**  
5 users / Created 2023-02-06 15:02 / MPL @ MPL

**New Hold Group Event**

7. Enter the Record ID number for the bibliographic record on which you wish to place the hold.
8. Use the checkbox to override all hold-blocking conditions possible if desired.
9. Click **Create Event**.

New Hold Group Event ×

**Target Record**

92098

☒ Override all hold-blocking conditions possible?


**Create Event**    Cancel

10. Holds are placed for all members of the groups.







Placing TITLE hold on record(s)						
Format	Title	Author	Part	Call Number	Barcode	Holds Status
	Rabbits	Henrie, Fiona.	N/A	ANY	ANY	PATRON_EXCEEDS_OVERDUE
						<a href="#">Override</a>

## 11.3. Viewing Holds

### 11.3.1. Via the Patron Account

Library staff can view a patron's current holds and recently cancelled holds from within the patron's account.

1. Open the patron's account.
2. Select the **Holds** tab.
3. By default **Open Hold Requests** display.

Check Out

Items Out (0)

Holds (3 / 5)

Bills (\$0.00)

Notes

Edit

Other ▾

Patron Search

Open Hold Requests

Recently Canceled Holds

Place Hold

Detail View

⏮

⏪

⏩

Actions ▾

Rows 25 ▾

Page 1 ▾

▾

#	<input type="checkbox"/>	Current Item	Request ID	Capture Date	Available Date	Hold Type	Pickup Lib	Title	Author	Potential	Status
1	<input type="checkbox"/>	<a href="#">339870...</a>	2023-0...	2023-0...	2023-0...	T	APL	<a href="#">Weather</a>	Vardey,...	1	Ready for Pickup
2	<input type="checkbox"/>	<a href="#">339870...</a>	2023-0...	2023-0...	2023-0...	T	MPL	<a href="#">Trees</a>	Hirsch, ...	1	Ready for Pickup
3	<input type="checkbox"/>	<a href="#">339870...</a>	2023-0...	2023-0...	2023-0...	T	MPL	<a href="#">Terry Pr...</a>	Wilkins,...	1	Ready for Pickup
4	<input type="checkbox"/>		2023-0...			T	MPL	<a href="#">Fantasti...</a>	Dahl, R...	0	Waiting for Item
5	<input type="checkbox"/>		2023-0...			T	MPL	<a href="#">Super fr...</a>	Housto...	1	Waiting for Item

4. From here library staff can use the **Actions** menu to:
  - a. [Modify a hold](#).
  - b. [Cancel a hold](#).
  - c. [Find another target for the hold](#).
  - d. [Transfer the hold to another title](#).
  - e. Mark the current item as [Damaged](#), [Discard/Weed](#), or [Missing](#).

### 11.3.2. Via the Staff Catalogue


Library staff can view the current holds on a particular title by looking at the bibliographic record in the staff catalogue.

1. Open the bibliographic record for the title.
2. Select the **View Holds** tab.
3. Any holds placed on the particular title, or any volumes or item attached to it, will display.



Record Summary

Book



<b>Title:</b>	Terry Pratchett : a life with footnotes*	<b>Edition:</b>		<b>TCN:</b>	92046	<b>Created By:</b>	sibka/MPL
<b>Author:</b>	Wilkins, Rob (Television producer)	<b>Pubdate:</b>	2022	<b>Database ID:</b>	92046	<b>Last Edited By:</b>	sibka/MPL
<b>Bib Call #:</b>	823.914	<b>Record Owner:</b>		<b>Created On:</b>	10/7/23, 8:59 PM	<b>Last Edited On:</b>	10/7/23, 8:59 PM

Patron View

Place Hold

Add Holdings

Serials ▾

Mark For... ▾

Other Actions ▾

Staff View

Item Table

MARC Edit

MARC View

Record Notes

View Holds

Monograph Parts

Holdings View

Conjoined Items

Shelf Browse

Pickup Library

Maple Library (MPL)

☐ Pre-Fetch All Holds

0 selected

⌵

<

<

>

Rows 10 ▾

▾

⚙

<input type="checkbox"/>	#	<a href="#">Current Item</a>	<a href="#">Pickup Library</a>	<a href="#">Hold Type</a>	<a href="#">Potential Items</a>	<a href="#">Request Date</a>	<a href="#">Capture Date</a>	<a href="#">Available Date</a>	<a href="#">Status</a>	<a href="#">Queue Position</a>	<a href="#">User Display Name</a>	<a href="#">Patron Home Library</a>
<input type="checkbox"/>	1	<a href="#">3398700648682</a>	MPL	T	1	2023-10-07 21:16	2023-10-07 21:22	2023-10-07 21:22	Ready for Pickup	1	Kline , Amy	MPL
<input type="checkbox"/>	2		MPL	T	1	2023-10-07 21:17			Waiting for Item	2	Green , James	MPL
<input type="checkbox"/>	3		MPL	T	1	2023-10-07 21:17			Waiting for Item	3	Gerrick , Brooks	MPL
<input type="checkbox"/>	4		MPL	T	1	2023-10-07 21:21			Waiting for Item	4	Adams , William	BRL-BRB

4. From here library staff can use the **Actions** menu to:
  - a. [Modify a hold](#).
  - b. [Cancel a hold](#).
  - c. [Find another target for the hold](#).
  - d. [Transfer the hold to another title](#).
  - e. Mark the current item as [Damaged](#), [Discard/Weed](#), or [Missing](#).

### 11.3.3. Via the Public Catalogue

Patrons can view and manage their own holds through *My Account* in the public catalogue. See [Items on Hold](#) for more information.

### 11.3.4. Via the Holds Shelf

Items that have been captured for a hold can be viewed on the Holds Shelf. See [Holds Shelf](#) for more information.

## 11.4. Managing Holds

Library staff can manage holds through the staff catalogue, the patron account, and in some cases, the holds shelf. Patrons can manage some aspects of their holds via [My Account](#) in the public catalogue.

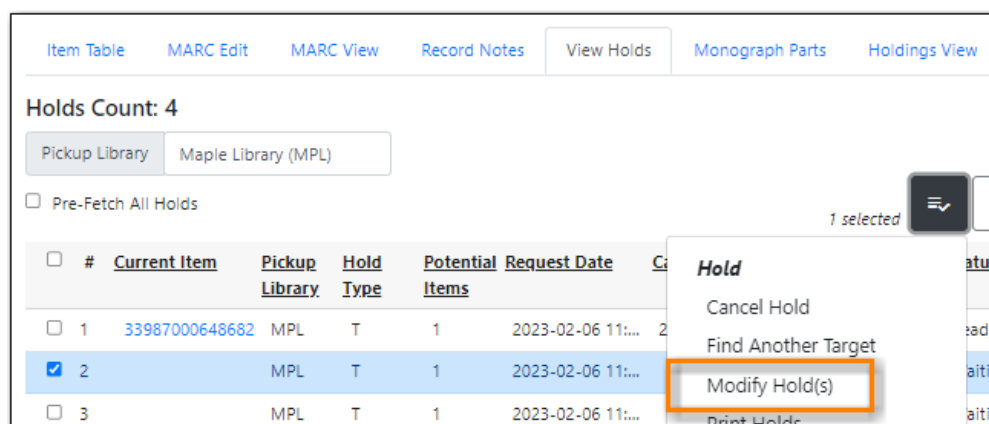
### 11.4.1. Modifying Holds

- Set Desired Item Condition/Quality
- Edit Pickup Library
- Edit Notification Settings
- Edit Hold Dates

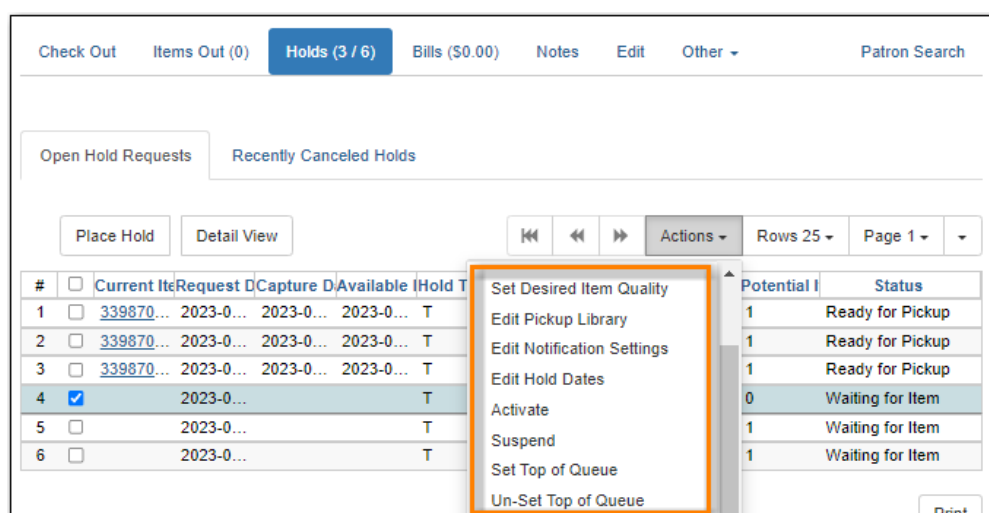


- [Suspend and Activate](#)
- [Top of Queue](#)

Holds can be modified from the [View Holds](#) tab in the bibliographic record by selecting a hold and going to **Actions** → **Modify Hold(s)**.



Holds can be modified from the [Holds](#) tab in the patron's account by selecting a hold and going to the **Actions** menu and choosing the desired action.



### Set Desired Item Condition/Quality

Co-op Support does not recommend the use of Item Quality/Condition. To prevent issues with filling holds libraries should leave the quality for all holds and items as *Good*.

### Edit Pickup Library

1. On the [View Holds](#) tab in the staff catalogue, select the hold to edit and go to **Actions** → **Modify Hold(s)**.
2. In the pop-up that appears, click the drop down for *Pickup Library*.



3. Select a valid pickup library: a library within your system or your interlibrary connect zone.
4. Click **Apply**.
5. If the item is already captured for a hold the hold status will be updated to *Wrong Shelf*. The item needs to be checked in so it can transit to its new pickup library.

OR

1. On the *Holds* tab in the patron's account, select the hold to edit and go to **Actions** → **Edit Pickup Library**.
2. In the pop-up that appears, click the drop down for *Pickup Library*.

3. Select a valid pickup library: a library within your system or your interlibrary connect zone.
4. Click **Submit**.
5. If the item is already captured for a hold the hold status will be updated to *Wrong Shelf*. The item needs to be checked in so it can transit to its new pickup library.

## Edit Notification Settings

1. On the *View Holds* tab in the staff catalogue, select the hold to edit and go to **Actions** → **Modify Hold(s)**.
2. In the pop-up that appears, add and/or remove information from the notification fields to change how the patron will be notified.



**Modify Hold (#27)**

Pickup Library:  Desired Item Condition: ☒ Good Condition Only

Hold is Suspended: ☐ Top of Queue: ☐

Activate Date:  Request Date:

Expire Date:  Shelf Expire Date:

Send Emails: ☐ Phone Number:

Text/SMS Number:  Text/SMS Number:

3. Click **Apply**.

OR

1. On the *Holds* tab in the patron's account, select the hold to edit and go to **Actions** → **Edit Notification Settings**.
2. Initially all fields in the pop-up will be blank and un-selected.

**Edit Notification Settings for 1 Hold(s)**

Check the checkbox next to each field you wish to modify.

☐ Send Emails ☐

☐ Phone #

☐ Text/SMS #

☐ SMS Carrier

3. Check the box(es) beside the notification methods you wish to edit.
  - a. To remove a method of notification check the box and leave the field blank.
  - b. To add or edit a method of notification check the box and fill in the relevant information.



**Edit Notification Settings for 1 Hold(s)**

Check the checkbox next to each field you wish to modify.

<input type="checkbox"/>	Send Emails	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Phone #	<input type="text"/>
<input checked="" type="checkbox"/>	Text/SMS #	<input type="text" value="111-222-4444"/>
<input checked="" type="checkbox"/>	SMS Carrier	<input type="text" value="Telus Mobility (Canada &amp; USA)"/>

4. Click **Submit**.

**NOTE** Patrons can edit their own notification settings via [My Account](#).

## Edit Hold Dates

1. On the *View Holds* tab in the staff catalogue, select the hold to edit and go to **Actions** → **Modify Hold(s)**.
2. In the pop-up that appears, edit the hold dates you wish to change.

**Modify Hold (#27)**

Pickup Library:  Desired Item Condition: ☒ Good Condition Only

Hold is Suspended: ☐ Top of Queue: ☐

Activate Date:   Request Date:

Expire Date:   Shelf Expire Date:

Send Emails: ☐ Phone Number:

Text/SMS Number:  Text/SMS Number:

- **Activate Date:** The date on which a suspended hold will be activated.
- **Expire Date:** The date on which the hold will expire in Evergreen if it is never filled.
- **Request Date:** The date on which the hold was placed. Holds are generally filled in the order they were placed so editing the request date can change the order of the queue.
- **Shelf Expire Date:** The date on which the hold will expire from the holds shelf, based on the value in the library setting *Default hold shelf expire interval*.



3. Click **Apply**.

OR

1. On the *Holds* tab in the patron's account, select the hold to edit and go to **Actions** → **Edit Hold Dates**.
2. Initially all fields in the pop-up will display today's date and be un-selected.

Modify Dates for 1 Hold(s)

Check the checkbox next to each field you wish to modify.

<input type="checkbox"/>	Hold Activate Date	2023-02-12	
<input type="checkbox"/>	Hold Request Date	2023-02-12	
<input type="checkbox"/>	Hold Expire Date	2023-02-12	
<input type="checkbox"/>	Shelf Expire Date	2023-02-12	

Submit Cancel

3. Check the box(es) beside the hold date(s) you wish to edit and enter the new date(s).

Modify Dates for 1 Hold(s)

Check the checkbox next to each field you wish to modify.

<input type="checkbox"/>	Hold Activate Date	2023-02-12	
<input type="checkbox"/>	Hold Request Date	2023-02-12	
<input checked="" type="checkbox"/>	Hold Expire Date	2023-07-31	
<input type="checkbox"/>	Shelf Expire Date	2023-02-12	

Submit Cancel

- Activate Date: The date on which a suspended hold will be activated.
- Expire Date: The date on which the hold will expire in Evergreen if it is never filled.
- Request Date: The date on which the hold was placed. Holds are generally filled in the order they were placed so editing the request date can change the order of the queue.



- Shelf Expire Date: The date on which the hold will expire from the holds shelf, based on the value in the library setting *Default hold shelf expire interval*.

4. Click **Submit**.

**NOTE** Patrons can edit the Request Date and Activate Date via [My Account](#).

## Suspend and Activate

1. On the *View Holds* tab in the staff catalogue, select the hold to edit and go to **Actions** → **Modify Hold(s)**.
2. In the pop-up that appears, check or un-check the box for *Hold is Suspended* to suspend or activate the hold.

3. When suspending a hold you can add an *Activate Date* so that the hold will automatically be activated after hours on the activation date; otherwise, staff or the patron will need to manually activate the hold.
4. Click **Apply**.

OR

1. On the *Holds* tab in the patron's account, select the hold to edit and go to **Actions** → **Suspend** or **Actions** → **Activate**.
2. Click **OK/Continue** on the pop-up that appears.

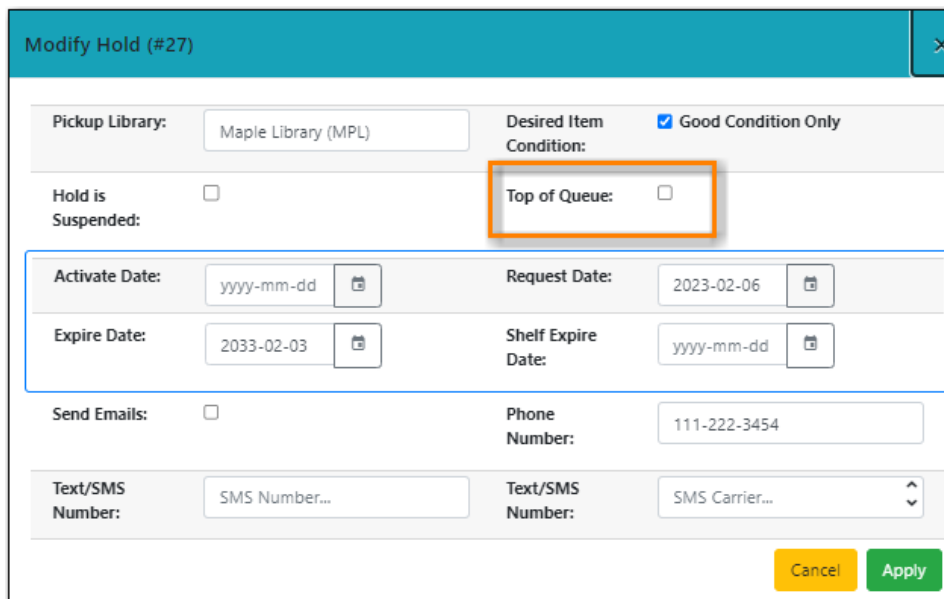


3. The hold will be suspended or activated.
4. For suspended holds you can go to **Actions** → **Edit Hold Dates** to add an activation date so the hold will automatically be activated after hours on the activation date; otherwise, staff or the patron will need to manually activate the hold.

**NOTE** Patrons can suspend and activate their holds via [My Account](#).

## Top of Queue

1. On the *View Holds* tab in the staff catalogue, select the hold to edit and go to **Actions** → **Modify Hold(s)**.
2. In the pop-up that appears, check the box for *Top of Queue*.

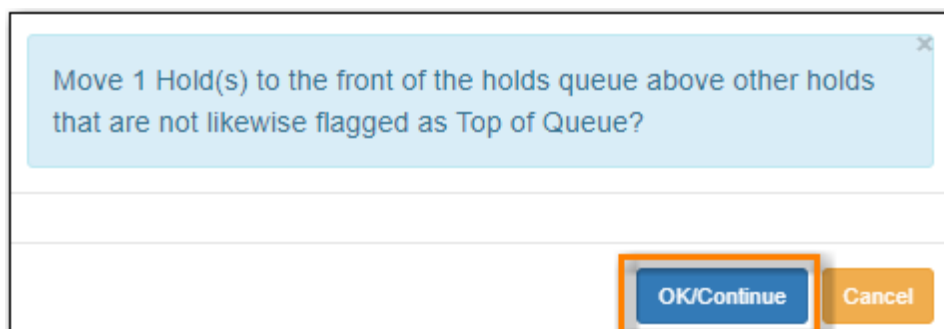


The screenshot shows a 'Modify Hold (#27)' pop-up window. It contains several fields: 'Pickup Library' (Maple Library (MPL)), 'Desired Item Condition' (Good Condition Only, checked), 'Hold is Suspended' (checkbox), 'Top of Queue' (checkbox, highlighted with an orange box), 'Activate Date' (yyyy-mm-dd), 'Request Date' (2023-02-06), 'Expire Date' (2023-02-03), 'Shelf Expire Date' (yyyy-mm-dd), 'Send Emails' (checkbox), 'Phone Number' (111-222-3454), 'Text/SMS Number' (SMS Number...), and 'Text/SMS Carrier' (SMS Carrier...). There are 'Cancel' and 'Apply' buttons at the bottom right.

3. Click **Apply**.
4. The hold will now have the queue position of 1.

OR

1. On the *Holds* tab in the patron's account, select the hold to edit and go to **Actions** → **Set Top of Queue** or **Actions** → **Un-Set Top of Queue**.
2. Click **OK/Continue** on the pop-up that appears



The screenshot shows a confirmation dialog with the text: 'Move 1 Hold(s) to the front of the holds queue above other holds that are not likewise flagged as Top of Queue?'. At the bottom, there are two buttons: 'OK/Continue' (highlighted with an orange box) and 'Cancel'.

3. The hold will be set or un-set to the top of the queue.



If you want to move a hold to the top of the queue and an item has already been assigned to the hold currently on top of the queue you need to do the following.

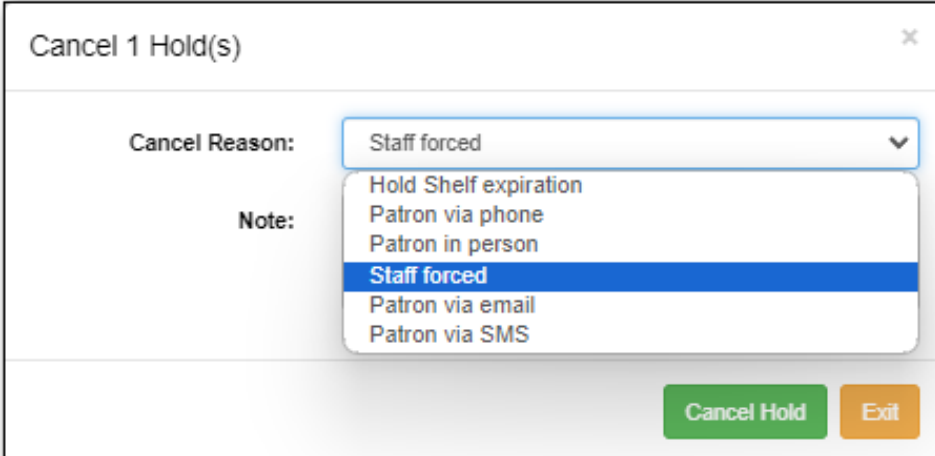
#### NOTE

1. Set the new hold to the top of the queue.
2. Suspend the original top hold.
3. Find another target for the new hold at the top of the queue.
4. Activate the original top hold.

### 11.4.2. Cancelling Holds

Holds can be cancelled individually by library staff and patrons.

1. On the *View Holds* tab in the staff catalogue or on the *Holds* tab in the patron's account, select the hold you wish to cancel and go to **Actions** → **Cancel Hold**.
2. Choose the appropriate cancel reason from the drop down menu.



Cancel 1 Hold(s)

Cancel Reason: Staff forced

Note:

Hold Shelf expiration  
Patron via phone  
Patron in person  
Staff forced  
Patron via email  
Patron via SMS

Cancel Hold Exit

3. Enter a note if applicable.

#### CAUTION

If your library has the [Holds Cancelled by Staff](#) notification enabled anything entered into the *Notes* field when cancelling a hold appears as the Cancel Cause in the email sent to the patron.

4. Click **Cancel Hold**.



Cancel 1 Hold(s)

Cancel Reason: Patron via phone

Note: Patron called 2022-04-06 and requested the hold be cancelled. JP

Cancel Hold Exit

5. If the item was on holds shelf, check it in. The item will go into *Reshelving* or be captured to fill the next hold.

**NOTE** Patrons can cancel their own holds via [My Account](#).

### 11.4.3. Cancelling Holds for a Hold Group

Library staff can also cancel a set of holds placed for a particular hold group.

1. Go to **Circulation** → **Hold Groups**.
2. From the **Hold Groups** tab, double-click the hold group you wish to open.

Hold Groups Current Users (5) Add Users (0) Hold Events

New Hold Group

#	<input type="checkbox"/>	Name	Description
1	<input type="checkbox"/>	Gabaldon, Diana	Books by Diana Gabaldon
2	<input type="checkbox"/>	King, Stephen	Books by Stephen King
3	<input type="checkbox"/>	Kinsella, Sophie	Books by Sophie Kinsella

3. The group will be opened on the **Current Users** tab. Click on the **Hold Events** tab.

Hold Groups Current Users (5) Add Users (0) Hold Events

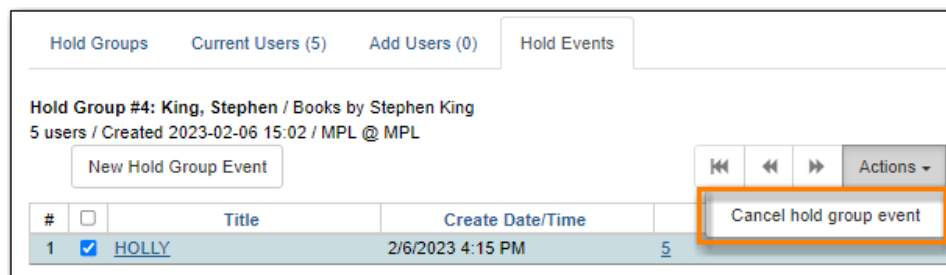
Hold Group #4: King, Stephen / Books by Stephen King

5 users / Created 2023-02-06 15:02 / MPL @ MPL

Hold Groups New Hold Group

4. Select the set of holds you wish to cancel.
5. Click **Actions** → **Cancel hold group event**.



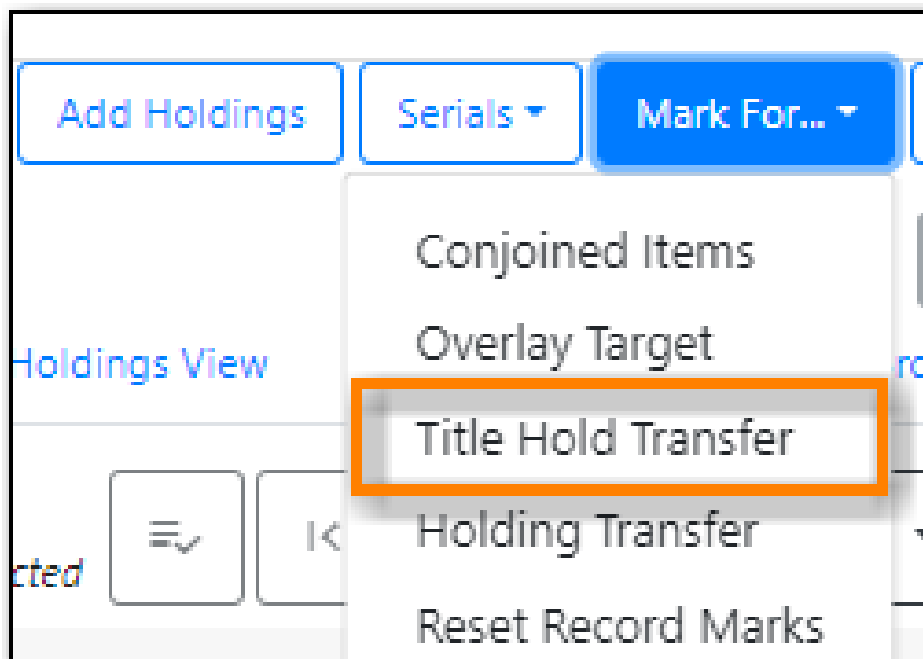


6. Click **OK/Continue**.
7. All holds in the set are cancelled.
8. If an item was captured for one of the holds and on holds shelf, check it in. The item will go into *Reshelving* or be captured to fill the next hold.

#### 11.4.4. Transferring Title Holds

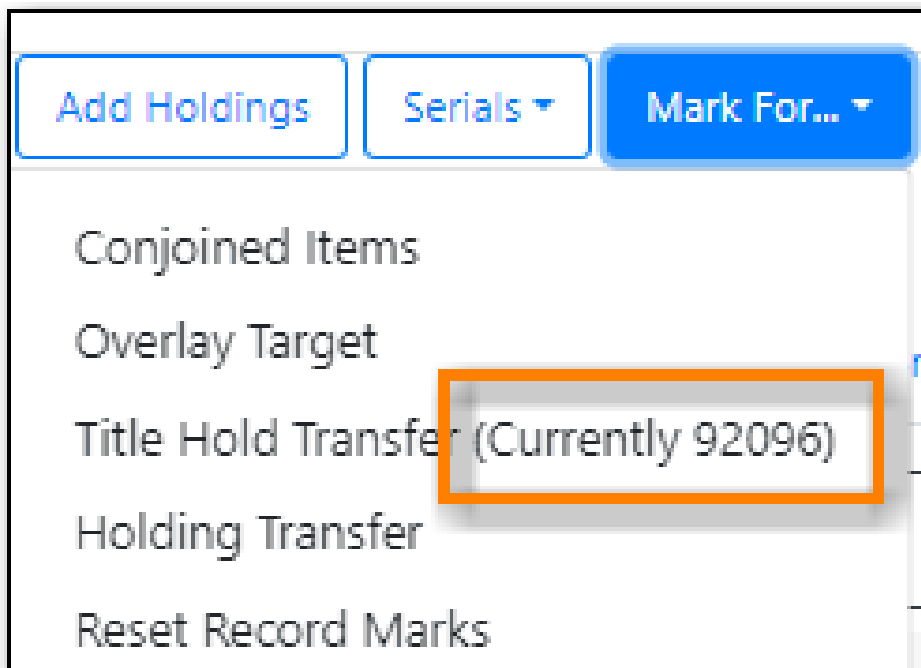
Holds on one title can be transferred to another title with the hold request time preserved.

1. In the staff catalogue, retrieve the bibliographic record you would like the holds to be transferred to.
2. Click **Mark for** → **Title Hold Transfer**.

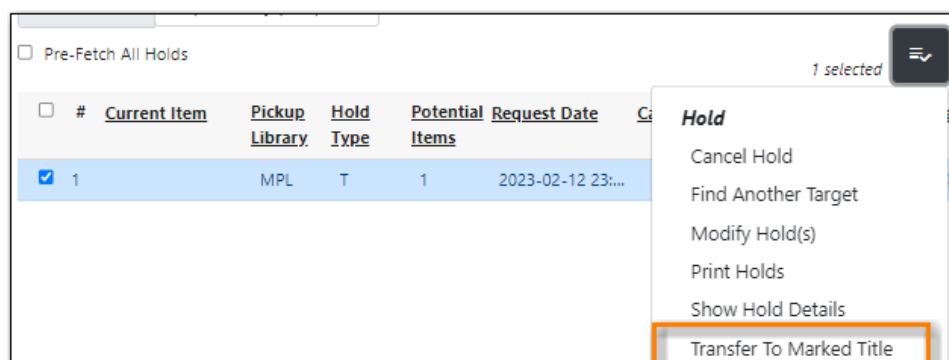


3. The bibliographic record ID of the marked record will now display beside the **Title Hold Transfer** menu option.





4. Retrieve the bibliographic record that currently has the hold(s) attached to it.
5. Go to the *View Holds* tab.
6. Select the hold you wish to transfer and click **Actions** → **Transfer to Marked Title**.



7. Click **Transfer**.
8. The title hold is moved to the marked bibliographic record.

#### 11.4.5. Marking Items

When a hold has an item assigned to it the item can be marked as *Damaged*, *Discard/Weed*, or *Missing* via the **Actions** menu.

For more information on marking items with these statuses see [Mark Items](#).

#### 11.4.6. Retargetting Holds

Newly created items, or items whose status was just changed from a non-holdable to a holdable status, may not trigger holds on regular check in. This is because Evergreen automatically updates



the table of items eligible to fill a particular hold every 24 hours. Library staff can retarget holds which forces Evergreen to update the table of eligible items right away.

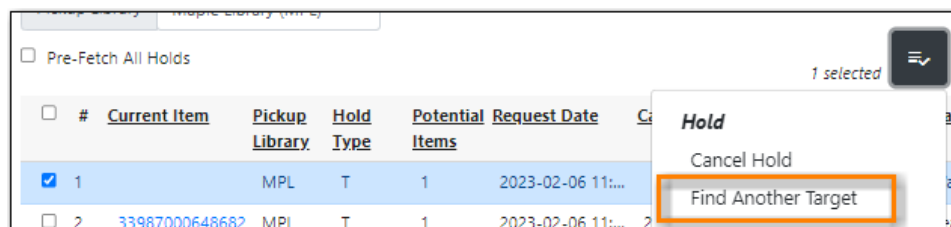
You can retarget local holds in two ways:

- on the check in screen, using the [checkin modifiers](#) *Retarget Local Holds* and *Retarget All Statuses*.
- by manually retargeting the hold from staff catalogue or patron account.

#### TIP

Co-op Support recommends multi-branch libraries manually retarget holds through the staff catalogue or patron account in order to retarget all holds in the system. For single branch libraries, Co-op Support recommends using the retarget related checkin modifiers at check in.

1. On the *View Holds* tab in the staff catalogue or on the *Holds* tab in the patron's account, select the hold you wish to retarget and go to **Actions** → **Find Another Target**.

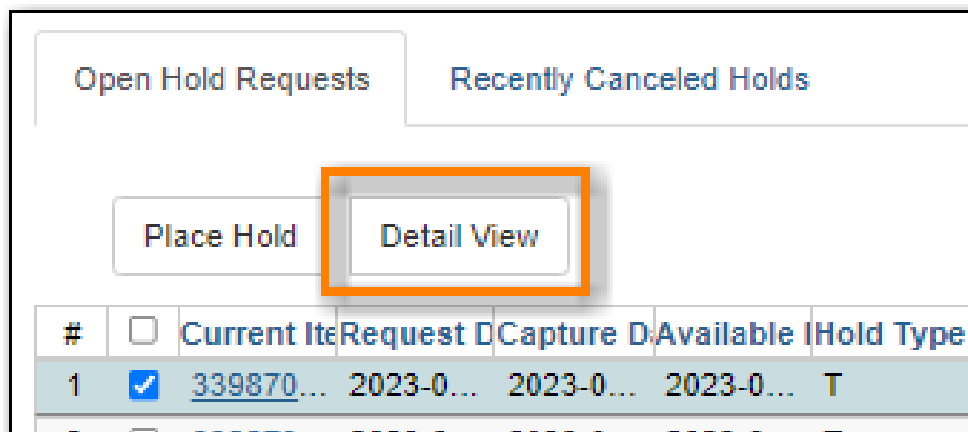


2. Click **Retarget**.
3. The hold is retargeted. If there is an item available to fill the hold it will be assigned to the hold with the hold status of *Waiting for Capture*.
4. Check in the item to capture the hold.

### 11.4.7. Hold Details View

Additional information about a hold can be seen in the hold details view.

On the *Holds* tab in the patron's account or on the *Holds Shelf* select the hold you wish to view and click the **Detail View** button.



On the *View Holds* tab in the staff catalogue select the hold you wish to view and go to **Actions** →



## Show Hold Details.

The screenshot shows the 'View Holds' tab in a library system. At the top, there are tabs for 'Item Table', 'MARC Edit', 'MARC View', 'Record Notes', 'View Holds' (selected), 'Monograph Parts', and 'Holdings View'. Below the tabs, it says 'Holds Count: 5'. There are two buttons: 'Pickup Library' and 'Maple Library (MPL)'. A checkbox for 'Pre-Fetch All Holds' is present. A table of holds is displayed with columns: #, Current Item, Pickup Library, Hold Type, Potential Items, Request Date, and a 'Hold' column. The first row is selected, and a context menu is open over it. The menu options are: 'Cancel Hold', 'Find Another Target', 'Modify Hold(s)', 'Print Holds', and 'Show Hold Details' (which is highlighted with an orange box).

#	Current Item	Pickup Library	Hold Type	Potential Items	Request Date	Hold
1	33987000115577	MPL	T	2	2023-02-06 11:...	
2	33987000648682	MPL	T	1	2023-02-06 11:...	
3		MPL	T	1	2023-02-06 11:...	
4		MPL	T	1	2023-02-06 11:...	

Useful information about the hold displays.

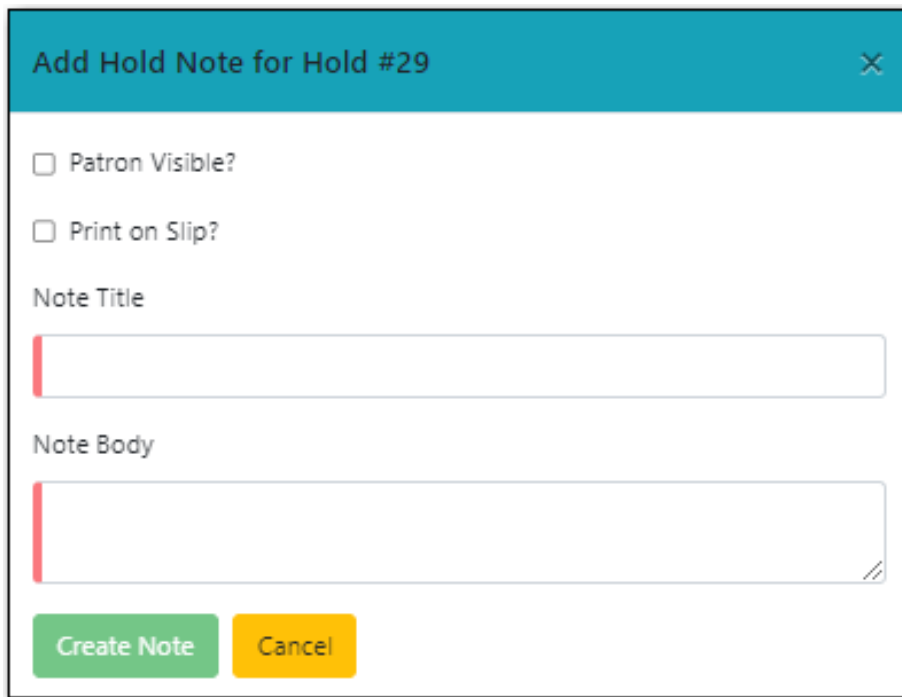
The screenshot shows the 'Hold #29' details page. It has tabs for 'List View' (selected), 'Notes', and 'Staff Notifications'. The page displays various fields for the hold, including Request Date, hold Type, Pickup Lib, Current Shelf Lib, Email Notify, Cancel Cause, Patron Name, Capture Date, Current Item, Status, Current Shelving Location, Phone Notify, Patron Barcode, Available On, Call Number, Behind Desk, Force Item Quality, SMS Notify, Cancel Note, and Hopeless Date. The 'Notes' tab is currently active, showing a list of notes.

Field	Value
Request Date	2023-02-06
hold Type	T
Pickup Lib	MPL
Current Shelf Lib	
Email Notify	false
Cancel Cause	
Patron Name	Liu, Michael
Capture Date	
Current Item	33987000115577
Status	Waiting for Capture
Current Shelving Location	Adult Non-Fiction
Phone Notify	111-222-9987
Patron Barcode	26524000100026
Available On	
Call Number	823.914 WIL
Behind Desk	false
Force Item Quality	true
SMS Notify	
Cancel Note	
Hopeless Date	

Notes and Staff Notifications can be added to the hold record.

1. On the **Notes** tab click **New Note**.
2. Enter the relevant information.
  - Notes that have *Patron Visible* checked will appear in the patron's account in the public catalogue.
  - Notes that have *Print on Slip* checked will print on the hold slip.





**Add Hold Note for Hold #29** [X]

☐ Patron Visible?

☐ Print on Slip?

Note Title

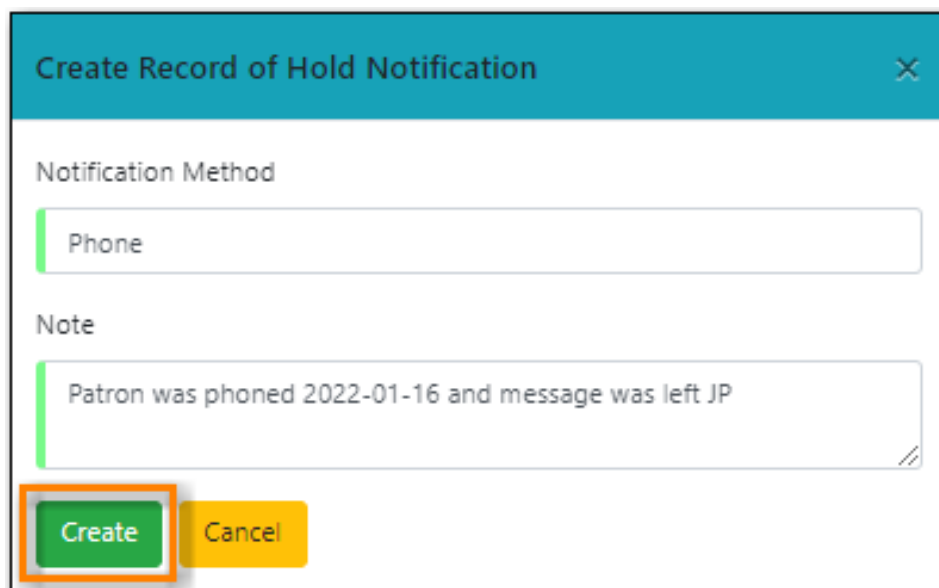
[Text Input Field]

Note Body

[Text Input Field]

**Create Note** **Cancel**

3. Click **Create Note**.
4. The note will display.
5. On the *Staff Notifications* tab click **Add Record of Notification**.
6. Enter the information about the notification and click **Create**.



**Create Record of Hold Notification** [X]

Notification Method

Phone

Note

Patron was phoned 2022-01-16 and message was left JP

**Create** **Cancel**

7. The record of notification will display.

## 11.5. Pull List for Hold Requests

[Sitka Training Video - Pull List for Hold Requests \(4:26\)](#)

Items that are available on your shelf and have been requested to fill a hold will appear on the pull



list for hold requests. Staff can print the list, pull the items from the shelf, and then check them in to capture the holds. Co-op Support recommends checking the pull list at once day; libraries with a high volume of holds may find it beneficial to check the list multiple times a day.

### 11.5.1. Pulling Holds Using the Pull List

1. Go to **Circulation** → **Pull List for Hold Requests**.
2. The pull list displays. By default the items on the list are grouped first by shelving location, then by call number.

#### TIP

The order the shelving locations display in can be adjusted to better reflect the physical arrangement of your shelves. For information on re-ordering your shelving locations see [Shelving Location Order](#).

3. Multi-branch libraries can use the library selector to look at the pull lists for any of their branches.

The screenshot shows the 'Holds Pull List' interface. At the top, it says 'Holds Count: 12'. Below this, there are three filters: 'View Pull List For:' with a dropdown menu showing 'Maple Library (MPL)', 'Pickup Library:' with an empty dropdown and a 'Clear' button, and 'Shelving Locations:' with a 'Click to Select' button and a 'Clear' button. A 'Print Full List' button is on the left. Below the filters is a table with the following data:

#	Title	Author	Pickup Library	Shelving Location	CN Full Label	Current Item
1	Jonathan Strange & Mr Norrell	Clarke, Susanna.	MPL	Adult Fiction	FIC CLA	33987000664267
2	All the colors of night	Krentz, Jayne Ann	MPL	Adult Fiction	FIC KRE	33987001319374

4. The *Pickup Library* filter can be used to filter the pull list to show items to be picked up at a particular library or branch. This filter is sticky and will remain for the workstation until cleared.

The screenshot shows the 'Holds Pull List' interface. At the top, it says 'Holds Count: 1'. Below this, there are three filters: 'View Pull List For:' with a dropdown menu showing 'Maple Library (MPL)', 'Pickup Library:' with a dropdown menu showing 'Arbutus Public Libra' and a 'Clear' button, and 'Shelving Locations:' with a 'Click to Select' button and a 'Clear' button. A 'Print Full List' button is on the left. Below the filters is a table with the following data:

#	Title	Author	Pickup Library	Shelving Location	CN Full Label	Current Item	Hold Type
1	Octopus's garden	Starr, Ringo	APL	Easy Read-Along Kit	KIT E STA	33987000961598	T

5. The *Shelving Locations* filter can be used to show items at a particular shelving location or a selection of shelving locations. This filter is sticky and will remain for the workstation until cleared.

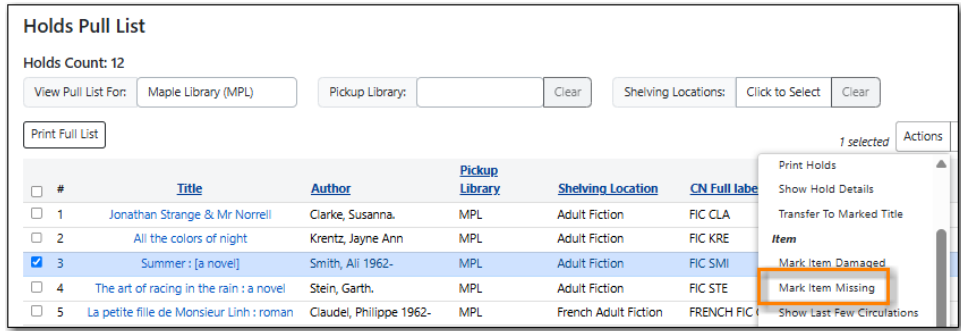
The screenshot shows the 'Holds Pull List' interface. At the top, it says 'Holds Count: 5'. Below this, there are three filters: 'View Pull List For:' with a dropdown menu showing 'Maple Library (MPL)', 'Pickup Library:' with an empty dropdown and a 'Clear' button, and 'Shelving Locations:' with a 'Click to Select' button and a 'Clear' button. A 'Print Full List' button is on the left. Below the filters is a table with the following data:

#	Title	Author	Pickup Library	Shelving Location	CN Full Label	Current Item	Hold Type	Potential Item
1	Electric storm	Capeci, Anne.	MPL	Early Juvenile Books	EJ MAG	33987000703362	T	

6. Print the pull list. See [Printing and Downloading the Pull List for Hold Requests](#) for printing and downloading options.



7. Pull the items from your shelves and check them in to [capture the holds](#).
8. Items that cannot be found should have their status set to *Missing* via the **Actions** menu.



### 11.5.2. Printing and Downloading the Pull List for Hold Requests

There are three ways to print the pull list for hold requests and one way to download it. In all cases the list will only include the items currently displaying on the screen.

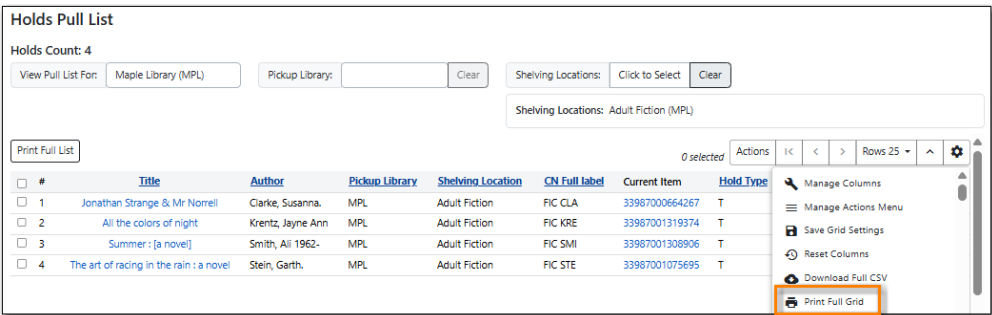
#### Print Full List

The **Print Full List** button will open a print dialogue and allow you to print the list. The columns that print will depend on the library's print template for the Hold Pull List. See [Print Templates](#) for information on print templates.



#### Print Full Grid

The **Print Full Grid** option available on the **Grid Options** menu (Gear Icon) will open a print dialogue and allow you to print the list which will include all the columns currently visible on the screen.

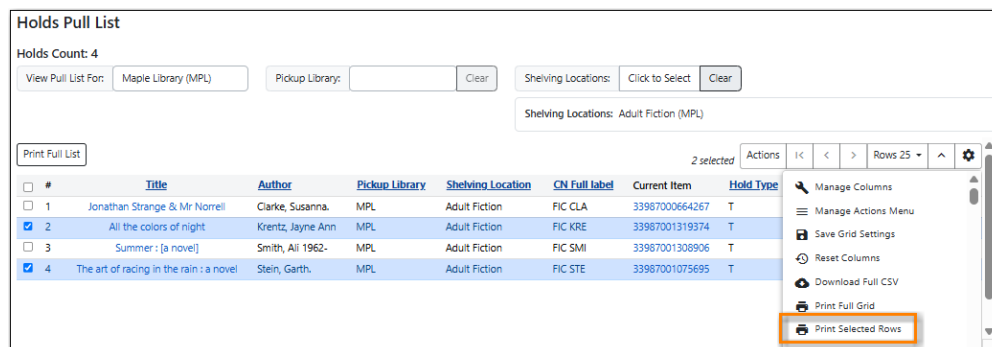


#### Print Selected Rows

The **Print Selected Rows** option available on the **Grid Options** menu (Gear Icon) will open a print

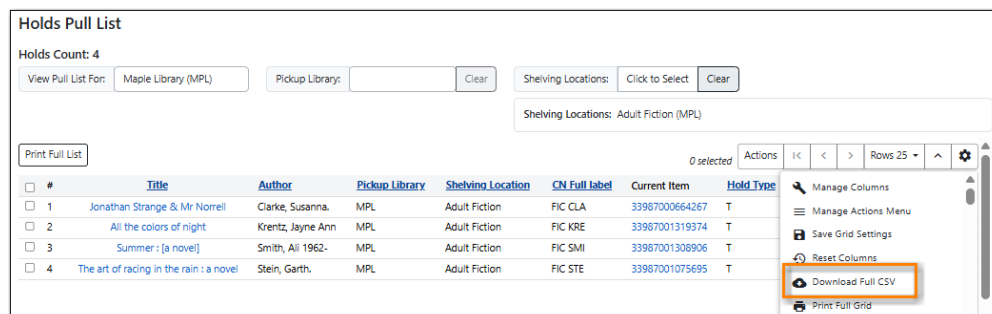


dialogue and allow you to print the selected rows as a list which will include all the columns currently visible on the screen.



## Download Full CSV

The **Download Full CSV** option available on the **Grid Options** menu (Gear Icon) will download a CSV file which will include all the columns currently visible on the screen.



### 11.5.3. Interlibrary Connect and the Pull List for Hold Requests

Libraries participating in Interlibrary Connect should ensure they always have the *Pickup Library* column visible in the grid to easily distinguish between local and ILC holds.

In the event of a short closure of ILC, the *Pickup Library* filter can be used so that only local holds are visible and appear on printed lists.

If an item on the pull list is not captured for an ILC hold within 24 hours, Evergreen will re-target the ILC hold to another library, unless there is no other item in the ILC zone that can fill the hold.

If an item cannot be found, it is especially important for ILC libraries to set that item to *Missing* so that Evergreen knows it cannot be used to fill the hold. If the item is the only item in the ILC zone that could fill the hold, once the item is set to *Missing* the hold will be moved to the pickup library's [hopeless holds](#) list and the pickup library can then resolve the hold.

## 11.6. Holds Filling Explained

When library staff or patrons initiate a hold through the staff or public catalogue, Evergreen checks all related library settings, hold policies, and holdings under the title, to decide whether or not the hold can be placed.



If the hold can be placed Evergreen creates a hold request record which includes information such as patron, pickup library, request time, and notification method and contact details.

### 11.6.1. Selection Depth

Evergreen also records the range of libraries' items that may be used to fill the hold in the hold record. This is recorded in the hold request record in a field called **Selection Depth**, which is viewable when viewing holds in either the patron's account or the title record.

The value for **Selection Depth** will either be 2 or 3. 3 means the hold will be filled by items belonging to the owning library or system. 2 means the hold can be filled by any holdable item within the library's reciprocal borrowing zone.

Selection depth is not editable and Evergreen will not reassess the selection depth when the holdability of items change. To change the selection depth for a hold staff have to manually cancel then place the hold anew. A common situation where this may be needed if a library's item has gone missing and they now want the hold to be filled by an interlibrary connect item.

### 11.6.2. Holds Targeter and Potential Targets

When a hold is placed Evergreen creates an eligible item table which includes all eligible items that could potentially fill the hold. This table is not viewable within the staff client.

In the first 24 hours after a hold is placed, Evergreen looks for potential items to add to the eligible item table approximately every 15 minutes. After the first 24 hours, Evergreen checks for eligible items once a day at approximately the time the hold was initially placed. The time is recorded in the hold request record in a field called **Previous Check Time**, which is viewable when viewing holds. If a potential target is found, it will be added to the hold target table. Items that are age hold protected will not be used to fill holds at other libraries.

While checking for eligible items to add to the table Evergreen is also retargeting the hold. It does this by removing the current target, checking the table, and picking another target, which may or may not be the originally targeted item.

When an item is checked in, Evergreen quickly goes through the eligible item table to see if the item can fill a hold and captures it if it can.

When an eligible item has the status of *Available* or *Reshelving* Evergreen will add it to the library's pull list for hold requests. Though there may be multiple eligible items available, only one item may be put on the pull list at a time. If a different item is checked in first Evergreen will opportunistically capture the hold and the item will disappear from the pull list. Items will also disappear from the pull list as Evergreen retargets holds daily and assigns new hold targets.

When there are multiple eligible items available, Evergreen will first choose the pickup library's copy, if available. Otherwise it will randomly pick up an item at another library, unless the pickup library imposes special rules prioritizing a preferred hold target source.

Newly catalogued items and items coming out of a non-holdable status (such as *Lost*) are not automatically added to the eligible item table. These items will be added when Evergreen does its daily check but libraries may prefer to force an earlier update of the table. This is done by



retargeting the hold.

### 11.6.3. Holds Queue and Filling Sequence

Holds are queued based on request time unless manually changed by library staff.

Separate holds queues are formed based on the potential target item range. For example, there is a hold queue for item level holds and another for title level holds. If a hold is targeting your library's item for pick up at your library then other libraries' holds are not counted in the queue of holds.

Item level holds have a simple queue, which includes all holds targeting the item.

The title level holds queue counts all holds targeting any of the eligible items attached to that particular bibliographic record that the title hold may target, including the item level holds. You may notice missing queue numbers in item level holds queues; they are taken by the title level holds.

For libraries participating in reciprocal borrowing there will be separate queues based on the selection depth of the hold. Holds with a selection depth of 3 will have a separate queue based on the pickup library since they specially target the items owned by the pickup library. This means each library or system has its own queue if it has holdable copies.

Holds with a selection depth of 2 are queued together with the holds with a selection depth of 3 as items from any library in the zone including the pickup library can fill the hold. When looking at You may see missing queue numbers in selection depth 3 holds queues, which are taken by selection depth 2 holds.

To view holds with a selection depth of 3 for your library simply filter the holds by pickup library, where the pickup library is your library. The queue is arranged based on request time. As you view the queue you may notice that some queue numbers are missing. This means there hold with a selection depth of 2 that is filling that hold queue position.

## 11.7. Capturing Holds and Hold Transits

### Sitka Training Video - Capturing Holds (2:29)

Items are captured for holds at check in either opportunistically when an item is returned by a patron or deliberately when items on the *Pull List for Hold Requests* are pulled and checked in.

Multi-branch libraries and libraries participating in reciprocal borrowing will see both holds and hold transits captured at check in.

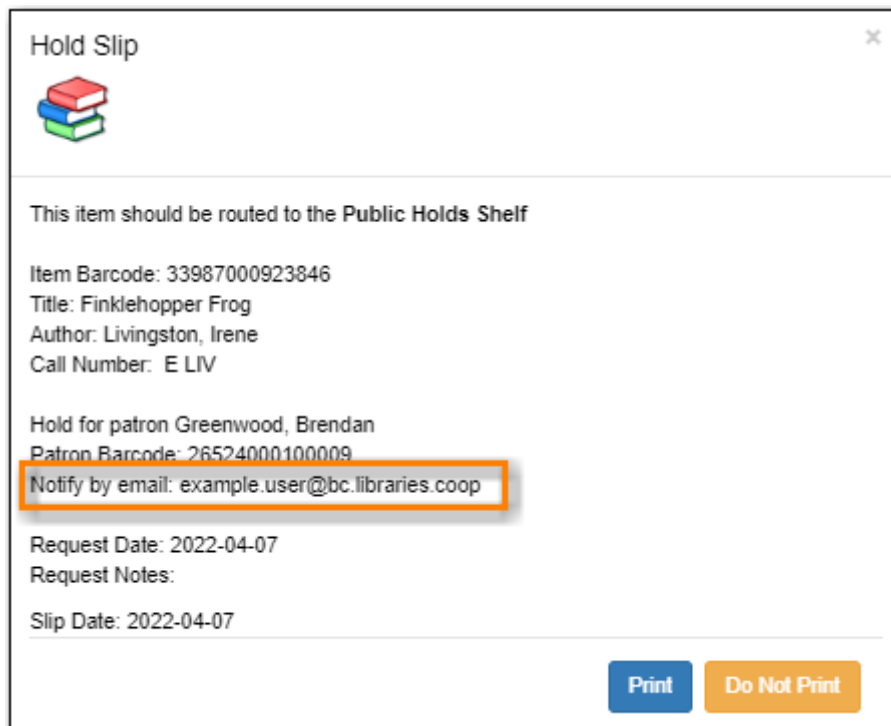
#### NOTE

When the Checkin Modifier *Auto-Print Hold and Transit Slips* is enabled hold and hold transit slips will print automatically without displaying a slip pop up within Evergreen.



### 11.7.1. Capturing Holds

1. When a hold is captured at check in a hold slip pop-up will appear, unless auto-printing is enabled.
2. Staff can click **Print** or **Do Not Print** depending on their needs.
3. The item is checked in and the item status is updated to *On Holds Shelf*.
4. The patron will be notified automatically by Evergreen or by library staff depending on the method chosen for notification when the hold was placed. The chosen method will display on the hold slip and is included on the printed slip by default.



#### CAUTION

Do NOT check out the item to the patron until after the notification processing delay has passed or Evergreen will NOT send the automatic notification. For information on hold notification processing delays see [Hold Ready For Pickup](#).

5. The item is placed on the library's [hold shelf](#).

#### NOTE

Libraries with self pickup hold shelves can customize the hold slip to limit the amount of patron personal information that is printed.

A patron's contact information on the hold slip may differ from what is in their patron account. Patrons have the option to enter different notification information when placing a hold. Evergreen will use the information saved in the hold record when notifying patrons.

### 11.7.2. Capturing Hold Transits


1. When a hold transit is captured at check in a hold transit slip pop-up will appear, unless auto-



printing is enabled.

2. The pop up will indicate what location the item needs to be sent to. This information is also available on the printed slip by default.

Transit Slip



Destination APL  
Arbutus Public Library  
1234 Balsam Way  
Arbutus, BC V1V 1V1  
P: 222-333-4444

Item Barcode: 33987000641265  
Title: Bone : Crown of horns Vol. 9  
Author: Smith, Jeff  
Call Number: J741.5 SMI  
  
Hold for patron Beech, Rocky  
Patron Barcode: 22111000148913  
  
Request Date: 2022-03-10  
Slip Date: 2022-04-07

Print

Do Not Print

3. The *Route To* column on the Check In screen will also show the library code of the library the item is to be sent to.

Checkin Items

Auto-Print Hold and Transit Slips

Barcode Barcode Submit

Effective Date 2023-01-27

Items Checked In

◀◀ ◀ ▶ ▶▶

Actions ▾

Rows 25 ▾

Page 1 ▾

#	<input type="checkbox"/>	Barcode	Checkin Date	Location	Route To	Title	Circulation Library
1	<input type="checkbox"/>	<a href="#">33110003138516</a>		Junior Non Fiction	APL	Water is water : a book a...	APL
2	<input type="checkbox"/>	<a href="#">33987000947258</a>		Juvenile Non-Fiction	Holds Shelf	Weather	MPL

Print Receipt

☐ Trim List (20 Rows)

☐ Strict Barcode

Checkin Modifiers ▾

4. The item is shipped to the destination library.
5. When the destination library checks in the item, they will capture the hold.

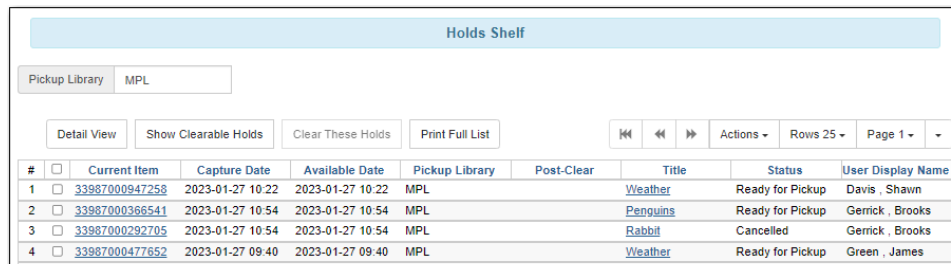
## 11.8. Holds Shelf



## Sitka Training Video - Holds Shelf (1:12)

Items that have been captured for a hold and are waiting to be picked up by the patron will display on your Hold Shelf.

1. Go to **Circulation** → **Holds Shelf**.
2. The holds shelf will display.



#	<input type="checkbox"/>	Current Item	Capture Date	Available Date	Pickup Library	Post-Clear	Title	Status	User Display Name
1	<input type="checkbox"/>	33987000947258	2023-01-27 10:22	2023-01-27 10:22	MPL		<a href="#">Weather</a>	Ready for Pickup	Davis, Shawn
2	<input type="checkbox"/>	33987000366541	2023-01-27 10:54	2023-01-27 10:54	MPL		<a href="#">Penguins</a>	Ready for Pickup	Gerrick, Brooks
3	<input type="checkbox"/>	33987000292705	2023-01-27 10:54	2023-01-27 10:54	MPL		<a href="#">Rabbit</a>	Cancelled	Gerrick, Brooks
4	<input type="checkbox"/>	33987000477652	2023-01-27 09:40	2023-01-27 09:40	MPL		<a href="#">Weather</a>	Ready for Pickup	Green, James

3. Holds on the hold shelf will have a [hold status](#) of *Ready for Pickup* or *Cancelled* or *Wrong Shelf*.

Items remain on your hold shelf until they are checked out to the patron or cleared by library staff.

See [Managing Holds](#) for more information.

### 11.8.1. Clearing Holds

There are two types of clearable holds:

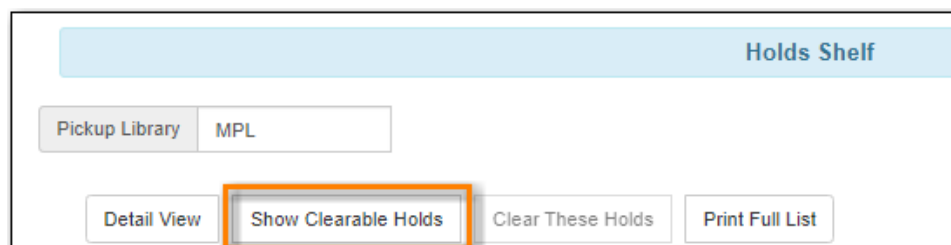
- *Cancelled Holds* - holds that patrons or library staff have cancelled after they were already on the holds shelf.
- *Expired Holds* - holds have been on the holds shelf past your library's hold shelf expire interval.

#### NOTE

Evergreen calculates a hold's expire time based on the value entered for the library setting *Default hold shelf expire interval*.

To clear these holds:

1. On the holds shelf, click the **Show Clearable Holds** button.



2. Only holds that have been cancelled or are expired will now display.
3. Click **Clear These Holds**. This will cancel the expired holds.



Pickup Library: MPL

Detail View Show All Holds **Clear These Holds** Print Full List

Actions Rows 25 Page 1

#	<input type="checkbox"/>	Current Item	Capture Date	Available Date	Pickup Library	Post-Clear	Title	Status	User Display Name
1	<input type="checkbox"/>	33987000292705	2023-01-27 10:54	2023-01-27 10:54	MPL		Rabbit	Cancelled	Gerrick, Brooks
2	<input type="checkbox"/>	33987001193142	2023-01-27 09:38	2023-01-27 09:38	MPL		When will it rain? ...	Ready for Pickup	Russell, Jennifer
3	<input type="checkbox"/>	33987000967066	2023-01-27 10:54	2023-01-27 10:54	MPL		Super fresh : sup...	Ready for Pickup	Russell, Jennifer

4. The **Post-Clear** column will indicate what will happen when the item is checked in.

Pickup Library: MPL

Detail View Show All Holds Clear These Holds Print Full List

Actions Rows 1000 Page 1

#	<input type="checkbox"/>	Current Item	Capture Date	Available Date	Pickup Library	Post-Clear	Title	Status	User Display Name
1	<input type="checkbox"/>	33987000292705	2023-01-27 10:54	2023-01-27 10:54	MPL	Reshelve	Rabbit	Cancelled	Gerrick, Brooks
2	<input type="checkbox"/>	33987001193142	2023-01-27 09:38	2023-01-27 09:38	MPL	Reshelve	When will it rain? ...	Ready for Pickup	Russell, Jennifer
3	<input type="checkbox"/>	33987000967066	2023-01-27 10:54	2023-01-27 10:54	MPL	Needed for Hold	Super fresh : sup...	Ready for Pickup	Russell, Jennifer

5. Pull all the cleared items from the holds shelf.
6. Go to **Circulation** → **Check In**.
7. Check in all the items. The items will either go into reshelving or generate a hold notification if there is another patron on hold.

#### TIP

The **Print Full List** button will give you a list of the holds that needs to be pulled from the holds shelf for check in.

**Holds Shelf**

Pickup Library: MPL

Detail View Show Clearable Holds Clear These Holds **Print Full List**

## 11.9. Managing Hold Groups

### Sitka Snippet Video - Hold Groups (2:45)

Hold groups allow library staff to create lists of patrons that can then be used to place multiple title level holds on the same bibliographic record. This is useful for book clubs, new or on-order items, and/or high demand items.

#### TIP

Libraries may wish to set up a mechanism by which patrons can subscribe to be added to a hold group. For example, a library may set up a form on their website with a list of authors to select from that is sent to library staff so they can add the patron to the selected author hold groups.

### 11.9.1. Creating a Hold Group

1. Go to **Circulation** → **Hold Groups**.
2. On the Hold Group tab, click **New Hold Group**.



Hold Groups   Current Users (5)   Add Users (0)   Hold Events

**New Hold Group**

Rows 25   Page 1

#	<input type="checkbox"/>	Name	Description	Owning Library	Patron Visible
1	<input type="checkbox"/>	Gabaldon, Diana	Books by Diana Gabaldon	MPL	Yes
2	<input type="checkbox"/>	King, Stephen	Books by Stephen King	MPL	Yes
3	<input type="checkbox"/>	Kinsella, Sophie	Books by Sophie Kinsella	MPL	Yes
4	<input type="checkbox"/>	Patterson, James	Books by James Patterson	MPL	Yes
5	<input type="checkbox"/>	Roberts, Nora	Books by Nora Roberts	MPL	Yes

- Enter a name for the hold group.
- Enter a description (optional).
- Choose the owning library from the drop down (defaults to the workstation library).
- If you want the hold group to be visible to the patrons on the list, check the *Visible to Patrons?* checkbox.
- Click **Create Bucket**.

**Create Bucket**

**Name**

Clancy, Tom

**Description**

Books by Tom Clancy

**Owning Library**

MPL

☒ Visible to Patrons?

**Create Bucket**   **Cancel**

## 11.9.2. Editing A Hold Group

- Go to **Circulation** → **Hold Groups**.
- From the **Hold Groups** tab, double-click the hold group you wish to open.

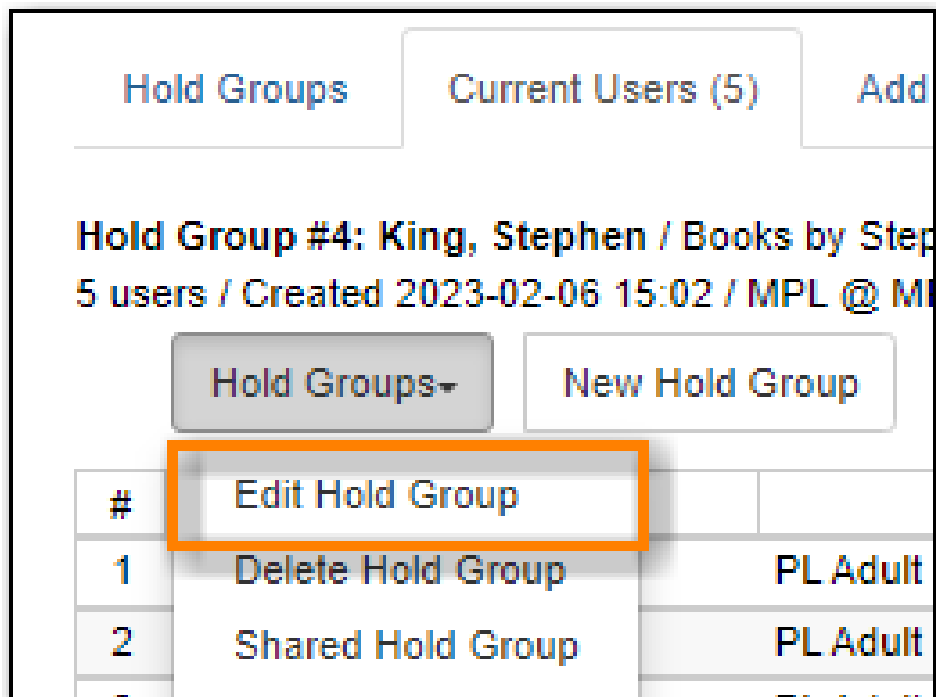
Hold Groups   Current Users (5)   Add Users (0)   Hold Events

**New Hold Group**

#	<input type="checkbox"/>	Name	Description
1	<input type="checkbox"/>	Gabaldon, Diana	Books by Diana Gabaldon
2	<input type="checkbox"/>	King, Stephen	Books by Stephen King
3	<input type="checkbox"/>	Kinsella, Sophie	Books by Sophie Kinsella



3. The group will be opened on the **Current Users** tab. Click on the **Hold Groups** button.
4. From the drop down select **Edit Hold Group**.



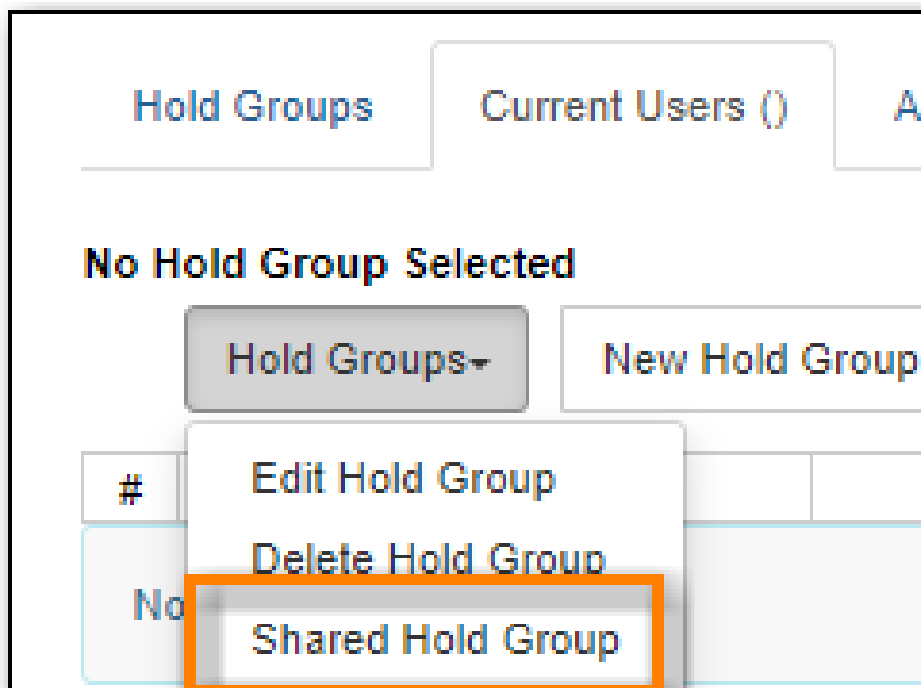
5. In the pop-up that appears you can edit the name, description, owning library, or visibility.
6. Click **Apply Changes**.
7. The hold group is updated with your changes.

### 11.9.3. Sharing a Hold Group

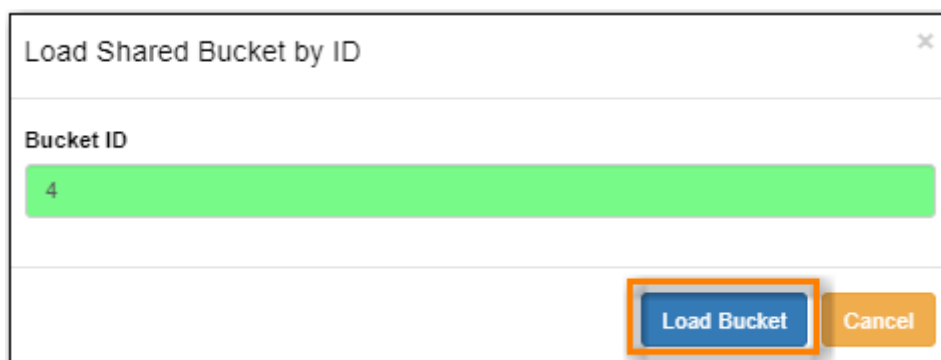
By default, hold groups are only visible to the staff member who created them but they can be shared.

1. Go to **Circulation** → **Hold Groups**.
2. Go to the *Current Users* tab.
3. Click on the **Hold Groups** button.
4. From the drop down select **Shared Hold Group**.





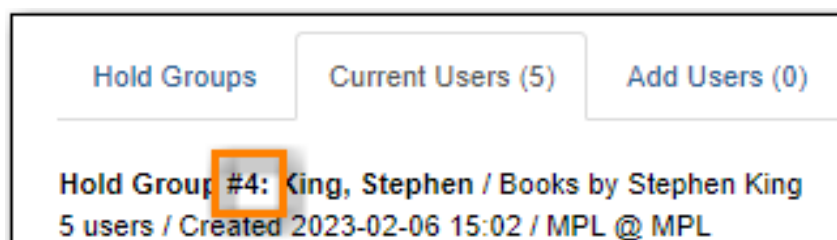
5. Enter the hold group ID and click **Load Bucket**.



6. The shared bucket will display.

**TIP**

The hold group ID can be found beside the hold group name.

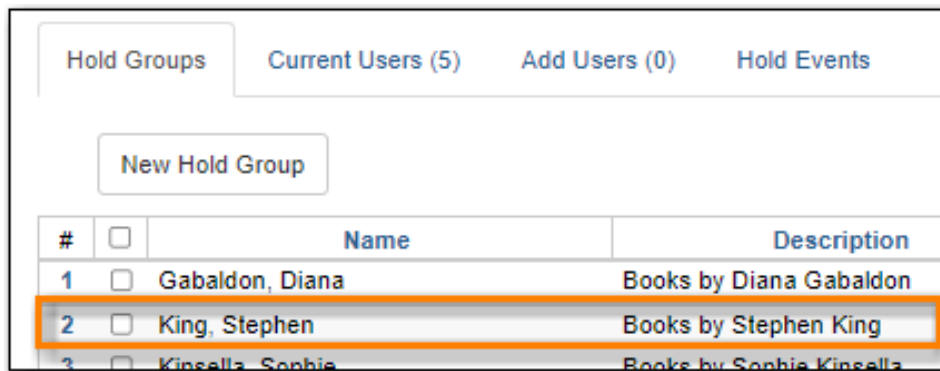


#### 11.9.4. Adding Users to a Hold Group

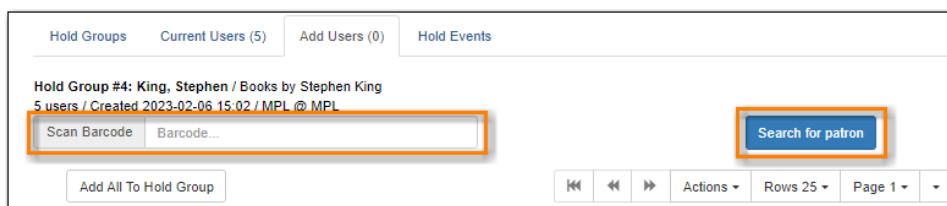
Patrons can be added to a hold group through the Hold Group interface by barcode or search.

1. Go to **Circulation** → **Hold Groups**.
2. From the **Hold Groups** tab, double-click the hold group you wish to open.

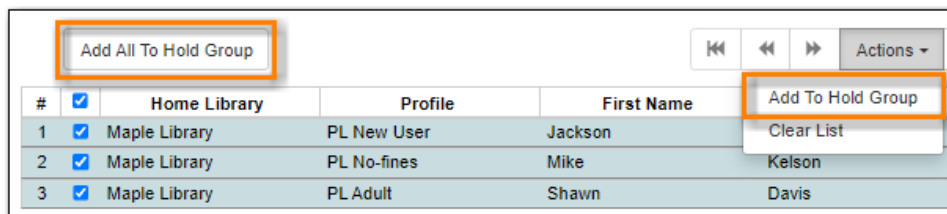




- The group will be opened on the **Current Users** tab. Click on the *Add Users* tab.
- Enter the patron barcode into the *Scan Barcode* field or click **Search for Patron**.



- Added patrons will be listed in the grid. Continue adding patrons as needed.
- Select the patrons you would like to add to the group and Click **Actions** → **Add to Hold Group** or use the **Add All To Hold Group** to add all patrons at once.



- The patrons will now appear on the *Current Users* tab as part of the hold group.

#### NOTE

You can add some or all of the patrons in the add users list to different hold groups.

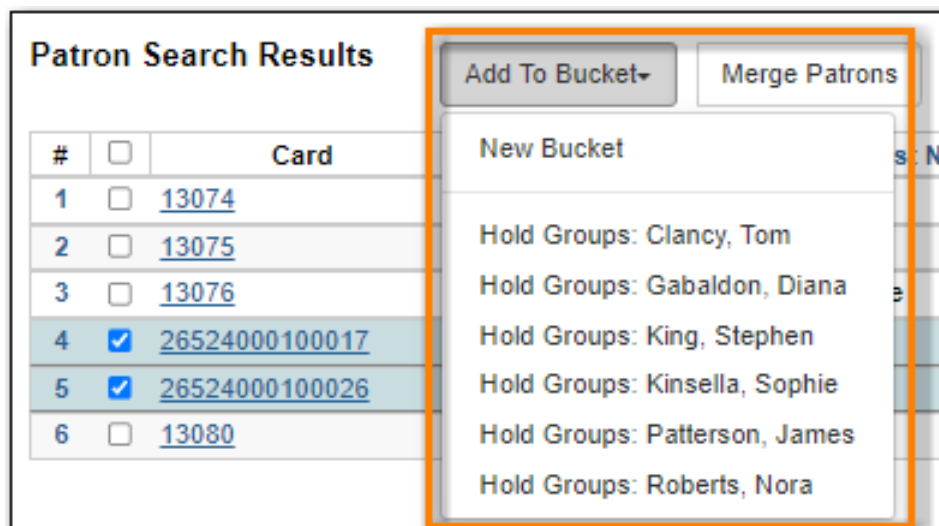
- Go to the *Hold Groups* tab and double-click to select another hold group from the list.
- Return to the *Add Users* tab and select the patrons you wish to add to the new hold group.
- Use the actions menu to add them to the newly select hold group.

Patrons can also be added to a hold group via the main patron search.

- Go to **Search** → **Search for Patrons**.
- Enter your search criteria.
- Use the checkboxes to select one or more patrons.
- Click **Add to Bucket**.



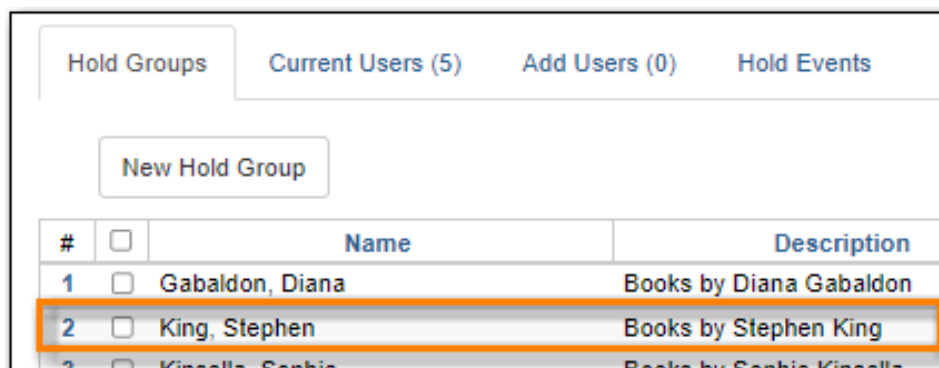
- Choose the hold group to which you want to add the patron(s). Only hold groups created by the logged in staff member display.



- A message displays on the bottom right corner of the screen to confirm whether or not the patrons were added successfully to the hold group.

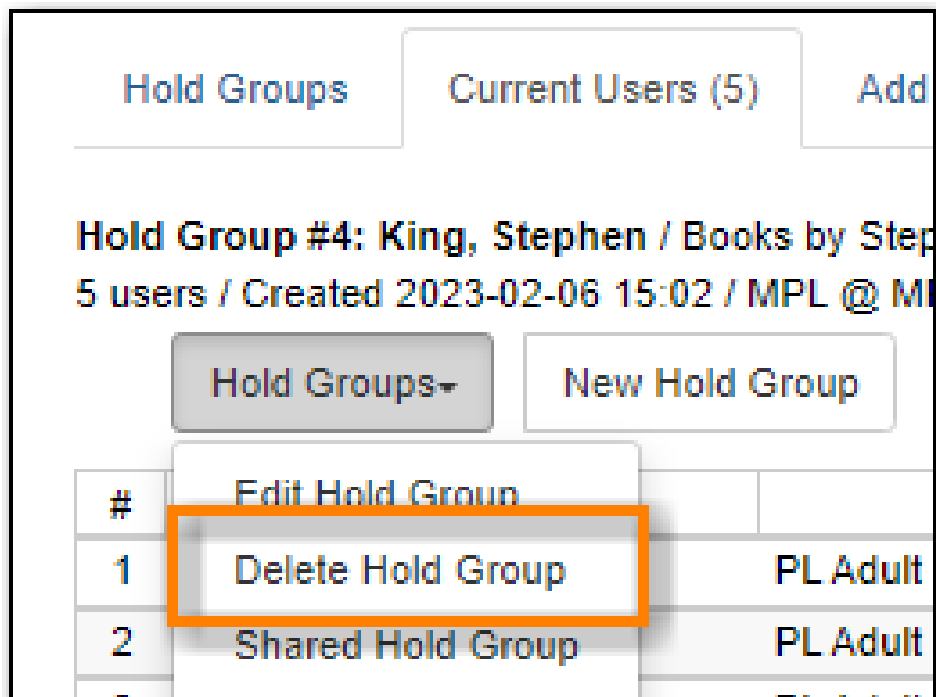
### 11.9.5. Deleting a Hold Group

- Go to **Circulation** → **Hold Groups**.
- From the **Hold Groups** tab, double-click the hold group you wish to open.



- The group will be opened on the **Current Users** tab. Click on the **Hold Groups** button.
- From the drop down select **Delete Hold Group**.





5. Click **Delete Bucket**.
6. The hold group is deleted and will no longer show in the list.

**NOTE** | Deleting a hold group does not cancel any holds placed through the hold group.



# Chapter 12. Items in Transit

## 12.1. When Will An Item Go In Transit?

### Sitka Training Video - Transits (2:41)

Evergreen's **In Transit** feature is used to keep track of items transferring among branches within a library system or between separate Sitka libraries. It makes it easy for libraries to provide services such as allowing patrons to return items at any branch or Sitka library, or place holds on items belonging to another branch or library. Sitka services such as BC \_ILC and SPRUCE ILL are possible because of Evergreen's **In Transit** functionality.

1. When an item is checked in at a non-owning branch or library, the status is changed to **In Transit** and a **Transit Slip** can be printed. Items in transit are sent to the destination branch or library according to your library's policy and workflow.
2. When you capture a hold with a pick-up library other than your branch or library, the item's status is changed to **In Transit**. Holds in transit are sent to the destination branch or library according to your library's policy and workflow.

Libraries should check the [Transit List](#) on a regular basis for items that have been in transit longer than normal or have been put into transit by misscans.

#### TIP

If you capture holds on the **Capture Holds** screen, a **Transit/Hold** slip is printed automatically by default. If you capture holds on the **Check In** screen, you can choose to print slips automatically by selecting **Checkin Modifiers** → **Auto-Print Hold and Transit Slips**.

## 12.2. Receive In Transit Items

- All items received from other branches or Sitka libraries must be checked in. Checking in updates an in transit item's status and its location.
- If it is your item coming back, its status changes to **Reshelving**, and its location is updated.
- If the item has a local hold on it, its status changes to **On Holds Shelf**, its location is updated, and patron is notified.
- If the pickup branch for the hold is not your branch, the item is sent in transit again to the pickup branch.

## 12.3. Transit Details



Transit dates, and source and destination libraries, are displayed on the **Item Status** screen.

1. Select **Circulation** → **Item Status** and scan the item barcode, or click on item barcode hyperlink to load item in **Item Status** screen.
2. Click **Detail View**.
3. Select **Holds/Transit** tab. Transit information is displayed on the right of the screen.

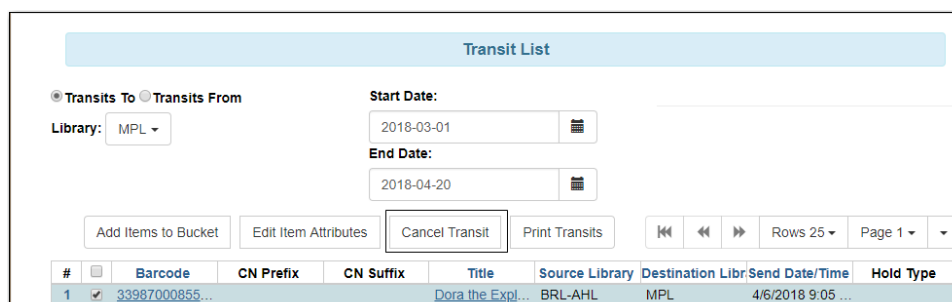
## 12.4. Cancel Transits

### NOTE

Under certain circumstances cancelling a transit may be required, but it effectively cancels the previous check in. Cancelling a transit affects data integrity and the accuracy of circulation statistics. Co-op Support strongly recommends that only sending libraries ever cancel a transit, and only before physically sending out items, while receiving libraries never cancel a transit, but check them in instead. This recommendation is a required work flow for libraries participating in BC\_ILC and SPRUCE resource sharing agreements.

### 12.4.1. Cancel a Transit from Transit List

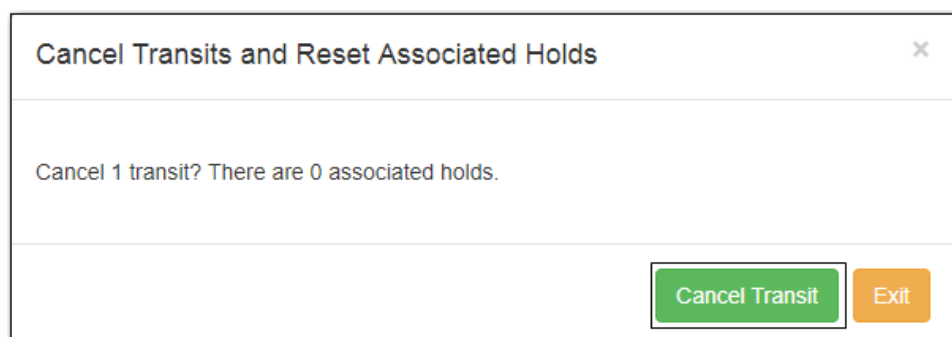
1. Select the transit and click **Cancel Transit** tab.



The screenshot shows the 'Transit List' interface. At the top, there are tabs for 'Transits To' (selected) and 'Transits From'. Below this, there are input fields for 'Library:' (set to 'MPL'), 'Start Date:' (2018-03-01), and 'End Date:' (2018-04-20). There are also buttons for 'Add Items to Bucket', 'Edit Item Attributes', 'Cancel Transit' (highlighted), and 'Print Transits'. Below these are navigation controls and a table of transit items.

#	Barcode	CN Prefix	CN Suffix	Title	Source Library	Destination Libr	Send Date/Time	Hold Type
1	33987000855...			Dora the Expl...	BRL-AHL	MPL	4/6/2018 9:05 ...	

2. Click **Cancel Transit** at prompt.



The screenshot shows a dialog box titled 'Cancel Transits and Reset Associated Holds'. The message inside says 'Cancel 1 transit? There are 0 associated holds.' At the bottom right, there are two buttons: 'Cancel Transit' (green) and 'Exit' (orange).

3. Item status is updated to **Canceled Transit** if it had been "In Transit" "Lost" or "Checked Out" before. Items with any other prior status will return to the status they were in before they were sent into transit.
4. Items in **Canceled Transit** status must be checked in.



# Chapter 13. Self Check

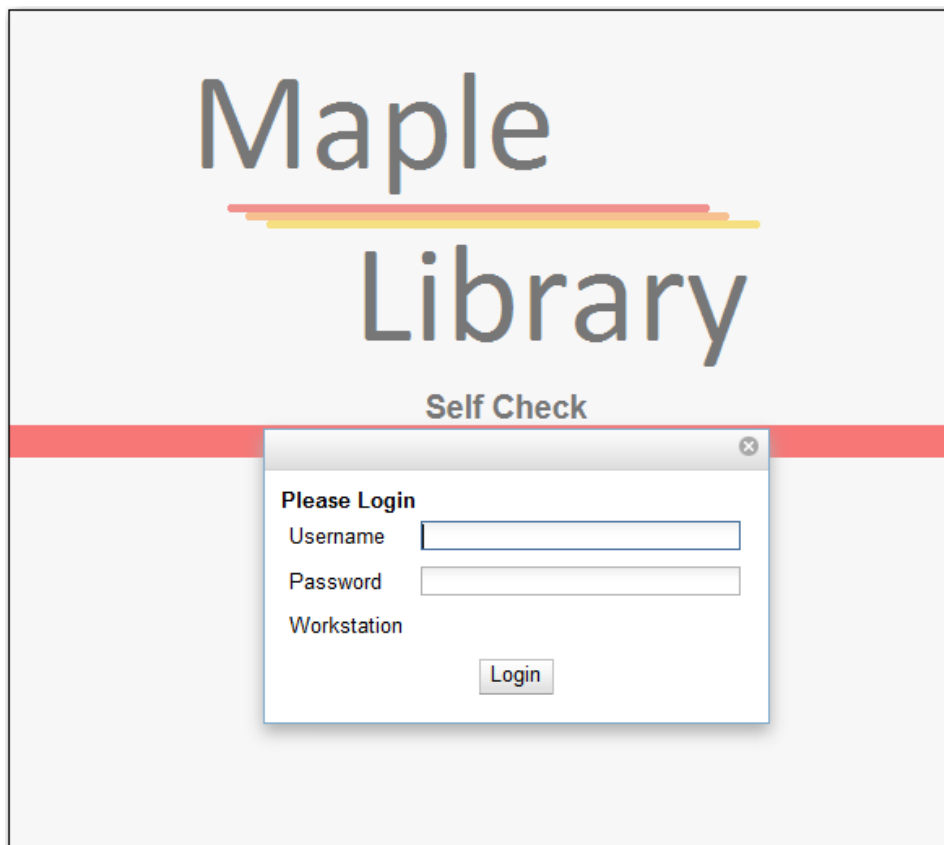
## 13.1. Staff Functions in the Evergreen Self Check

### NOTE

These instructions are specific to the native Evergreen Self Check. For instructions on using third party self check systems, libraries should refer to the instructions provided by the third party vendors.

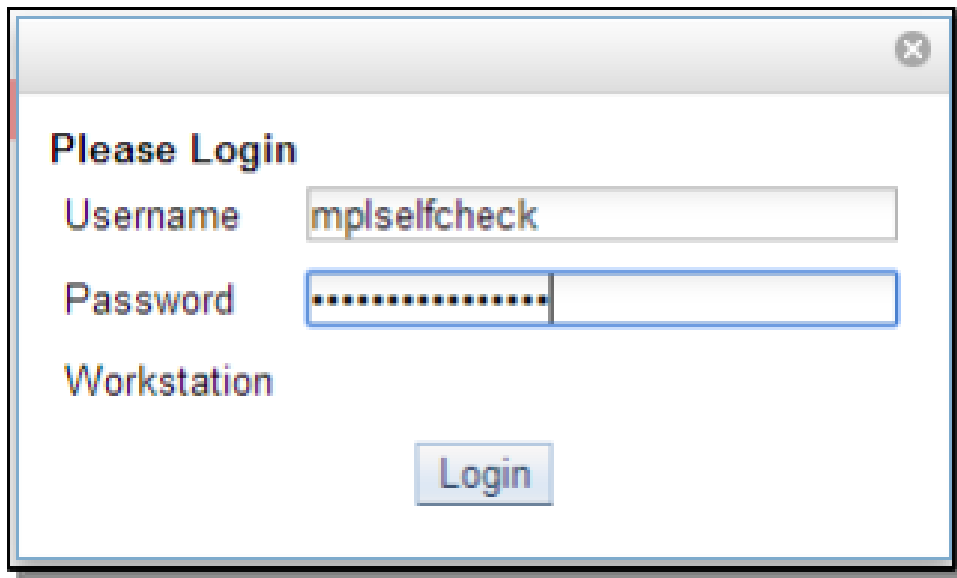
### 13.1.1. Turn on the Self Check

1. Open the Evergreen **Self Check** interface in an internet browser.



2. Enter your self check login credentials and click **Login**.





**Please Login**

Username

Password

Workstation

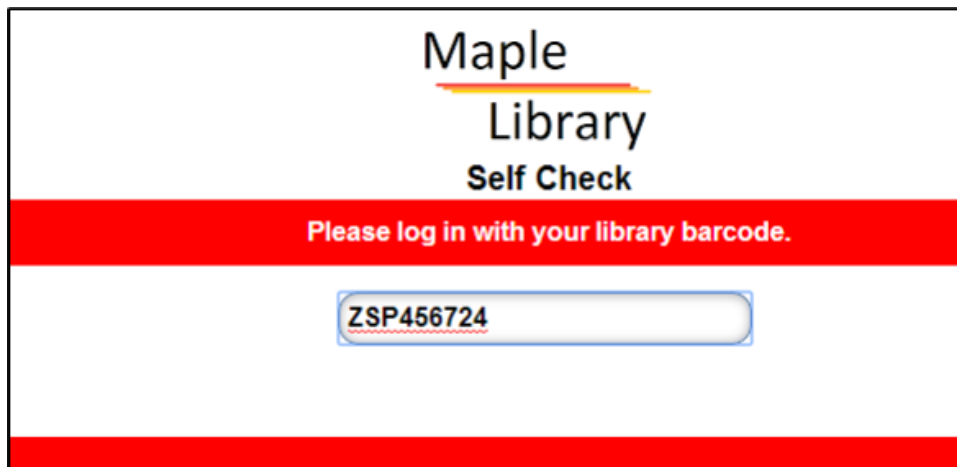
### 13.1.2. Turn off the Self Check

Co-op Support recommends turning off all Evergreen Self Check computers at closing to avoid any conflicts with overnight Sitka processes.

1. Close the browser.
2. Turn off the computer.

## 13.2. Basic Check Out

1. Scan a library card and then, if required, enter the password.



**Maple  
Library  
Self Check**

**Please log in with your library barcode.**

#### NOTE

For BC public libraries, patrons from other libraries must be opted in by staff at your library before they can use the self check. See [Retrieving an Account via Barcode](#) for information on opting in patrons.

2. Scan the item barcodes. Items are listed with a check out confirmation message.



**Self Check**

Please enter an item barcode

Checkout of item 33987000791268 succeeded. Please enter another item barcode or print a receipt to finish your session.

Barcode	Title	Author	Due Date	Type
33987000791268	Horses	Morgan, Sally	11/1/19	Checkout

Home Logout

Receipt: ☐ Email ☒ Print ☐ None

Items Checked Out

Total Items this session: 1

- If a check out fails a message will advise patrons to see staff.

**Self Check**

Please enter an item barcode

33987000791268

Unable to check out item 33987000791268. Please see staff.

- Select **Email**, **Print**, or **None**, for a receipt. Email only appears if patron has an email address in their account.
- Click **Logout**

Home Logout

Receipt: ☐ Email ☒ Print ☐ None

**TIP** If a patron forgets to logout, the system will automatically log out after the time period specified in the library setting **Patron Login Timeout (in seconds)**. An inactivity pop-up will appear to warn patrons 20 seconds before the logout.

## 13.3. Renew Items

Patrons can renew items at the self check if they physically have the item.



- Scan item barcodes.
- A renewal confirmation message displays, with item details. Type displays as **Renewal**, rather than **Check out**.



Self Check

Please enter an item barcode

Renewal of item 33987000185446 succeeded. Please enter another item barcode or print a receipt to finish your session.

Barcode	Title	Author	Due Date	Type
 33987000185446	Slippery, slimy baby frogs	Markle, Sandra.	11/1/19	Renewal
 33987000125160	Magic hoofbeats	Sherman, Josepha.	11/1/19	Checkout

Home

Logout

Receipt: ☐ Email ☐ Print ☐ None

Items Checked Out

Total items this session: 1.

Total items on account: 5.

- If the renewal fails, a message advises patron to speak to staff.

Self Check

Please enter an item barcode

33987000791268

Unable to check out item 33987000791268. Please see staff.

## 13.4. View Items Out

- Click View Items Out.



[Home](#)
[Logout](#)

Receipt:
 ☐ Email
 ☒ Print
 ☐ None

### Items Checked Out

Total items this session: 1.  
 Total items on account: 6.

View Items Out

### Holds

You have 1 item(s) ready for pickup.  
 You have 3 total holds.

View Holds

### Fines

Total fines on account: \$3.25.

View Details

## 2. Items out list displays.

Print List

	Barcode	Title	Author	Due Date	Type
	33987000646165	The classic tales of Brer Rabbit	Harris, Joel Chandler	10/30/19	Checkout
	33987000791268	Horses	Morgan, Sally	11/1/19	Checkout
	33987000125160	Magic hoofbeats	Sherman, Josepha.	11/1/19	Checkout
	33987000185446	Slippery, slimy baby frogs	Markle, Sandra.	11/1/19	Renewal
	33987000372606	Penguins	Hoff, Mary King.	11/1/19	Checkout
	33987000368547	Lions	Kendell, Patricia.	11/1/19	Checkout



**NOTE**

The Print List button can be enabled and disabled through the Library Settings Editor.

## 13.5. View Holds


1. Click **View Holds**.

The screenshot shows a library user interface with a grey background. At the top, there are two red buttons with white text: 'Home' and 'Logout'. Below these, there is a 'Receipt:' label followed by three radio buttons: 'Email', 'Print' (which is selected), and 'None'. The interface is divided into three main sections, each with a green title bar. The first section is titled 'Items Checked Out' and contains the text 'Total items this session: 1.' and 'Total items on account: 6.', followed by a red button with white text 'View Items Out'. The second section is titled 'Holds' and contains the text 'You have 1 item(s) ready for pickup.' and 'You have 3 total holds.', followed by a red button with white text 'View Holds' which is highlighted with an orange rectangular border. The third section is titled 'Fines' and contains the text 'Total fines on account: \$3.25.', followed by a red button with white text 'View Details'.

2. Items on hold list displays.



Print List

Title	Author	Status
 A penguin's world	Arnold, Caroline.	Ready for pickup
 Small pet care : how to look after your rabbit, guinea pig, or hamster	Blackledge, Annabel.	#1 in line with 1 copies
 Little rabbits	BarbÃ©-Julien, Colette.	#1 in line with 1 copies

**NOTE** The Print List button can be enabled and disabled through the Library Settings Editor.

## 13.6. View Fines

1. Click **View Details**.



Home

Logout

Receipt:
☐ Email
☒ Print
☐ None

Items Checked Out

Total items this session: 1.  
Total items on account: 6.  

View Items Out

Holds

You have 1 item(s) ready for pickup.  
You have 3 total holds.  

View Holds

Fines

Total fines on account: \$3.25.  

View Details

2. Current fines display. Fines cannot be paid through the self check.

Print List

Selected total: \$3.25

<input checked="" type="checkbox"/> Type	Details	Total Billed	Total Paid	Balance Owed
<input checked="" type="checkbox"/> Miscellaneous	Fine	3.25	0.0	3.25

#### NOTE

The Print List button can be enabled and disabled through the Library Settings Editor.



# Chapter 14. Offline Circulation

Evergreen's Offline Circulation Module is designed to log transactions during network outage, then offline transactions are uploaded and processed once network operations are restored.

## NOTE

The Offline Circulation module will not work while our servers are down. Please plan to use alternative methods for circulation tracking if your library is open during the annual software upgrade.

In order to do offline circulation, you need to prepare your workstations when you have network access. The information that is required by the Offline Circulation program needs to be downloaded to your computers. You need to access Sitka's Evergreen server to get it.

## 14.1. Set up Workstations for Offline Circulation

Prior to using Offline Circulation, you need to do the following, which requires network access:

1. **Register the workstation** in the recommended browser on the computers you intend to use. Local System Administrator's account is required to do this.
2. **Load configuration information** by performing a patron search. Select any patron on the result list. Go to Edit tab. The relevant configuration information for the workstation is downloaded during this process.
3. **Set up a default printer** for Offline Circulation, if you use Hatch. Go to **Administration** → **Workstation** → **Printer Settings**.
4. **Save the Offline Circulation URL** as a Chrome Bookmark.

### 14.1.1. Save Offline URL

The permanent link for **Offline Circulation** is <https://catalogue.libraries.coop/eg/staff/offline-interface>. We recommend that this link is bookmarked on staff workstations. This is the location for both entering transactions while offline as well as processing them later. You will see a slightly different version of this interface depending on whether or not you are logged in.

### 14.1.2. Set Offline Printer

#### Print using Chrome

Browser print options - no additional setup required.

#### Print using Hatch

[Hatch](#) must be installed and enabled on your workstation.

1. Click **Administration** → **Workstation** → **Printer Settings**.
2. Click **Offline** → Select Printer → Click **Apply Changes**



### 14.1.3. Save Patron Registration Form

1. **Search** → **Search for Patrons**.
2. Perform a search → select a user from the results → and open the **Patron Edit** interface.
  - a. This will allow the Offline interface to collect the information it needs, such as workstation information and the patron registration form.

## 14.2. Conduct Offline Transactions

To access Offline Circulation interface, go to **Circulation** → **Offline Circulation**. Alternatively you may bookmark the URL for Offline Circulation: <https://catalogue.libraries.coop/eg/staff/offline-interface> and access it from there.

**TIP** The top menu bar will load when accessing Evergreen staff client at <https://catalogue.libraries.coop/eg/staff/> during offline.

You may see different contents when accessing the above two URLs during online and offline time.

You may see some different contents on some screens in Offline Circulation module when you access it during online and offline time, and when you are logged in and not.

**CAUTION** Co-op Support strongly recommends that you only use Offline Circulation for **Check Out & Renew**.

### 14.2.1. Check Out

To check out items in Offline Circulation:

1. Click the **Checkout** tab.
2. Enter a value in the **Due Date** field or select a date from the Calendar widget, or choose a loan period from the dropdown list. The date field entry will honor the format set in the Library Settings Editor.
3. Scan the Patron Barcode in the box labelled **Patron Barcode**.
4. Check out items:
  - a. For cataloged items, scan the item barcode in the box labelled **Item Barcode**. Each item barcode will appear on the right side of the screen, along with its due date and the patron barcode. If you are manually typing barcodes, you need to click the **Checkout** button or hit the **Enter** key on your keyboard after each Item Barcode entry in order to record the transaction.
  - b. For non-cataloged items, select a **Non-cataloged Type** from the dropdown and enter the number of items you wish to check out. Click **Checkout**. In the list to the right, the item barcode will appear blank since this item is unbarcoded. The due date and patron barcode will appear, however.



- c. If you make an error in entry, click **Clear** to reset the Patron Barcode and Item Barcode fields.
5. Make sure **Strict Barcode** is unchecked if you use non-codabar barcodes.
6. To print a receipt, check **Print Receipt**.

7. Click **Save Transactions** in the upper-right of the screen to complete the checkout.

- a. **Save Transactions** will save any unsaved transactions across the Offline tabs Checkout, Renew, In-House Use, and Checkin.

#### NOTE

- A value entered in the Due Date field will take precedence over an existing value in the Offset Dropdown; however, if you change the Offset after setting the Due Date field, the Due Date field will update to reflect the Offset value.
- Due Date and Offset values are sticky between the Checkout and Renew tabs, and also sticky between transactions. Strict Barcode and Print Receipt are sticky among the Checkout, Renew, In-House Use, and Checkin tabs and are also sticky between transactions.
- Pre-cataloged item checkout is not available in Offline Circulation. Any pre-cataloged item checked out through Offline Circulation will result in an entry in the Exception List and will not successfully check out.

### 14.2.2. Renew

To renew an item, you must know the item's barcode number. The patron's barcode is optional.

To renew items in Offline Circulation:

1. Click the **Renew** tab.



2. Ensure that the **Due Date** value is correct.
3. For each item to be renewed, scan the item's barcode in the **Item Barcode** field. If you are typing the item barcode, click the **Renew** button or hit the **Enter** key on your keyboard after each item barcode.
4. (Optional): Enter the patron's library card barcode in the **Patron Barcode** field by scanning or typing the barcode.

Workstation: BRL-7 Working location: BRL-AHL

Save Transactions Reprint Last Receipt Export Transactions

Checkout **Renew** In-house Use Checkin Register Patron

Due Date: 2018-05-30 Today + 30

Patron barcode:

Item Barcode: 35132900000183

Clear Strict Barcode Print receipt **Renew**

Patron barcode	Item barcode	Due date

5. The item barcode, due date, and patron barcode (if entered) appear on the right side of the screen.
6. To print a receipt, check **Print Receipt**.
7. Click **Save Transactions** in the upper-right of the screen to complete the renewal.

Workstation: BRL-7 Working location: BRL-AHL

**Save Transactions** Reprint Last Receipt Export Transactions

Checkout Renew **In-house Use** Checkin Register Patron

Due Date: 2018-05-30 Today + 30

Patron barcode:

Item Barcode:

Clear Strict Barcode Print receipt Renew

Patron barcode	Item barcode	Due date
	35132900000183	5/30/2018

## 14.3. Upload and Process Offline Transactions

Once you are able to connect to the server, you need to upload the offline transactions. It is good practice to do this as soon as possible, but if the local system administrator is not on site for a day or two do not panic.

There are 3 steps to to load offline transactions into Evergreen database:

1. Create a session: to be done by local system administrators at an administration workstation. This process creates a file on the server outside Evergreen database.
2. Upload transactions to a session: to be done by circulation staff at circulation workstations. Offline transactions are uploaded to the file created on the server.
3. Process the uploaded transactions: to be done by local system administrators at an administration workstation. Offline transactions are loaded into Evergreen database.

### NOTE

Besides the above regular steps, you may need to handle exceptions if some of your



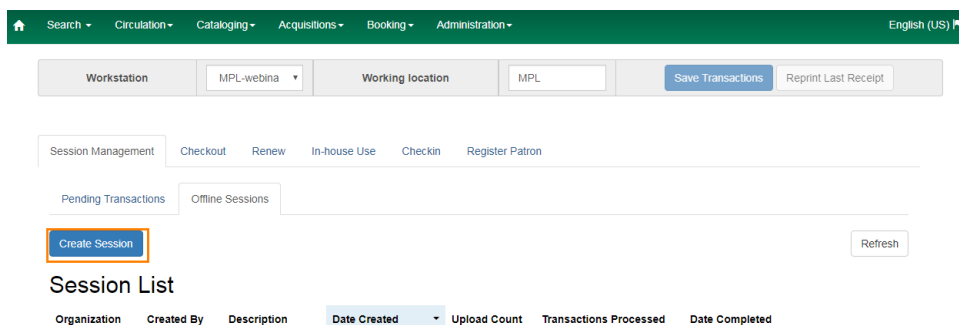
transactions can not be processed.

Once the network has come back up, a local system administrator must first create a session before uploading transactions. Then, staff can upload transactions from each of the workstations used in offline circulation to that session. Once all of the library/branch workstations have uploaded their transactions, the local system administrator will process all the transactions in the session at once.

**CAUTION** Do not use slash (/) or backslash (\) in the session name.

### 14.3.1. Create a session

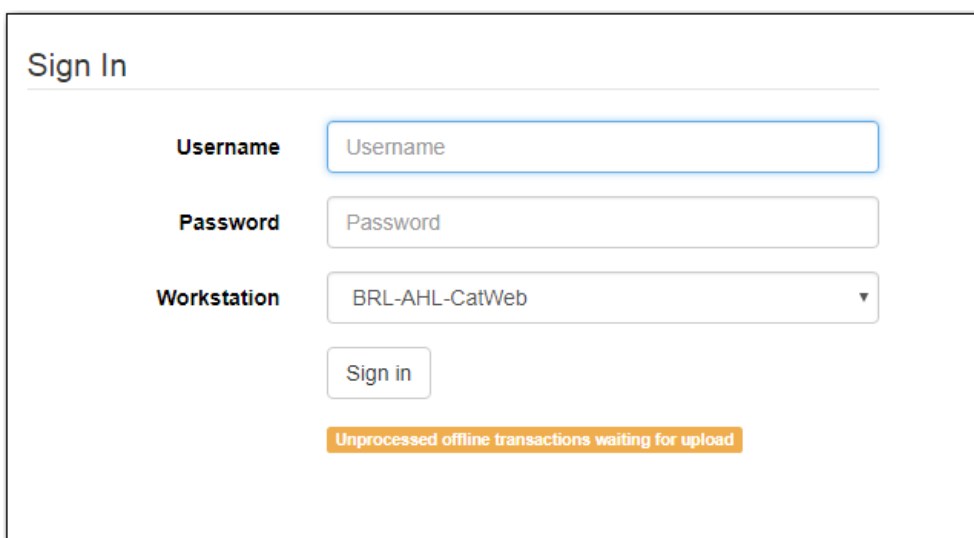
1. Log into Evergreen with a local system administrator account.
2. Go to **Circulation** → **Offline Circulation**.
3. On Session Management tab, click **Offline Sessions**.
4. Click **Create Session**.



5. On the prompt, type in a name. Click **OK/Continue**.
6. The new session shows up on top of the list.

### 14.3.2. Upload transactions to a session

If there are pending offline transactions on a workstation, on the login page there will be an alert.



You need to upload the transactions to the session just created on each workstation used for offline



circulation.

1. To upload, log in to Evergreen.
2. Go to **Circulation** → **Offline Circulation**.
3. You will see transactions listed on **Pending Transactions** tab under **Session Management**.

The screenshot shows the 'Pending Transactions' tab with a table of transactions. The table has columns: Type, Timestamp, Patron Barcode, Item Barcode, Non-cataloged Type, Checkout Date, Due Date, Checkin Date, First Name, and Last Name. A single transaction is listed with a 'checkout' type, timestamp '5/11/2018 10:50 AM', patron barcode '12332111', item barcode '123243545665757', checkout date '5/11/2018 10:50 AM', and due date '5/25/2018'. Above the table are buttons for 'Export Transactions', 'Import Transactions', and 'Clear Transactions'.

Type	Timestamp	Patron Barcode	Item Barcode	Non-cataloged Type	Checkout Date	Due Date	Checkin Date	First Name	Last Name
checkout	5/11/2018 10:50 AM	12332111	123243545665757		5/11/2018 10:50 AM	5/25/2018			

4. Click **Offline Sessions** tab. You will see the session your local system administrator just created. Click **Upload**.

The screenshot shows the 'Offline Sessions' tab with a table of sessions. The table has columns: Type, Timestamp, Patron Barcode, Item Barcode, Non-cataloged Type, Checkout Date, Due Date, Checkin Date, First Name, and Last Name. Two sessions are listed, both with a 'checkout' type, timestamp '9/30/2019 2:47 PM', patron barcode 'ssacqadminMPL', item barcode '33987000578012' and '33987000078799' respectively, checkout date '9/30/2019 2:47 PM', and due date '10/14/2019'. Above the table are buttons for 'Export Transactions', 'Import Transactions', and 'Clear Transactions'.

Type	Timestamp	Patron Barcode	Item Barcode	Non-cataloged Type	Checkout Date	Due Date	Checkin Date	First Name	Last Name
checkout	9/30/2019 2:47 PM	ssacqadminMPL	33987000578012		9/30/2019 2:47 PM	10/14/2019			
checkout	9/30/2019 2:47 PM	ssacqadminMPL	33987000078799		9/30/2019 2:47 PM	10/14/2019			

5. Repeat the above process on each workstation used for offline circulation. Once done, local system administrators may process the session.

### 14.3.3. Process the uploaded transactions

To process uploaded transactions, you need to log in with a local system administrator's account.

1. Go to the offline session you created.
2. Check the **Upload Count**, which indicates the number of workstations that have uploaded offline transactions.
3. If the number matches the number of workstations used during offline, click **Process**.

The screenshot shows the 'Session List' table with columns: Organization, Created By, Description, Date Created, Upload Count, Transactions Processed, and Date Completed. A single session is listed with Organization 'BRL-AHL', Created By 'Sitka Staff', Description 'upgradedowntime18', Date Created '4/30/2018 3:54 PM', Upload Count '4', and Transactions Processed '0'. To the right of the table are 'Upload' and 'Process' buttons.

Organization	Created By	Description	Date Created	Upload Count	Transactions Processed	Date Completed
BRL-AHL	Sitka Staff	upgradedowntime18	4/30/2018 3:54 PM	4	0	

4. It may take a while if you have many transactions. Click **Refresh** to see the processing progress. Once all transactions are processed the Date Completed and Transactions Processed columns will be updated.



Create Session

Refresh

## Session List

Organization	Created By	Description	Date Created	Upload Count	Transactions Processed	Date Completed	
BRL-AHL	Silka Staff	upgradedowntime18	4/30/2018 3:54 PM	4	4	4/30/2018 3:55 PM	<div>Upload</div> <div>Process</div>

---

## Exception List

Workstation	Type	Timestamp	Event Name	Patron Barcode	Item Barcode	Non-cataloged Type	Checkout Date	Due Date	Checkin Date	
BRL-AHL-CatWeb	checkout	4/30/2018 2:33 PM	ASSET_COPY_NOT_FOUND	28524000100013	35180000214469		4/30/2018 2:33 PM	5/7/2018		<div>Item</div> <div>Patron</div> <div>Debug</div>

5. Scroll to the bottom of the screen to see if there are any entries in the **Exception List**. Some of these may require staff follow up.

### 14.3.4. Handle Exceptions

Exceptions are problems that were encountered during processing. For example, a mis-scanned patron barcode, or an item that was not checked in before it was checked out to another patron would all be listed as exceptions. Those transactions causing exceptions might not be loaded into Evergreen database. Staff should examine the exceptions and take necessary action.

These are a few notes about possible exceptions. It is not an all-inclusive list.

- Checking out a item with the wrong date (i.e. the Offline Checkout date is +2 weeks and the item's regular circulation period is +1 week) does not cause an exception.
- Overdue books are not flagged as exceptions.
- Checking out a reference book or another item set to not circulate does not cause an exception.
- Checking out an item belonging to another library does not cause an exception.
- An item that is targeted for a patron hold and captured via offline checkin will not cause an exception unless that item also goes to an In Transit status.
- An item that is on hold for Patron A but checked out to Patron B will not cause an exception. Patron A's hold will be reset and will retarget the next time the hold targeter is run. In order to avoid this it is recommended to not check out holds to other patrons.
- If you check out a book to a patron using a previous barcode for that patron, it will cause an exception and you will have to retrieve that patron while online and re-enter the item barcode in order to checkout the item.
- The Offline Interface can recognize blocked, barred, and expired patrons if you have downloaded the Offline Block List in the browser you are using. You will get an error message indicating the patron status from within the Standalone Interface at check-out time. See the section on the [Offline Block List](#) for more information.

At the right side of each exception are buttons for **Item**, **Patron**, and **Debug**.

- Clicking the **Item** button will retrieve the associated item in a new browser window.
- Clicking on the **Patron** button will retrieve the associated patron in a new browser window.
- Clicking the **Debug** button will result in a modal with detailed debugging information.



Workstation	Type	Timestamp	Event Name	Patron Barcode	Item Barcode	Non-cataloged Type	Checkout Date	Due Date	Checkin Date	
BRL-AHL-CatWeb	checkout	4/30/2018 2:33 PM	ASSET_COPY_NOT_FOUND	28524000100013	35180000214469		4/30/2018 2:33 PM	5/7/2018		<div>Item</div> <div>Patron</div> <div>Debug</div>

Common event names in the Exceptions List include:

- **ROUTE-ITEM** - Indicates the book should be routed to another branch or library system. You'll need to find the book and re-check it in while online to get the Transit Slip to print.
- **COPY\_STATUS\_LOST** - Indicates a book previously marked as lost was found and checked in. You will need to find the book and re-check it in while online to correctly clear it from the patron's account.
- **CIRC\_CLAIMS\_RETURNED** - Indicates a book previously marked as claimed-returned was found and checked in. You will need to find the book and re-check it in while online to correctly clear it from the patron's account.
- **ASSET\_COPY\_NOT\_FOUND** - Indicates the item barcode was mis-scanned/mis-typed.
- **ACTOR\_CARD\_NOT\_FOUND** - Indicates the patron's library barcode was mis-scanned, mis-typed, or nonexistent.
- **OPEN\_CIRCULATION\_EXISTS** - Indicates a book was checked out that had never been checked in.
- **MAX\_RENEWALS\_REACHED** - Indicates the item has already been renewed the maximum times allowed. Note that if the staff member processing the offline transaction set has the **MAX\_RENEWALS\_REACHED.override** permission at the appropriate level, the system will automatically override the error and will allow the renewal.

## 14.4. Transfer Offline Transactions

Offline transactions can be exported from one workstation and imported to another. This will be helpful when a workstation containing offline transaction can not access network. You may use another workstation to upload the file.

### 14.4.1. Export Offline Transactions

To export transactions while you are offline, navigate to **Circulation** → **Offline Circulation** and click **Export Transactions** in the top-right of the screen. This will save a file entitled pending.xacts to your browser's default download location. If you will be processing these transactions on another workstation, move this file to an external device like a thumb drive.

The screenshot shows the top navigation bar with 'Circulation' selected. Below it, there's a section with 'Workstation' (BQ-1), 'Working location' (BQ), and buttons for 'Save Transactions', 'Reprint Last Receipt', and 'Export Transactions'. A mouse cursor is clicking on 'Export Transactions'. Below this, there's a section with 'Checkout', 'Renew', 'In-house Use', 'Checkin', and 'Register Patron'. At the bottom, there's a 'Due Date' field, a 'No Offset' dropdown, and fields for 'Patron barcode', 'Item barcode', and 'Due date'.

#### NOTE

Depending on your browser's setting, you may be prompted to choose a location to



save the file.

To export transactions while you are logged in, navigate to **Circulation** → **Offline Circulation** and click on the **Session Management** tab. Click on the **Export Transactions** button to generate the pending.xacts file as above.

Double check to make sure the file is saved safely on the workstation, click **Clear Transactions** to clear the pending transactions.

The screenshot shows the 'Session Management' tab in the 'Offline Circulation' section. The 'Export Transactions' button is highlighted. Below it, a table displays pending transactions with the following data:

Type	Timestamp	Patron Barcode	Item Barcode	Non-cataloged Type	Checkout Date	Due Date	Checkin Date	First Name	Last Name
checkout	5/11/2018 12:09 PM	reqrewqrewrw	rewrewrw		5/11/2018 12:09 PM	5/25/2018			

#### CAUTION

If you do not clear transactions after exporting, next time when you do offline circulation, your records will be appended to these transactions.

### 14.4.2. Import Offline Transactions

To import transactions, make sure your exported transactions file is available to the workstation you wish to load them to.

1. Log in to the staff client.
2. Navigate to **Circulation** → **Offline Circulation**
3. Click on the **Session Management** tab.
4. Click on the **Import Transactions** button.

The screenshot shows the 'Session Management' tab in the 'Offline Circulation' section. The 'Import Transactions' button is highlighted. Below it, a table displays pending transactions with the following data:

Type	Timestamp	Patron Barcode	Item Barcode	Non-cataloged Type	Checkout Date	Due Date	Checkin Date
------	-----------	----------------	--------------	--------------------	---------------	----------	--------------

5. Navigate to the location on your computer where the exported pending.xacts file is saved.
6. Select the file for importing.
7. The **Pending Transactions** list will populate with your imported transactions.
8. You may now proceed according to the instructions under [Upload Offline Transactions](#).



# Staff Catalogue



# Chapter 15. Configuring the Staff Catalogue

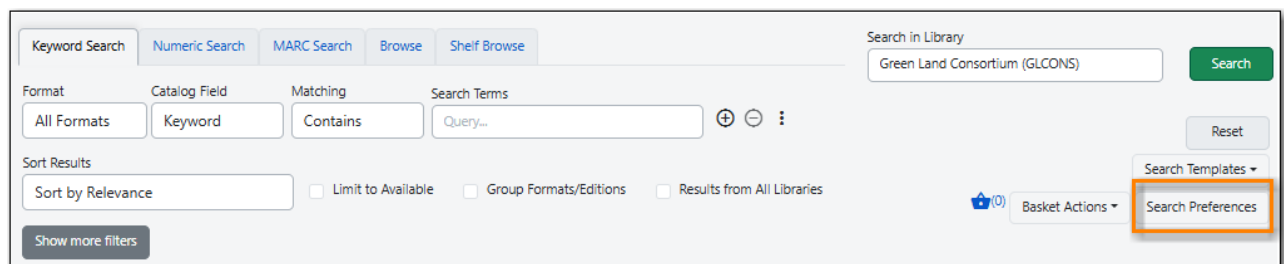
## 15.1. Search Preferences

[Sitka Snippet Video - Search Preferences \(1:48\)](#)

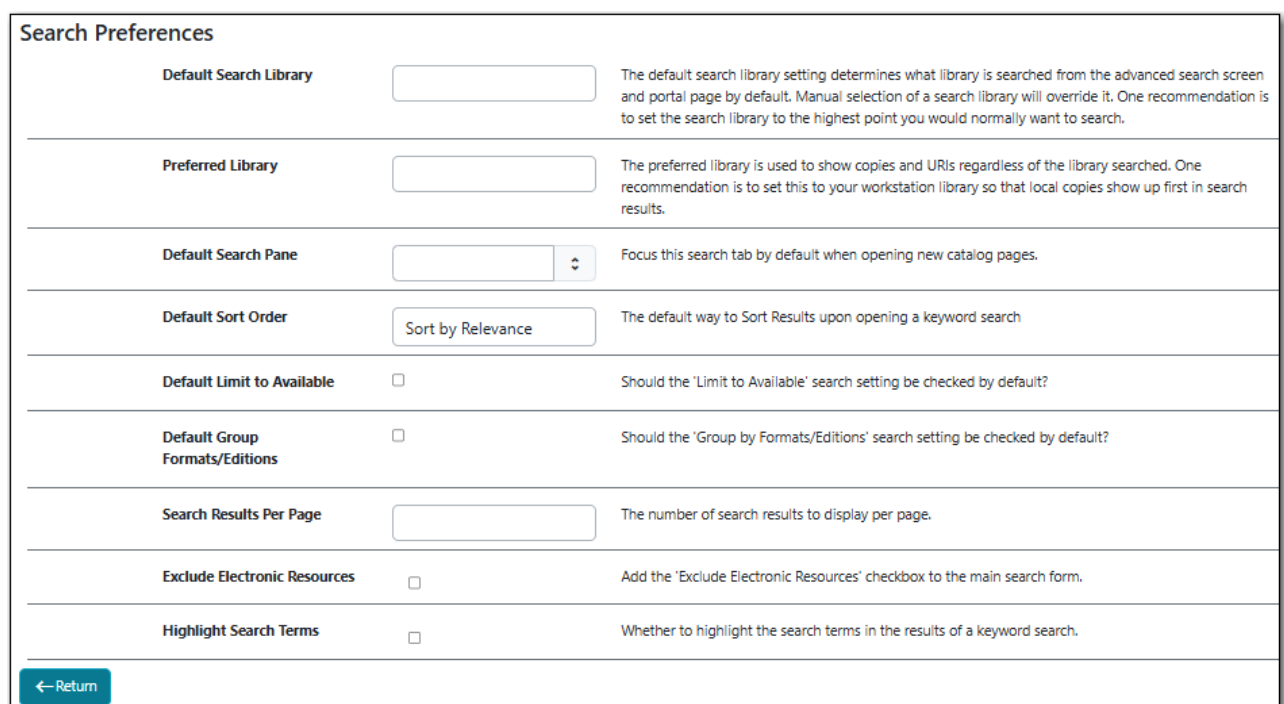
Catalogue searching related preferences can be set directly in the staff catalogue.

### 15.1.1. Setting Your Preferences

1. In the staff catalogue click on **Search Preferences**.

The screenshot shows the top of the staff catalogue search interface. It includes tabs for 'Keyword Search', 'Numeric Search', 'MARC Search', 'Browse', and 'Shelf Browse'. Below these are fields for 'Format', 'Catalog Field', 'Matching', and 'Search Terms'. On the right, there's a 'Search in Library' dropdown set to 'Green Land Consortium (GLCONS)' and a 'Search' button. Below the search bar, there's a 'Reset' button and a 'Search Templates' dropdown menu. The 'Search Preferences' option is highlighted with an orange box.

2. Set the values you would like for your preferences.

The screenshot shows the 'Search Preferences' configuration page. It has a table-like structure with settings and their descriptions. The settings are: 'Default Search Library' (text input), 'Preferred Library' (text input), 'Default Search Pane' (dropdown), 'Default Sort Order' (dropdown), 'Default Limit to Available' (checkbox), 'Default Group Formats/Editions' (checkbox), 'Search Results Per Page' (text input), 'Exclude Electronic Resources' (checkbox), and 'Highlight Search Terms' (checkbox). Each setting has a description to its right. At the bottom left, there is a '← Return' button.

- a. **Default Search Library** This determines what library is searched from the advanced search screen and portal page by default. You can override this setting when you are actually searching by selecting a different library. One recommendation is to set the search library to the highest point you would normally want to search.
- b. **Preferred Library** This is used to show copies and electronic resource URIs regardless of the library searched. One recommendation is to set this to your home library so that local copies show up first in search results.
- c. **Default Search Pane** You can choose which search pane is loaded by default when opening



a new catalogue window. Choose from Keyword Search, Numeric Search, MARC Search, Browse, and Shelf Browse.

- d. **Default Sort Order** You can choose what sort order is used by default for sorting your search results.
- e. **Default Limit to Available** When this setting is checked, the *Limit to Available* checkbox in the search form will be checked by default.
- f. **Default Group Formats/Editions** When this setting is checked, the *Group Formats/Editions* checkbox in the search form will be checked by default.
- g. **Search Results Per Page** You can enter the number of search results that display per page. We recommend keeping this number under 200.
- h. **Exclude Electronic Resources** When this setting is checked, the *Exclude Electronic Resources* checkbox is added to the search form. Note, this does not check the box within the search form by default.
- i. **Highlight Search Terms** When this setting is checked, the search terms used in a keyword search will be highlighted in the search results.

#### NOTE

The preference set in the staff client override any preferences for the logged in account that have been set in the public catalogue via [My Account](#).

### 15.1.2. Course Reserves Preference

Libraries with the course reserves module turned on will see an additional search preference.

The screenshot shows a settings page for 'Highlight Search Terms' and 'Show course materials selector'. The 'Show course materials selector' checkbox is highlighted with an orange box. Below the settings is a blue button labeled '← Return'.

When the box for *Show course materials selector* is checked an additional filter will appear in the Search Form.

The screenshot shows the Search Form with tabs for 'Keyword Search', 'Numeric Search', 'MARC Search', 'Browse', and 'Shelf Browse'. The 'Keyword Search' tab is active. Below the tabs are sections for 'Format', 'Catalog Field', 'Matching', and 'Search Terms'. The 'Reserves materials' dropdown menu is highlighted with an orange box, showing 'Any items' as the selected option. A 'Show more filters' button is also visible.



# Cataloguing



# Chapter 16. Searching the Database for Cataloguing Purposes

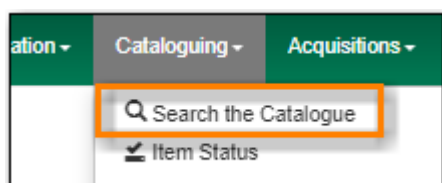
[Sitka Training Video - Search the Catalogue \(5:56\)](#)

It is critical to search the database before adding titles, volumes, or copies. Good practice is to assume the item you are adding already exists, and to do an exhaustive search for the item before cataloguing it. By doing so, you will discover whether you need to add your item to an existing title record, or if you need to import or create a new title record. It is very important that you scope your cataloguing searches to the entire Sitka database. In the Search Preferences you set Sitka as your Default Search Library.

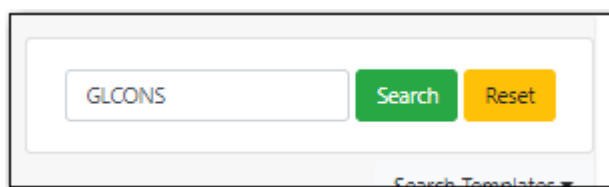
Unresolved directive in cat/cat-search.adoc - include::search/catalogue-preferences.adoc[Catalogue Preferences]

## 16.1. Numeric Search

1. To search the catalogue for holdings select **Cataloguing** → **Search the Catalogue**.

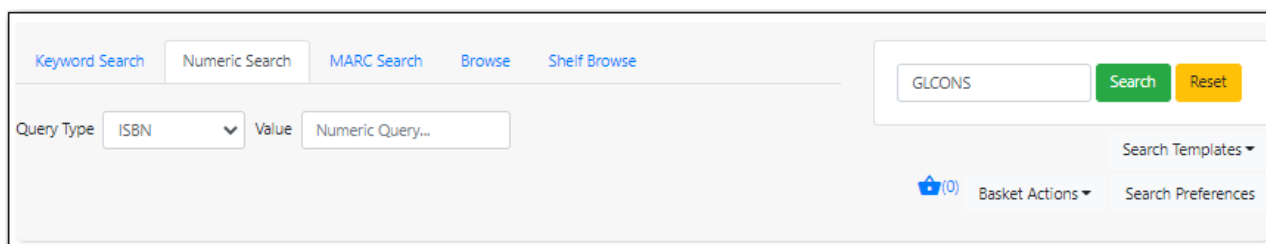


2. When searching for cataloguing purposes it is important to ensure that you search the entire consortium.



- a. (GLCONS is the Green Land Consortium on Sitka's training server.)

3. Select the **Numeric Search** tab. It will be open by default if it's set as your Default Search Pane.



4. You can search by ISBN, UPC, ISSN, LCCN, TCN, or Item Barcode.



5. Enter your search criteria and click **Search**.

6. Your results are displayed. Refer to [Viewing Search Results for Cataloguing Purposes](#) for information on determining which result to add your holding to.

1. <input type="checkbox"/>	<p><b>It's a book</b> Smith, Lane. Book Call Number: E SMI Phys. Desc.: print, 27 cm. Publisher: New York : c2010. ISBN: <b>9781596436060</b>, 1596436069</p>	1 / 1 items @ GLCONS TCN: 90641 0 / 0 items @ MPL Holds: 0 Created 6/30/22 by trainingadmin Edited 6/30/22 by trainingadmin <input type="button" value="Place Hold"/>
2. <input type="checkbox"/>	<p><b>It's a book</b> Smith, Lane. Book Call Number: E SMI Phys. Desc.: print, 1 v. (unpaged) : col. ill. ; 27 cm. Edition: 1st ed. Publisher: New York : Roaring Brook, c2010. ISBN: <b>9781596436060</b> (lib. bdg.) ; 1596436069 (lib. bdg.) :</p>	5 / 6 items @ GLCONS TCN: 90640 0 / 0 items @ MPL Holds: 0 Created 6/30/22 by sitkalsMPL Edited 6/30/22 by trainingadmin <input type="button" value="Place Hold"/>

#### TIP

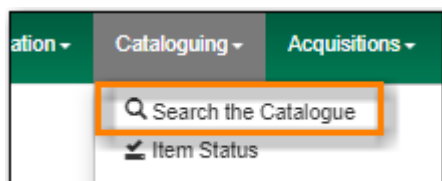
- UPC's are only recognized by the Numeric Search when the 024 indicator 1 is coded as "1" for Universal Product Code.
- If searching a LCCN do not use a hyphen, add a 0 in place of a hyphen, e.g. 2001001234.
- If an OCLC number is nine digits then Evergreen uses ocn as a prefix. For example: ocn123456789.
- If an OCLC number is less than 8 digits then Evergreen uses ocm as a prefix. In addition Evergreen will automatically prefix the number with zeros so that it is nine digits. For example: ocm01234567, or ocm00123456.



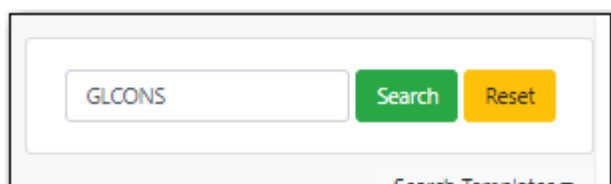
## 16.2. Keyword Search

When searching the catalogue for cataloguing purposes the Numeric Search should be preferred over the Keyword Search. Libraries that catalogue non-bibliographic items (laptops, museum passes, cake pans, etc.) that don't use standard identifiers, like ISBN, may need to use the Keyword Search when adding additional items to these records.

1. To search the catalogue for holdings select **Cataloguing** → **Search the Catalogue**.

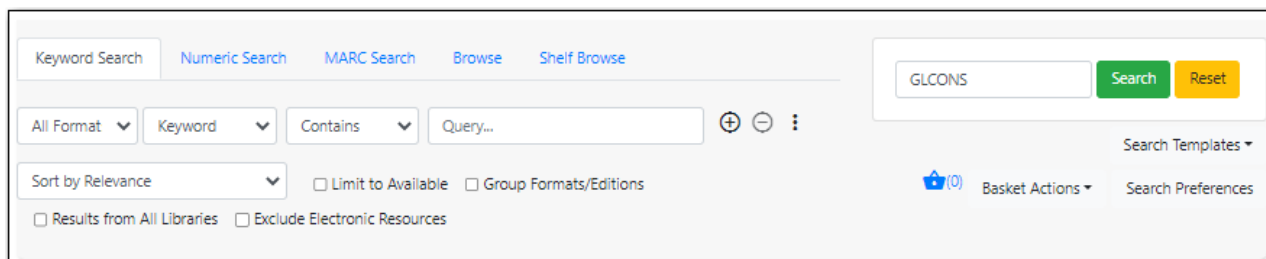


2. When searching for cataloguing purposes it is important to ensure that you search the entire consortium.

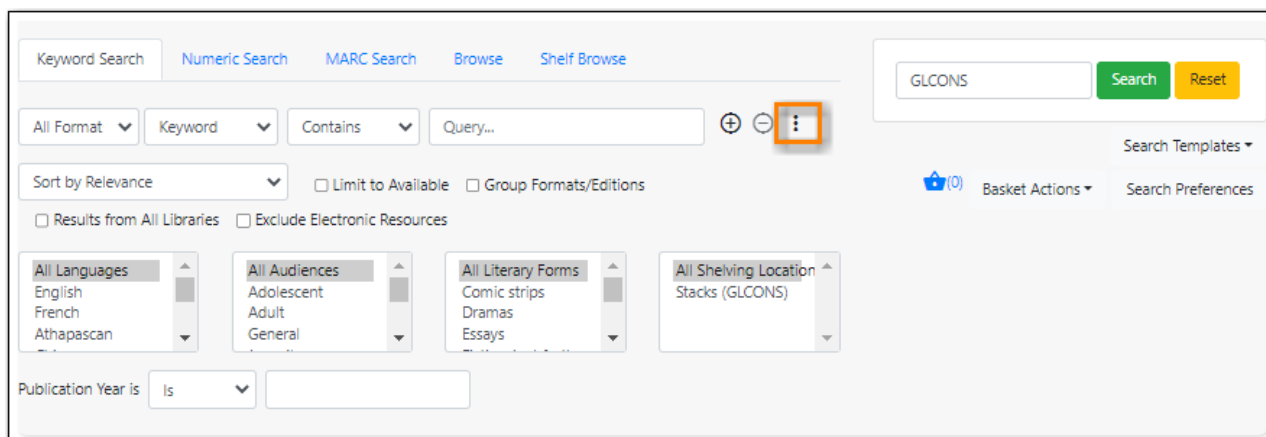


- a. (GLCONS is the Green Land Consortium on Sitka's training server.)

3. Select the **Keyword Search** tab. It will be open by default if it's set as your Default Search Pane.



4. Use the three dots to expand the search form for more filtering options.




### TIP

All the search filters, with the exception of Shelving Location, rely on values entered into the Leader, 007, 008, or 041 fields of the MARC record. Records with



incorrect coding will not filter correctly.

5. Enter your search criteria and click **Search**.
6. Your results are displayed. Refer to [Viewing Search Results for Cataloguing Purposes](#) for information on determining which result to add your holding to.

1. ☐  **It's a book**  
Smith, Lane.  
Book  
Call Number: E SMI  
Phys. Desc.: print, 27 cm.  
Publisher: New York : c2010.  
ISBN: 9781596436060, 1596436069

1 / 1 items @ GLCONS TCN: 90641 Created 6/30/22 by trainingadmin  
0 / 0 items @ MPL Holds: 0 Edited 6/30/22 by trainingadmin

**TIP**

It is possible to search ISBNs by Keyword, but results may not be exhaustive. We recommend using **Numeric Search** when searching for ISBN or other standard identifiers. Refer to [Numeric Search](#).

## 16.3. MARC Search

1. To search the catalogue for holdings select **Cataloguing** → **Search the Catalogue**.

ation ▾ Cataloguing ▾ Acquisitions ▾

2. When searching for cataloguing purposes it is important to ensure that you search the entire consortium.

GLCONS

Search Templates ▾

- a. (GLCONS is the Green Land Consortium on Sitka's training server.)

3. Select the **MARC Search** tab. It will be open by default if it's set as your Default Search Pane.


Keyword Search Numeric Search **MARC Search** Browse Shelf Browse

Tag  Subfield  Value

☐ Results from All Libraries

GLCONS

Search Templates ▾

 (0) Basket Actions ▾ Search Preferences

4. Enter the tag, subfield, and value and click **Search**.



Keyword Search   Numeric Search   MARC Search   Browse   Shelf Browse

GLCONS   Search   Reset

Tag: 245   Subfield: a   Value: its a book   ⊕   ⊖

☐ Results from All Libraries

(0) Basket Actions   Search Templates ▾   Search Preferences

**TIP**

Remove any apostrophes from your search value. No results will be returned when apostrophes are included.

5. Your results are displayed. Refer to [Viewing Search Results for Cataloguing Purposes](#) for information on determining which result to add your holding to.

4. <input type="checkbox"/>		<b>It's a book</b> Smith, Lane. Book Call Number: E SMI Phys. Desc.: 1 v. (unpaged) : col. ill. ; 27 cm., print Edition: 1st ed. Publisher: New York : Roaring Brook, c2010. ISBN: 1596436069 (lib. bdg.) ; 9781596436060 (lib. bdg.) :	5 / 6 items @ GLCONS TCN: 90640 0 / 0 items @ MPL Holds: 0	Created 6/30/22 by sitkalsMPL Edited 6/30/22 by sitkalsMPL <input type="button" value="✓ Place Hold"/>
5. <input type="checkbox"/>		<b>It's a book</b> Smith, Lane. Book Call Number: E SMI Phys. Desc.: 27 cm., print Publisher: New York : c2010. ISBN: 1596436069, 9781596436060	1 / 1 items @ GLCONS TCN: 90641 0 / 0 items @ MPL Holds: 0	Created 6/30/22 by trainingadmin Edited 6/30/22 by trainingadmin <input type="button" value="✓ Place Hold"/>

## 16.4. Viewing Search Results for Cataloguing Purposes

When you retrieve results it's important to look at the results to decide which is the best match for your item. Refer to the section [Is it a Match?](#) in Sitka's Evergreen Policy & Best Practices Manual.

1. The results for your search will display.
  - a. Brief bibliographic details display for each search result.
  - b. Regardless of the search library, holdings counts for your preferred library will display.
  - c. Evergreen will highlight the holdings count where there are no physical copies.

☐ Select 1 - 1   Show More Details

« 1 »

1. <input type="checkbox"/>		<b>It's a book</b> Smith, Lane. Book Call Number: E SMI Phys. Desc.: print, 1 v. (unpaged) : col. ill. ; 27 cm. Edition: 1st ed. Publisher: New York : Roaring Brook, c2010. ISBN: <u>9781596436060</u> , 1596436069	<div style="border: 2px solid orange; padding: 2px;">           1 / 7 items @ GLCONS            0 / 0 items @ MPL         </div> TCN: 92055 Holds: 0	Created 10/9/23 by sitkalsMPL Edited 10/9/23 by sitkalsMPL <input type="button" value="✓ Place Hold"/>
-----------------------------	--	---	---	--

« 1 »



- The **Show More Details/Show Fewer Details** button will toggle grid with item information on and off. Items belonging to the preferred library will display first in the grid.

1. ☐ **Show Fewer Details**

1. ☐ **It's a book**  
 Smith, Lane.  
 Book  
 Call Number: E SMI  
 Phys. Desc.: print, 1 v. (unpaged) : col. ill. ; 27 cm.  
 Edition: 1st ed.  
 Publisher: New York : Roaring Brook, c2010.  
 ISBN: [9781596436060](#), 1596436069

1 / 7 items @ GLCONS TCN: 92055 Created 10/9/23 by sitkals/MPL  
 0 / 0 items @ MPL Holds: 0 Edited 10/9/23 by sitkals/MPL  
[Place Hold](#)

Library	Shelving location	Call number	Status	Due date
APL	Easy Fiction	E SMI	Available	

- To view the record details, click on the title link.

1. ☐ **It's a book**  
 Smith, Lane.  
 Book  
 Phys. Desc.: 1 v. (unpaged) : col. ill. ; 27 cm.  
 Edition: 1st ed.  
 Publisher: New York : Roaring Brook, c2010.  
 ISBN: 1596436069, 9781596436060

**TIP**

If there is only one result and the library setting *Jump to details on 1 hit (staff client)* is set to TRUE you will be taken directly into the record, bypassing the search results screen.

- Use the **MARC View** or **MARC Edit** tab to look at the MARC record to confirm that it matches with your item. Refer to the section [Is it a Match?](#) in Sitka's Evergreen Policy & Best Practices Manual for information on how to determine a match.

**Record Summary** Book

**Title:** [It's a book](#)  
**Author:** Smith, Lane.  
**Bib Call #:** [E]

Start Previous Next End [Back to Results \(1 / 1\)](#)

[Staff View](#) [Item Table](#) **[MARC Edit](#)** [MARC View](#) [Re...](#)

LDR 02520cam a2200877 4500  
 001 92055  
 003 GLCONS  
 008 100215s2010 nyua j 000 1 eng d  
 020 [9781596436060](#)



5. If satisfied that the record matches the item in hand, you can proceed to [add your holdings](#) to the record.



# Chapter 17. The Holdings Editor

## 17.1. Holdings Editor

### [Sitka Training Video - Holdings Editor \(14:13\)](#)

The Holdings Editor is used to create or edit call number and item records.

It can be accessed:

- from within a bibliographic record by clicking on the **Add Holdings** button.
- from within a bibliographic record by going to **Holdings View** and selecting the appropriate option from the **Actions** menu.
- from within a bibliographic record by clicking **Edit** on the **Item Table** tab.
- from within an item bucket by selecting the appropriate option from the **Actions** menu.
- by scanning an item into **Item Status** and selecting the appropriate option from the **Actions** menu.

The Holdings Editor has three parts:

- [Holdings Details](#)
- [Item Attributes](#)
- [Preferences](#)



Holdings
Preferences

Batch Actions

Classification
Prefix
Call Number Label
Suffix
Batch

MPL
Dewey (DDC)
<No>
[Fic]
<No>
New Barcode...

Templates:
Apply Template
Save Template
Import Templates
Export All Templates
Delete Template

Identification	Location	Circulation	Miscellaneous	Statistics
<div>Item Status</div> <div>In process   1 copy</div> <div>Barcode</div> <div>&lt;Unset&gt;   1 copy</div> <div>Creation Date</div> <div>&lt;Unset&gt;   1 copy</div> <div>Active Date</div> <div>&lt;Unset&gt;   1 copy</div> <div>Creator</div> <div>&lt;Unset&gt;   1 copy</div> <div>Last Edit Date</div> <div>&lt;Unset&gt;   1 copy</div> <div>Last Editor</div> <div>&lt;Unset&gt;   1 copy</div>	<div>Shelving Location</div> <div>Stacks (GLCONS)   1 copy</div> <div>Circulating Library</div> <div>MPL   1 copy</div> <div>Owning Library</div> <div>MPL : [Fic]   1 copy</div> <div>Item Number on Volume</div> <div>&lt;Unset&gt;   1 copy</div>	<div>Can Circulate</div> <div>Yes   1 copy</div> <div>Is Holdable</div> <div>Yes   1 copy</div> <div>Age Hold Protection</div> <div>&lt;Unset&gt;   1 copy</div> <div>Floating Group</div> <div>&lt;Unset&gt;   1 copy</div> <div>Loan Duration</div> <div>Normal   1 copy</div> <div>Fine Level</div> <div>Normal   1 copy</div> <div>Circulation Modifier</div> <div>&lt;Unset&gt;   1 copy</div>	<div>Add Item Alerts</div> <div>Item Alerts</div> <div>Is Deposit Required</div> <div>No   1 copy</div> <div>Deposit Amount</div> <div>\$0.00   1 copy</div> <div>Price</div> <div>\$0.00   1 copy</div> <div>OPAC Visible</div> <div>Yes   1 copy</div> <div>Is Reference</div> <div>No   1 copy</div> <div>Cost</div> <div>&lt;Unset&gt;   1 copy</div>	<div>Add Item Notes</div> <div>Item Notes</div> <div>Stat Cat Filter</div> <div>Stat Cat Filter...</div> <div>Summer Reading Club (MPL)</div> <div>&lt;Unset&gt;   1 copy</div> <div>Vendor (MPL)</div> <div>&lt;Unset&gt;   1 copy</div>

☐ Print Labels?

Apply All & Save
Apply All, Save & Exit

## NOTE

The Holdings Editor can display the Holdings Details and Item Attributes as separate tabs or the two can be unified into a single tab as shown above. This is done via the setting *Unified Holdings, Item Attributes Display, and Item Templates* on the [Preferences](#) tab.

## 17.2. Holdings Details

### Sitka Snippet Video - Holdings Details (3:02)

The Holdings Details section of the Holdings Editor contains information related to your library's call numbers.

Holdings
Preferences

Batch Actions

Classification
Prefix
Call Number Label
Suffix
Batch

MPL
Dewey (DDC)
<No>
[Fic]
<No>
New Barcode...



Attribute	Description	Required	Note
Owning Library	The library that owns the item.	Yes	For multi-branch libraries this will be a particular branch. Use the plus icon to add additional rows. Use the pen icon to edit the owning library.
Classification	The classification scheme used by the call number	Yes	The classification scheme affects how call numbers are sorted in the Shelf Browse.
Prefix	Configured prefixes can be selected from the drop down menu.	No	See <a href="#">[_prefix_and_suffix]</a> for more information. Libraries that don't use this field can hide it in the <a href="#">Holdings Preferences</a> .
Call Number Label	The call number you would like to assign to your item.	Yes	Evergreen will pre-populate this field with the value in the 082 \$a or 050 \$a, if there is a value in the field, depending on which classification scheme is the default. Use the plus icon to add additional rows.
Suffix	Configured suffixes can be selected from the drop down menu.	No	See <a href="#">[_prefix_and_suffix]</a> for more information. Libraries that don't use this field can hide it in the <a href="#">Holdings Preferences</a> .
Barcode	The barcode for the item.	Yes	
Item #	The item number assigned to the item by library staff to keep track of how many copies of an item the library has.	No	The item number does not display on the spine label or in the public catalogue. Libraries that don't use this field can hide it in the <a href="#">Holdings Preferences</a> .



Attribute	Description	Required	Note
Part	The use of parts is not currently supported in Sitka's Evergreen.	No	Libraries should hide this field in the <a href="#">Holdings Preferences</a> .

## 17.3. Item Attributes

### Sitka Snippet Video - Item Attributes (5:35)

The Item Attributes section contains information specific to your library's items. You can customize which attributes display in the [Item Attribute Settings](#).

Identification	Location	Circulation	Miscellaneous	Statistics
<b>Item Status</b> In process   1 copy	<b>Shelving Location</b> Stacks (GLCONS)   1 copy	<b>Can Circulate</b> Yes   1 copy	<b>Add Item Alerts</b> Item Alerts	<b>Add Item Notes</b> Item Notes
<b>Barcode</b> <Unset>   1 copy	<b>Circulating Library</b> MPL   1 copy	<b>Is Holdable</b> Yes   1 copy	<b>Is Deposit Required</b> No   1 copy	<b>Stat Cat Filter</b> Stat Cat Filter...
<b>Creation Date</b> <Unset>   1 copy	<b>Owning Library</b> MPL : [Fic]   1 copy	<b>Age Hold Protection</b> <Unset>   1 copy	<b>Deposit Amount</b> \$0.00   1 copy	<b>Summer Reading Club (MPL)</b> <Unset>   1 copy
<b>Active Date</b> <Unset>   1 copy	<b>Item Number on Volume</b> <Unset>   1 copy	<b>Floating Group</b> <Unset>   1 copy	<b>Price</b> \$0.00   1 copy	<b>Vendor (MPL)</b> <Unset>   1 copy
<b>Creator</b> <Unset>   1 copy		<b>Loan Duration</b> Normal   1 copy	<b>OPAC Visible</b> Yes   1 copy	
<b>Last Edit Date</b> <Unset>   1 copy		<b>Fine Level</b> Normal   1 copy	<b>Is Reference</b> No   1 copy	
<b>Last Editor</b> <Unset>   1 copy		<b>Circulation Modifier</b> <Unset>   1 copy	<b>Cost</b> <Unset>   1 copy	

☐ Print Labels?
Apply All & Save
Apply All, Save & Exit

The table below provides detailed descriptions of the item attributes.



Attribute	Description	Note
Age-based Hold Protection	Allows libraries to restrict holds to be picked up at a range of libraries	Sitka provides two sets of rules: <code>x_month_within_single_branch</code> and <code>x_month_among_multi_branch</code> . The former allows holds to be picked up at the item's circulating library only for x months, while the latter at libraries sharing the same parent with the circulating library, e.g. all branches of a library system or all single-branch libraries within a federation. In general, use the former if you are a <code>single_branch</code> library and want to restrict holds to your own library, or if you are a branch of a multi-branch library system and want to keep the holds at your own branch. Use the latter if you are a multi-branch library system and allow items to fill holds picked up at all your branches, but not to go out of your system.
Circulate?	Indicates whether the item can circulate or not	Leave it as "YES", unless the item is in a circulating shelving location but should not itself circulate. If the shelving location's <i>Circulate?</i> attribute is "NO", this field will have no effect. The "NO" value in this field overrides the shelving location's <i>Circulate?</i> "YES" value.
Circulation as Type	Circulation policy may be controlled by the media type in MARC records. When media type is used, this field can be used to override the MARC media type for individual items. It can also be used for statistical purposes.	Not currently used in Sitka's Evergreen. This attribute is hidden by default.



Attribute	Description	Note
Circulation Library	Library currently circulating the item	
Circulation Modifier	An identifier used for applying circulation policies or for statistical purposes	A shared list of Sitka circulation modifiers displays in the dropdown list for all libraries. Each library selects circulation modifiers to use, and defines its own circulation policy for each modifier.
Cost	The actual amount of money paid for the item	This is automatically filled with the billed amount from acquisitions module. It can also be entered manually by libraries not using acquisitions.
Deposit?	Indicates whether checking out the item requires a deposit or not	
Deposit Amount	Amount required as a deposit for the item	When the item is checked out a bill for this amount is automatically created in the patron account. For instructions on circulating items with deposits see <a href="#">Items with Deposits</a> .
Fine Level	Indicates whether an item uses the Low, Normal, or High fine level attached to its circulation modifier or shelving location set up in the circulation policy.	Each circulation modifier/shelving location may have three fine levels, corresponding to these three values. Use <i>Normal</i> if only one fine level is used. Please contact Co-op Support if you need multiple fine levels for one circulation modifier/shelving location.
Floating	Indicates whether an item belongs to a floating group	This functionality must be configured by Co-op Support. If Co-op Support has not configured floating groups for you, leave the field blank.



Attribute	Description	Note
Holdable?	Indicates whether the item is holdable or not	Leave it as "YES", unless the item is in a holdable shelving location, but holds should not be allowed on this particular item. If shelving location's <i>Holdable?</i> is set to "NO", this field will have no effect. The "NO" value in this field overrides the shelving location's <i>Holdable?</i> is "YES" field.
Item Alert	Used for information that should be seen when an item is checked in or out (e.g. Damage or number of pieces to check for).	CAUTION: some 3rd party self check machines cannot display item alerts.
Item Note	Used for information specific to the item.	Notes set as public will display in the public catalogue.
Item Tags		Not currently used in Sitka's Evergreen. This attribute is hidden by default.
Loan Duration	Indicates whether an item uses the Short, Normal, or Long loan duration attached to its circulation modifier or shelving location set up in the circulation policy.	Each circulation modifier/shelving location may have three loan durations, corresponding to these three values. Use <i>Normal</i> if only one loan period is used. Please contact Co-op Support if you need multiple loan durations for one circulation modifier/shelving location.
OPAC Visible?	Indicates whether the item is visible in the public catalogue	Leave it as <i>YES</i> , unless the item is in an OPAC visible shelving location, but should not be displayed on OPAC. If <i>OPAC Visible?</i> is "NO" for the shelving location, this field will have no effect. The "NO" value in this field will hide the item, even if <i>OPAC Visible?</i> is "YES" for the shelving location.
Price	Replacement price of the item.	Evergreen uses this price when billing patrons for lost items.



Attribute	Description	Note
Quality	Indicates the quality of the item	Not currently used in Sitka's Evergreen. This attribute is hidden by default.
Reference?	Indicates whether the item is reference or not.	This flag can be used for setting up circulation policies or for statistical purposes.
Shelving Location	The location where the item can be found.	Shelving locations belonging to the working location and the organizations on a higher hierarchal level (library system, federation, or Sitka) are displayed in the dropdown list. Multi-branch libraries may create system level shelving locations for all branches to share. To edit existing shelving locations or create new ones see <a href="#">Shelving Location Editor</a> .
<a href="#">Statistical Categories</a>	Item statistical categories created by your library or federation.	Use the dropdown list to choose which organization's entries to display.
Status	Current status of the item	By default a new item record is assigned a status of In Process. Some status cannot be selected from the drop down menu as an action, such as checking out the item, is required to set the item to that status.

### 17.3.1. Item Alerts

Item alerts pop up on the screen when the item is checked in and/or checked out to alert staff that something further needs to be done with or known about the item.

You can also view, edit, and delete item alerts from *Item Status* by clicking on the **Manage** button. A count beside the button indicates how many alerts are on the item. This button opens the older version of the alerts pop-up.

#### NOTE

**Manage** is greyed out if the item does not have an alert.

Scan Item

Submit OR Choose File No file chosen

Detail View

Item Status

#	Status	Barcode	Call Number	Due Date	Location	Item Status	Title	Alerts
1	<input checked="" type="checkbox"/>	339870068666	E HOW	2022-08-25 23:59	Juvenile Picture Boo...	Checked out	<a href="#">How to catch a fallin...</a>	0 Manage
2	<input type="checkbox"/>	3398700224466	E HOW	2022-08-25 23:59	Juvenile Picture Boo...	Checked out	<a href="#">How to catch a fallin...</a>	1 Manage



## Adding an Item Alert

1. In the item attributes section of the Holdings Editor, click **Item Alerts**.

Identification	Location	Circulation	Miscellaneous	Statistics
<b>Item Status</b> Available   1 copy	<b>Shelving Location</b> Early Juvenile Books (MPL)   1 copy	<b>Can Circulate</b> Yes   1 copy	<b>Add Item Alerts</b> Item Alerts	<b>Add Item Notes</b> Item Notes
<b>Barcode</b> 33987001541902   1 copy	<b>Circulating Library</b> MPL   1 copy	<b>Is Holdable</b> Yes   1 copy	<b>Is Deposit Required</b> No	<b>Stat Cat Filter</b>

2. Choose a type from the dropdown list.
3. Type in the message.
4. If desired, check the box for **Temporary?**. This can be useful if the alert is only needed to resolve a particular issue.
5. Click **Add New**. The alert will display as a pending new alert.

**Managing alerts for item 33987000224466** ✕

Normal Check Out and Check In

Check for accompanying DVD.

☐ Temporary?

**Add New**

Close

Apply Changes

6. Click **Apply Changes**.

**Managing alerts for item 33987000224466** ✕

Select Alert Type...

New Alert Note...

☐ Temporary?

**Add New**

**Pending New Alerts**

Normal Check Out and Check In | Check for accompanying DVD. | Remove

Close

**Apply Changes**

7. Back in the holdings editor, click **Apply All, Save & Exit**.
8. The alert will appear at check out and/or check in depending on the alert type chosen.

## Editing an Item Alert

1. In the item attributes section of the Holdings Editor, click **Item Alerts**.

Identification	Location	Circulation	Miscellaneous	Statistics
<b>Item Status</b> Available   1 copy	<b>Shelving Location</b> Early Juvenile Books (MPL)   1 copy	<b>Can Circulate</b> Yes   1 copy	<b>Add Item Alerts</b> Item Alerts	<b>Add Item Notes</b> Item Notes
<b>Barcode</b> 33987001541902   1 copy	<b>Circulating Library</b> MPL   1 copy	<b>Is Holdable</b> Yes   1 copy	<b>Is Deposit Required</b> No	<b>Stat Cat Filter</b>



2. Make the the necessary changed and click **Apply Changes**

3. Back in the holdings editor, click **Apply All, Save & Exit**.
4. The updated alert will appear at check out and/or check in depending on the alert type chosen.

## Deleting an Item Alert

1. In the item attributes section of the Holdings Editor, click **Item Alerts**.

2. Check the box for **Clear?** beside the alert you'd like to delete and click **Apply Changes**

3. Back in the holdings editor, click **Apply All, Save & Exit**.
4. The alert is deleted and will no longer appear at check out and/or check in.

## 17.3.2. Item Notes

Notes can be added to item records. Notes will not show up when items are retrieved, but they can be made public and displayed in the public catalogue.



## Adding an Item Note

1. In the item attributes section of the Holdings Editor, click **Item Notes**.

Identification	Location	Circulation	Miscellaneous	Statistics
<b>Item Status</b> Available   1 copy	<b>Shelving Location</b> Early Juvenile Books (MPL)   1 copy	<b>Can Circulate</b> Yes   1 copy	<b>Add Item Alerts</b> Item Alerts	<b>Add Item Notes</b> Item Notes
<b>Barcode</b> 33987001541902   1 copy	<b>Circulating Library</b> MPL   1 copy	<b>Is Holdable</b> Yes   1 copy	<b>Is Deposit Required</b> No	<b>Stat Cat Filter</b>

2. Enter a title for your note.
3. Enter the content of your note.
4. Check the box for **Public Note** if the note should display in the public catalogue.
5. Click **Add Note**.

**Managing notes for item 33987000224466** ✕

**New Notes**

Adopt a Book

☒ Public Note

Donated by Smith Welding Inc.

**Add Note**

Cancel

**Apply Changes**

6. Click **Apply Changes**.

**Managing notes for item 33987000224466** ✕

**New Notes**

Adopt a Book

Donated by Smith Welding Inc.

Remove

Note title...

☐ Public Note

Enter note value...

**Add Note**

Cancel

**Apply Changes**

7. Back in the holdings editor, click **Apply All, Save & Exit**.
8. The note is now applied to the item and will display in the public catalogue if set to be public.

Location	Call Number / Copy Notes	Barcode	Shelving Location	Holdable?	Status	Due Date
Maple Library	E HOW (Text) Adopt a Book: Donated by Smith Welding Inc.	33987000224466	Juvenile Picture Books	Volume hold	Checked out	2022-08-25
Maple Library	E HOW (Text)	33987000686666	Juvenile Picture Books		Checked out	2022-08-25



## Editing an Item Note

1. In the item attributes section of the Holdings Editor, click **Item Notes**.

Identification	Location	Circulation	Miscellaneous	Statistics
<b>Item Status</b> Available   1 copy	<b>Shelving Location</b> Early Juvenile Books (MPL)   1 copy	<b>Can Circulate</b> Yes   1 copy	<b>Add Item Alerts</b> Item Alerts	<b>Add Item Notes</b> Item Notes
<b>Barcode</b> 33987001541902   1 copy	<b>Circulating Library</b> MPL   1 copy	<b>Is Holdable</b> Yes   1 copy	<b>Is Deposit Required</b> No   1 copy	<b>Stat Cat Filter</b>

2. Click **Edit** beside the note you would like to edit.

**Managing notes for item 33987000224466** ✕

**Existing Notes**

Adopt a Book

Donated by Smith Welding Inc.

**Edit**

Remove

**New Notes**

Note title...

☐ Public Note

Enter note value...

Add Note

Cancel

Apply Changes

3. Make your edits and click **Save**.

← Back ✕

**Note Title**

Adopt a Book

**Note Content**

Donated by Smith Welding Inc. in memory of Jane Smith.

**Is OPAC Visible?**

☒ Yes  
(Unset) ☐ No

**Save**

4. Click **Apply Changes**.



Managing notes for item 33987000224466

**Existing Notes**

Adopt a Book	Donated by Smith Welding Inc. in memory of Jane Smith.	Edit	Remove
--------------	--	------	--------

**New Notes**

☐ Public Note

5. Back in the holdings editor, click **Apply All, Save & Exit**.

## Deleting an Item Note

1. In the item attributes section of the Holdings Editor, click **Item Notes**.

Identification	Location	Circulation	Miscellaneous	Statistics
<b>Item Status</b> Available   1 copy <b>Barcode</b> 33987001541902   1 copy	<b>Shelving Location</b> Early Juvenile Books (MPL)   1 copy <b>Circulating Library</b> MPL   1 copy	<b>Can Circulate</b> Yes   1 copy <b>Is Holdable</b> Yes   1 copy	<b>Add Item Alerts</b> <input type="button" value="Item Alerts"/> <b>Is Deposit Required</b> No	<b>Add Item Notes</b> <input type="button" value="Item Notes"/> Stat Cat Filter

2. Click **Remove** beside the note you would like to remove.

Managing notes for item 33987000224466

**Existing Notes**

Adopt a Book	Donated by Smith Welding Inc.	Edit	Remove
--------------	-------------------------------	------	--------

**New Notes**

☐ Public Note

3. Click **Apply Changes**.



4. Back in the holdings editor, click **Apply All, Save & Exit**.
5. The note is now removed from the item.

### 17.3.3. Item Statistical Category Values

#### Sitka Snippet Video - Using Item Statistical Categories (1:45)

Item Statistical Categories, also referred to as item stat cats, can be used to capture item information the library needs that isn't otherwise captured in the item record. This information can be used in reporting and OPAC visible stat cats will display in your public catalogue.

For information on creating and editing item statistical categories see [Statistical Categories - Item Editor](#).

Statistical categories can be set as required. When required the statistical category is highlighted in orange and the item cannot be saved until a value is entered.

**TIP**

The *Stat Cat Filter* enables you to specify the organizational level at which statistical categories display. For example, if you have federation wide stat cats as well as library specific ones you can



set the filter to your federation or your library to change what stat cats display.

The screenshot shows the 'Statistics' tab of the Holdings Editor. It features several sections: 'Add Item Alerts' with an 'Item Alerts' button; 'Add Item Notes' with an 'Item Notes' button; 'Is Deposit Required' set to 'No' with '1 copy'; 'Deposit Amount' set to '\$0.00' with '1 copy'; 'Price' set to '\$7.99' with '1 copy'; and 'OPAC Visible'. The 'Stat Cat Filter' section is highlighted with an orange box and contains a dropdown menu showing 'Stat Cat Filter...'. Below it, the 'Summer Reading Club (MPL)' is set to '<Unset>' with '1 copy', and the 'Vendor (MPL)' is set to '<Unset>' with '1 copy'.

### Applying an Item Statistical Category Value

1. In the item attributes section of the Holdings Editor, click on the statistical category you would like to enter a value for.
2. From the drop down menu select the value you would like to apply to the item.
3. Click **Apply**.

This screenshot shows the same Holdings Editor interface as the previous one, but with the 'Stat Cat Filter' dropdown menu set to 'Junior'. The 'Apply' button is highlighted with an orange box, indicating the next step in the process. The 'Summer Reading Club (MPL)' and 'Vendor (MPL)' sections remain unchanged.

4. The attribute field will turn green to indicate it's been updated.



Miscellaneous	Statistics
<b>Add Item Alerts</b> <div>Item Alerts</div>	<b>Add Item Notes</b> <div>Item Notes</div>
<b>Is Deposit Required</b> <div>No   1 copy</div>	<b>Stat Cat Filter</b> <div>Stat Cat Filter...</div>
<b>Deposit Amount</b> <div>\$0.00   1 copy</div>	<b>Summer Reading Club (MPL)*</b> <div>Junior   1 copy</div>
<b>Price</b> <div></div>	

5. Click **Apply All, Save & Exit**.

### Clearing an Item Statistical Category Value

1. In the item attributes section of the Holdings Editor, click on the statistical category you would like to clear the value for.
2. Click **Clear**.

Miscellaneous	Statistics
<b>Add Item Alerts</b> <div>Item Alerts</div>	<b>Add Item Notes</b> <div>Item Notes</div>
<b>Is Deposit Required</b> <div>No   1 copy</div>	<b>Stat Cat Filter</b> <div>Stat Cat Filter...</div>
<b>Deposit Amount</b> <div>\$0.00   1 copy</div>	<b>Summer Reading Club (MPL)*</b> <div></div>
<b>Price</b> <div>\$7.99   1 copy</div>	<div>Apply Cancel <b>Clear</b></div>

3. The attribute field will turn green to indicate it's been updated and the value will be *unset*.



Miscellaneous	Statistics
<b>Add Item Alerts</b> <div>Item Alerts</div>	<b>Add Item Notes</b> <div>Item Notes</div>
<b>Is Deposit Required</b> <div>No   1 copy</div>	<b>Stat Cat Filter</b> <div>Stat Cat Filter...</div>
<b>Deposit Amount</b> <div>\$0.00   1 copy</div>	<b>Summer Reading Club (MPL)*</b> <div>&lt;Unset&gt;   1 copy</div>
<b>Price</b>	

4. Click **Apply All, Save & Exit**.

## 17.4. Holdings Editor Preferences

[Sitka Snippet Video - Holdings Editor Preferences \(2:16\)](#)

In the Holdings Editor, click on the **Preferences** tab to change settings for the Holdings Editor.

Record Summary Book

**Title:** Comet's big win

Holdings **Preferences**

Batch Actions

Classification

### 17.4.1. Holdings Preferences

Select the checkboxes or use the drop down menus to set the settings you'd like.



Holdings
Preferences

Changes are saved automatically.

### Holdings Preferences

Holdings Display Preferences

☐ Hide Call Number Classification Column

☐ Hide Call Number Prefix Column

☐ Hide Call Number Suffix Column

☒ Hide Generate Barcodes

☒ Hide Use Checkdigit

☐ Hide Item Number

☒ Hide Item Part

☒ Unified Holdings, Item Attributes Display, and Item Templates

Holdings Creation Defaults

Default Classification
Generic

Default Prefix
<None>

Default Suffix
<None>

## Holdings Display Preferences

Setting	Description
Hide Call Number Classification Column	Check this box if you'd like to hide the classification scheme column.
Hide Call Number Prefix Column	Check this box if your library doesn't use call number prefixes.
Hide Call Number Suffix Column	Check this box if your library doesn't use call number suffixes.
Hide Generate Barcodes	This box should be checked to hide this option as barcode generation is not currently used in Sitka.
Hide Use Checkdigit	This box should be checked to hide this option as the checkdigit function is not currently functional.
Hide Item Number	Check this box if your library doesn't use item numbers.
Hide Item Part	This box should be checked to hide this option as parts are not currently used in Sitka.
Unified Holdings, Item Attributes Display, and Item Templates	Check this box if you'd like the holdings and item attributes to display as a single tab.

## Holdings Creation Defaults

Setting	Description
Default Classification	By default Evergreen will use the classification scheme specified by the library settings <i>Default Classification Scheme</i> . Using this setting you can specify Generic, Dewey, Library of Congress.



Setting	Description
Default Prefix	If your library uses Prefixes select the one you'd like used as a default.
Default Suffix	If your library uses Suffixes select the one you'd like used as a default.

## 17.4.2. Item Attribute Settings

### Item Attribute Behaviour

If you would like the circulation library for an item to updated when the owning library is changed, check the box for *Change Circ Lib When Owning Lib Changes*.

Set the level at which you'd like to filter statistical categories in *Default Stat Cat Library Filter*. Libraries that share statistical categories across a federation or system may wish to choose the federation or system as their default filter.

Set a default Item Alert Type to be used when adding item alerts in *Default Item Alert Type*. Start typing in the field to have the available options appear.

**Item Attribute Settings**

Item Attributes Behavior

☐ Change Circ Lib When Owning Lib Changes

Stat Cat Filter...

Default Stat Cat Library Filter

Default Item Alert Type

### Hide Item Attributes

Select the checkboxes beside those fields that you don't want displaying as available item attributes.



**Hide Item Attributes**  
 Selected Fields Will be **Hidden** from the Item Attributes Form.

Identification	Location	Circulation	Miscellaneous	Statistics
<input type="checkbox"/> Status	<input type="checkbox"/> Location	<input type="checkbox"/> Circulate	<input type="checkbox"/> Item Alerts	<input checked="" type="checkbox"/> Add Item Tags
<input type="checkbox"/> Barcode	<input type="checkbox"/> Circulating Library	<input type="checkbox"/> Holdable	<input type="checkbox"/> Deposit	<input type="checkbox"/> Add Item Notes
<input type="checkbox"/> Creation Date	<input type="checkbox"/> Owning Library	<input type="checkbox"/> Aged-Based Hold Protection	<input type="checkbox"/> Deposit Amount	<input type="checkbox"/> Stat Cat Filter
<input type="checkbox"/> Activation Date	<input type="checkbox"/> Copy Number	<input type="checkbox"/> Floating	<input type="checkbox"/> Price	<input type="checkbox"/> Statistical Categories
<input type="checkbox"/> Creator		<input type="checkbox"/> Loan Duration	<input type="checkbox"/> OPAC Visible	
<input type="checkbox"/> Last Edit Date		<input type="checkbox"/> Fine Level	<input type="checkbox"/> Reference	
<input type="checkbox"/> Last Editor		<input checked="" type="checkbox"/> Circulate As Type	<input type="checkbox"/> Cost	
		<input type="checkbox"/> Circulation Modifier	<input checked="" type="checkbox"/> Quality	

The following item attributes are not used by Sitka's Evergreen and are selected by default:

- Circulate as Type
- Quality
- Add Item Tags

You may also want to select item attributes that relate to features your library doesn't currently use. The following are item attributes that relate to features libraries may or may not use.

- Copy Number
- Age-based Hold Protection
- Floating
- Loan Duration
- Fine Level
- Deposit
- Deposit Amount
- Cost

Refer to [Item Attributes](#) for information on specific item attributes.

## 17.5. Holdings Templates

### Sitka Snippet Video - Creating and Using Holdings Templates (2:21)

Holdings templates allow you to set up templates with pre-selected values for item attributes and help to ensure consistency in cataloguing of items.

#### 17.5.1. Creating Holdings Templates

1. Go to **Administration** → **Local Administration** → **Holdings Template Editor**.



OR

Open the Holdings Editor through any bibliographic record and go to the **Holdings** tab if you are using the unified editor or the **Item Attributes** tab if you are not.

The screenshot shows the Holdings Editor interface. At the top, there are tabs for 'Holdings' and 'Preferences'. Below these are fields for 'Classification', 'Prefix', 'Call Number Label', 'Suffix', and 'Batch'. A 'Batch Actions' dropdown is on the left. The main area is divided into sections: 'Owning Library', 'Classification', 'Prefix', 'Call Number Label', 'Suffix', 'Barcode', and 'Item #'. The 'Templates' section is highlighted with an orange box. It contains a dropdown menu for selecting a template and buttons for 'Apply Template', 'Save Template', 'Import Templates', 'Export All Templates', and 'Delete Template'.

2. Enter the values for the item attributes needed for your template.

The screenshot shows the Holdings Editor interface with item attributes. The 'Shelving Location\*' and 'Circulation Modifier\*' fields are highlighted with orange boxes. The 'Shelving Location\*' field shows 'Juvenile Fiction (MPL)' and '1 copy'. The 'Circulation Modifier\*' field shows 'juvenile-collection' and '1 copy'.

#### NOTE

Values entered for *Prefix* and/or *Suffix* in the [Holdings Details](#) section will be saved as part of the template.

3. Type in a name for the template and click **Save Template**.

The screenshot shows the Holdings Editor interface with the 'Save Template' button highlighted with an orange box. The 'Templates' dropdown shows 'Juvenile Fiction'.

4. The template is saved.

## 17.5.2. Deleting Holdings Templates

1. Go to **Administration** → **Local Administration** → **Holdings Template Editor**.

OR

Open the Holdings Editor through any bibliographic record and go to the **Holdings** tab if you are using the unified editor or the **Item Attributes** tab if you are not.







Templates: <input type="text" value="Juvenile Fiction"/>				
<input type="button" value="Apply Template"/> <input type="button" value="Save Template"/> <input type="button" value="Import Templates"/> <input type="button" value="Export All Templates"/> <input type="button" value="Delete Template"/>				
Identification	Location	Circulation	Miscellaneous	Statistics
<b>Item Status</b> In process 1 copy	<b>Shelving Location*</b> Juvenile Fiction (MPL) 1 copy	<b>Can Circulate</b> Yes 1 copy	<b>Add Item Alerts</b> Item Alerts	<b>Add Item Notes</b> Item Notes
<b>Barcode</b> <Unset> 1 copy	<b>Circulating Library</b> MPL 1 copy	<b>Is Holdable</b> Yes 1 copy	<b>Is Deposit Required</b> No 1 copy	<b>Stat Cat Filter</b> Stat Cat Filter...
<b>Creation Date</b> <Unset> 1 copy	<b>Owning Library</b> MPL : [Fic] 1 copy	<b>Circulation Modifier*</b> juvenile-collection 1 copy	<b>Deposit Amount</b> \$0.00 1 copy	<b>Summer Reading Club (MPL)</b> <Unset> 1 copy

## 17.5.4. Sharing Holdings Template

### Sitka Snippet Video - Sharing Holdings Templates (2:13)

Templates are saved on the Evergreen server, but only viewable by the staff account that created them. To share templates with other staff account you need to export the templates and have staff import them into their accounts.

#### TIP

When exporting, Evergreen will export all templates as one file. Co-op Support recommends you set up all templates needed by your cataloguers on one account before exporting the file.

When importing holdings templates, existing templates will be kept and new ones added. Templates sharing the same name will be overlaid by the new templates.

### Via the Holdings Editor

1. In the Holdings Editor click **Export All Templates**.

Templates: <input type="text"/>
<input type="button" value="Apply Template"/> <input type="button" value="Save Template"/> <input type="button" value="Import Templates"/> <input type="button" value="Export All Templates"/> <input type="button" value="Delete Template"/>

2. You are prompted to specify where on your computer you would like to save the file. Click **Save** once done.
3. You can share the file with staff via email, via a shared network drive, or have them log into Evergreen on the computer the file has been saved to.
4. In the Holdings Editor click **Import Templates**.

Templates: <input type="text"/>
<input type="button" value="Apply Template"/> <input type="button" value="Save Template"/> <input type="button" value="Import Templates"/> <input type="button" value="Export All Templates"/> <input type="button" value="Delete Template"/>

5. Follow the prompts to locate the templates file to be loaded. Click **Open**.
6. The templates will be imported.

### Via Local Administration

1. In Evergreen go to **Administration** → **Local Administration** → **Holdings Template Editor**.
2. In the Holdings Template Editor click **Export**.



**Edit Holdings Templates**

Template  ▼ Apply Save Delete Import **Export** Clear

**Circulate?**  
☐ Yes ☐ No

**Status**  
 ▼

**Circulating Library**

**Reference?**  
☐ Yes ☐ No

3. You are prompted to specify where on your computer you would like to save the file. Click **Save** once done.
4. You can share the file with staff via email, via a shared network drive, or have them log into Evergreen on the computer the file has been saved to.
5. In the Holdings Editor click **Import**.

**Edit Holdings Templates**

Template  ▼ Apply Save Delete **Import** Export Clear

**Circulate?**  
☐ Yes ☐ No

**Status**  
 ▼

**Circulating Library**

**Reference?**  
☐ Yes ☐ No

6. Follow the prompts to locate the templates file to be loaded. Click **Open**.
7. The templates will be imported.
8. Log out of Evergreen and back in and then the templates will appear in the template drop down menu in the Holdings Editor.



# Chapter 18. Adding Holdings

## 18.1. Adding Holdings to Bibliographic Records

### CAUTION

Make sure your browser allows Evergreen to open pop-ups or the Holdings Editor will not appear. See [Browser Configuration](#).

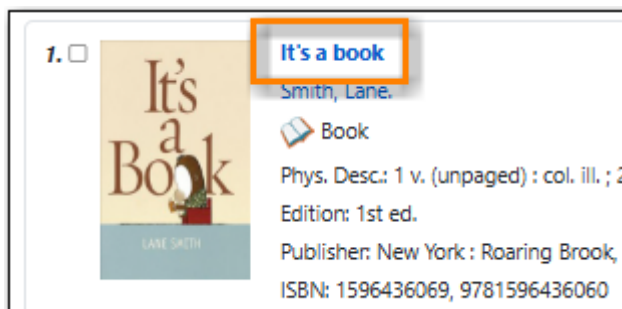
Co-op Support recommends all cataloguers adjust their [Holdings Editor Preferences](#) and set up [holdings templates](#) before starting to add holdings.

Detailed information on the Holdings Editor can be found in [Holdings Editor](#).

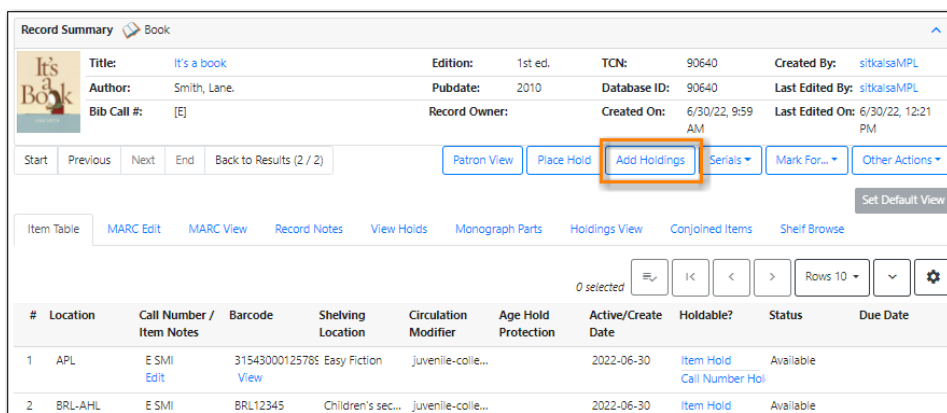
### 18.1.1. Adding Holdings

#### Sitka Training Video - Adding Holdings (2:05)

1. Search the catalogue for a record that matches the item in hand, as described in [Searching the Database for Cataloguing Purposes](#).
  - a. If you do not find a match, refer to the section [The Cataloguing Workflow](#) in Sitka's Evergreen Policy & Best Practices Manual for next steps.
2. Click on the title link to open the record.



3. Click **Add Holdings**.



4. The Holdings Editor will open up in a new tab. Depending on your saved preferences you will see either the *Unified Holdings and Item Attributes Display* or separate tabs for *Holdings* and *Item Attributes*.



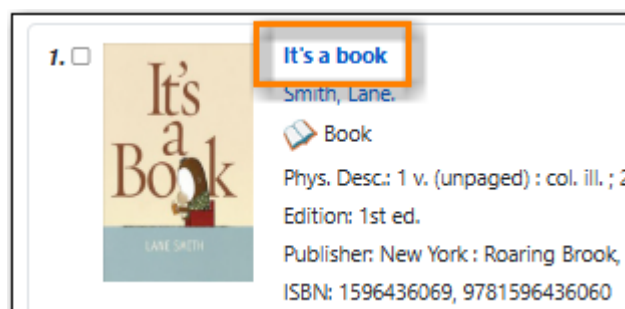
5. Complete the required fields for both the call number and item records.
  - a. By default, a new item has **In Process** status, unless you choose a different one when creating it. Item must be checked in to become **Available** and to create item's **Active Date**.
  - b. Refer to [Item Attributes](#) for information about individual attributes in an item record.
  - c. To ensure data consistency, we recommend using holding templates. Select one from the dropdown list, then click on **Apply**. Refer to [Holdings Templates](#) for more information on creating and using holding templates.
6. If you would like to print a spine or pocket label for the item, check the box for **Print Labels?**.

7. Once done, click on **Apply All, Save & Exit**. If printing labels the [Item Label interface](#) will open otherwise the pop-up tab is closed.
8. Your item will now display in the catalogue.

### 18.1.2. Adding Holdings to Multiple Branches

**TIP** Items that need different item attributes should be created separately.

1. Search the catalogue for a record that matches the item in hand, as described in [Searching the Database for Cataloguing Purposes](#).
  - a. If you do not find a match, refer to the section [The Cataloguing Workflow](#) in Sitka's Evergreen Policy & Best Practices Manual for next steps.
2. Click on the title link to open the record.





- Go to the **Holdings View** tab and select the branches you'd like to add items to.

Holdings Maintenance Birch Regional Library (BRL)

☒ Show Call Numbers ☒ Show Copies ☒ Show Empty Call Numbers ☒ Show Empty Libs

<input type="checkbox"/>	#	Location/Branch	Call Num...	Copies	Call Num...	Barco...	Circ Library	Owni... Library	Due Date	Shelv... Locat...	Circul... Modi...	Status
<input type="checkbox"/>	1	GLCONS	1	1								
<input type="checkbox"/>	2	BC_PUB	1	1								
<input type="checkbox"/>	3	PLF	1	1								
<input type="checkbox"/>	4	BRL	0	0								
<input type="checkbox"/>	5	BRL-A 0	0	0								
<input checked="" type="checkbox"/>	6	BRL-B 0	0	0								
<input checked="" type="checkbox"/>	7	BRL-C 0	0	0								
<input type="checkbox"/>	8	BRL-D 0	0	0								

#### TIP

Make sure both the **Show Empty Call Numbers** and **Show Empty Libs** checkboxes are selected in order to display branches without items on the library list.

If you don't select a branch, the default owning and circulating library is set to your workstation location.

- Click **Add Holdings**.

Record Summary Book

Title: It's a book Edition: TCN: 90641 Created By: trainingadmin

Start Previous Next End Back to Results (1 / 2) Patron View Place Hold **Add Holdings** Serials Mark For... Other Actions

Item Table MARC Edit MARC View Record Notes View Holds Monograph Parts Holdings View Conjoined Items Shelf Browse

Holdings Maintenance Birch Regional Library (BRL)

- The Holdings Editor will open up in a new tab. Depending on your saved preferences you will see either the *Unified Holdings and Item Attributes Display* or separate tabs for *Holdings* and *Item Attributes*.



The screenshot shows a web-based cataloging interface. At the top, there are tabs for 'Holdings' and 'Preferences'. Below them is a 'Batch Actions' dropdown. A table at the top lists holdings with columns: Owning Library, Classification, Prefix, Call Number Label, Suffix, Barcode, and Item #. Two rows are visible, both with 'BRL-CBB' as the Owning Library and 'BRL-CBB' as the Classification. Below the table is a 'Templates' section with a dropdown menu and buttons for 'Apply', 'Save', 'Import', 'Export', and 'Delete Template'. The main area is divided into five columns: Identification, Location, Circulation, Miscellaneous, and Statistics. Each column contains several sub-sections with input fields and dropdown menus. For example, the Identification column includes 'Copy Status' (set to 'In process'), 'Barcode', 'Creation Date', 'Active Date', 'Creator', 'Last Edit Date', and 'Last Editor'. The Location column includes 'Shelving Location' (set to 'Stacks (GLCONS)'), 'Circulating Library', 'Owning Library', and 'Copy Number on Volume'. The Circulation column includes 'Can Circulate', 'Is Holdable', 'Age Hold Protection', 'Floating Group', 'Loan Duration', 'Fine Level', and 'Circulation Modifier'. The Miscellaneous column includes 'Add Item Alerts', 'Is Deposit Required', 'Deposit Amount', 'Price', 'OPAC Visible', 'Is Reference', and 'Cost'. The Statistics column includes 'Add Item Notes', 'Stat Cat Filter', and 'Vendor (BRL)'. At the bottom, there is a checkbox for 'Print Labels?' and two buttons: 'Apply All & Save' and 'Apply All, Save & Exit'.

6. Complete the required fields for both the call number and item records.
  - a. By default, a new item has **In Process** status, unless you choose a different one when creating it. Item must be checked in to become **Available** and to create item's **Active Date**.
  - b. Refer to [Item Attributes](#) for information about individual attributes in an item record.
  - c. To ensure data consistency, we recommend using holding templates. Select one from the dropdown list, then click on **Apply**. Refer to [Holdings Templates](#) for more information on creating and using holding templates.
7. If you would like to print spine or pocket labels for the items, check the box for **Print Labels?**.

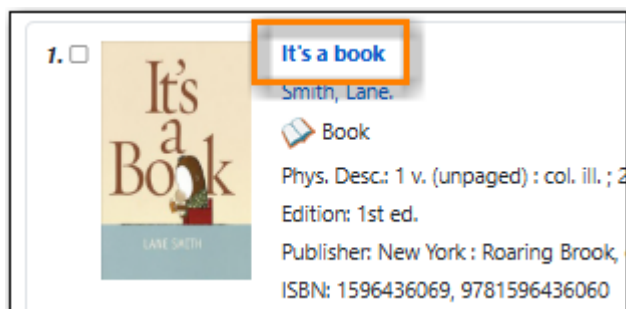
This is a close-up of the bottom section of the interface. It shows a checkbox labeled 'Print Labels?' which is checked. To the right of the checkbox are two buttons: 'Apply All & Save' and 'Apply All, Save & Exit'.

8. Once done, click on **Apply All, Save & Exit**. If printing labels the [Item Label interface](#) will open otherwise the pop-up tab is closed.
9. Your items will now display in the catalogue.

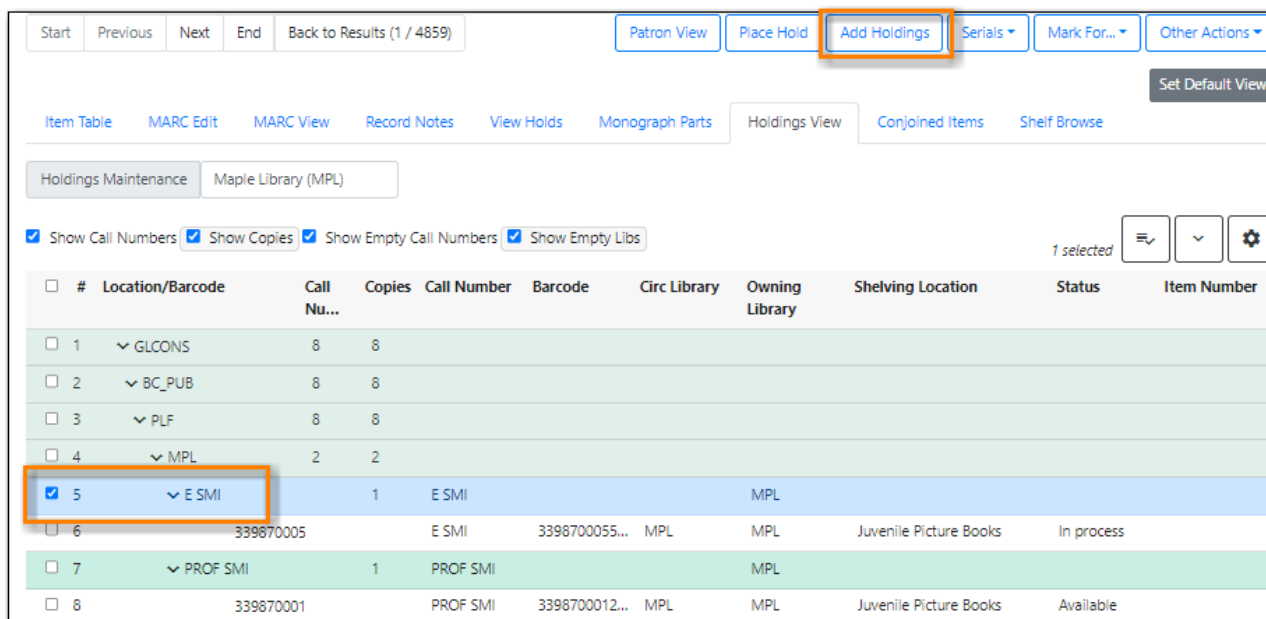
### 18.1.3. Adding Items to an Existing Call Number

1. Search the catalogue for a record that matches the item in hand, as described in [Searching the Database for Cataloguing Purposes](#).
  - a. If you do not find a match, refer to the section [The Cataloguing Workflow](#) in Sitka's Evergreen Policy & Best Practices Manual for next steps.
2. Click on the title link to open the record.

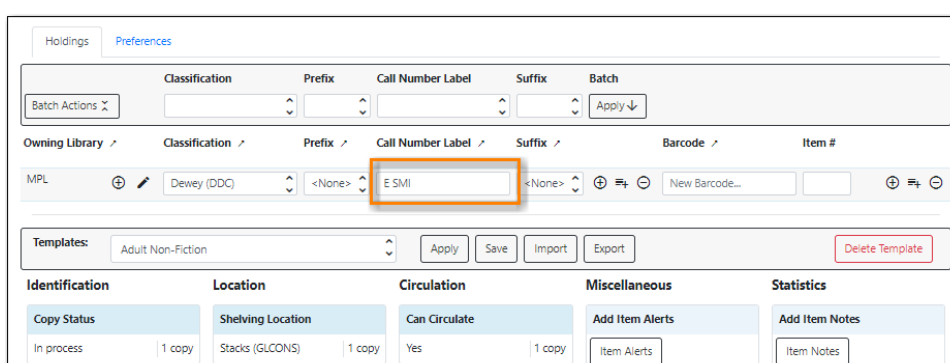




3. Go to the **Holdings View** tab and select the call number you'd like to add items to and click **Add Holdings**.



4. The Holdings Editor will open up in a new tab with the call number field populated with the call number you selected. Depending on your saved preferences you will see either the *Unified Holdings and Item Attributes Display* or separate tabs for *Holdings* and *Item Attributes*.

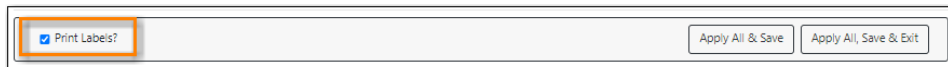


5. Complete the required fields for both the call number and item records.
  - a. By default, a new item has **In Process** status, unless you choose a different one when creating it. Item must be checked in to become **Available** and to create item's **Active Date**.
  - b. Refer to [Item Attributes](#) for information about individual attributes in an item record.
  - c. To ensure data consistency, we recommend using holding templates. Select one from the dropdown list, then click on **Apply**. Refer to [Holdings Templates](#) for more information on



creating and using holding templates.

6. If you would like to print spine or pocket labels for the items, check the box for **Print Labels?**.

A screenshot of a user interface element. It features a checkbox labeled 'Print Labels?' which is checked. To the right of the checkbox are two buttons: 'Apply All & Save' and 'Apply All, Save & Exit'. The entire element is enclosed in a thin border.

7. Once done, click on **Apply All, Save & Exit**. If printing labels the [Item Label interface](#) will open otherwise the pop-up tab is closed.
8. Your items will now display in the catalogue.

## 18.2. Item Labels

### 18.2.1. Printing Item Labels

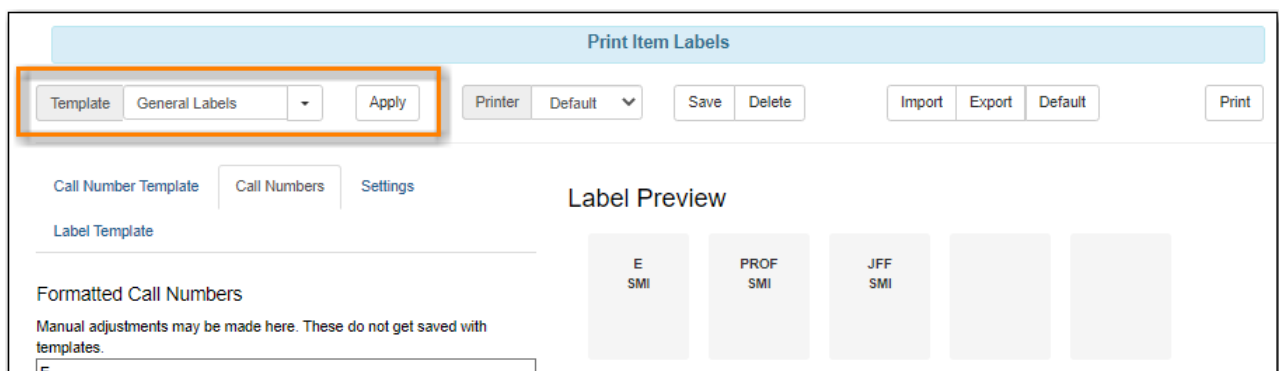
Item labels, both spine and pocket, can be printed:

- from the *Holdings Editor*
- from *Holdings View*
- from *Item Status*
- from *Item Buckets*

In each of these places you can select the items you wish to print labels for and then choose the **Print Labels** option. (This is a checkbox in the *Holdings Editor* and an option on the Actions menu in the other interfaces.) This will open the *Print Item Labels* interface.

Before you start printing labels you will need to configure your labels. See [Configuring Label Printing](#) for set up information.

1. Review the label preview to make sure your labels are displaying correctly.
2. If needed, apply a template from the drop-down menu and click **Apply**.

A screenshot of the 'Print Item Labels' interface. At the top, there's a light blue header with the title 'Print Item Labels'. Below the header, there's a toolbar with several buttons: 'Template' (highlighted with an orange box), 'General Labels' (with a dropdown arrow), 'Apply', 'Printer', 'Default' (with a dropdown arrow), 'Save', 'Delete', 'Import', 'Export', 'Default', and 'Print'. The main area of the interface is divided into two sections. On the left, there are tabs for 'Call Number Template', 'Call Numbers', and 'Settings'. Below these tabs, there's a 'Label Template' section with a text input field containing 'E'. To the right of the input field, there's a 'Label Preview' section showing three sample labels: 'E SMI', 'PROF SMI', and 'JFF SMI'. Below the input field, there's a note: 'Formatted Call Numbers. Manual adjustments may be made here. These do not get saved with templates.'

3. On the **Call Numbers** tab you can manually update call numbers for printing. For example, if you include copy numbers on your barcode you can add it here. These changes only affect the printed call number and do not change the call number in the system.



Call Number Template
Call Numbers
Settings

Label Template

### Formatted Call Numbers

Manual adjustments may be made here. These do not get saved with templates.

E  
SMI

PROF  
SMI

JFF  
SMI

- If you use label sheets, go to the **Settings** tab to adjust the starting position for your labels.

Call Number Template
Call Numbers
Settings

Label Template

\*All settings will be saved with templates

Print Feed Option

Continuous: ☐ Sheet: ☒

Starting Position on Label Grid ?

Row:  Column:

Label Set Configuration ?

Spine Label: ☒ Pocket Label: ☐

Number of Labels in Set:

Column 1

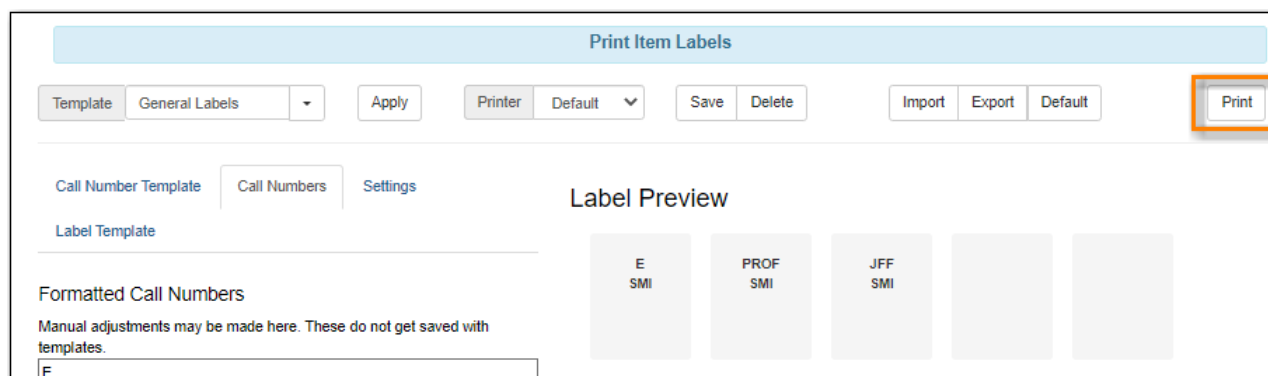
Page Settings

### Label Preview

			E SMI	PROF SMI
JFF SMI				

- Click **Print** and follow any browser prompts.

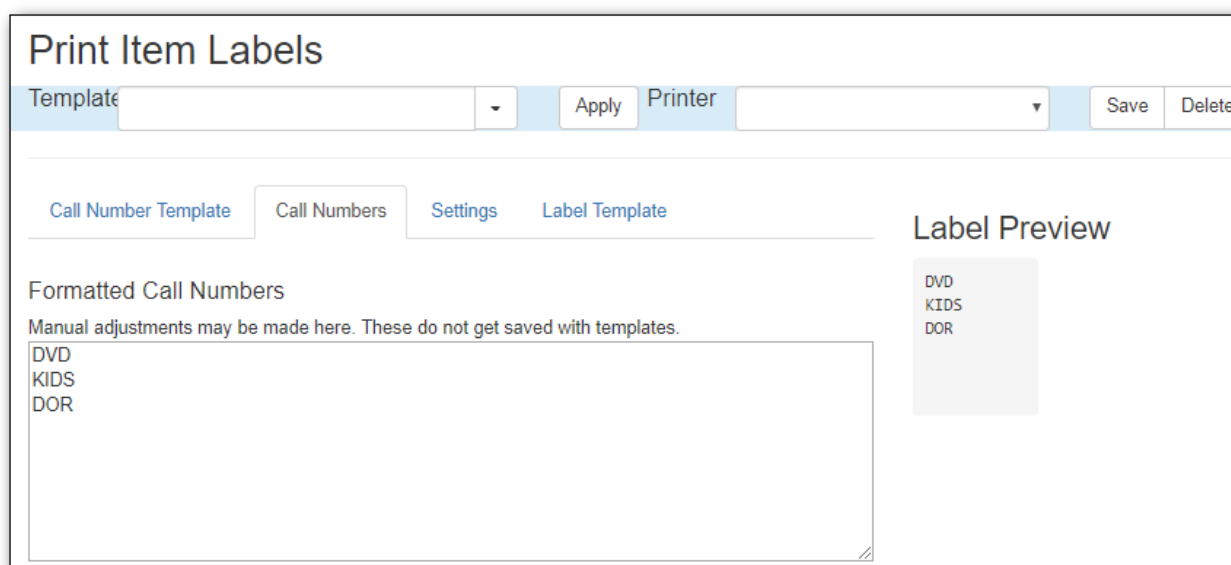




## 18.2.2. Configuring Label Printing

You configure label printing on the **Print Item Labels** screen. There are four tabs on this screen.

1. **Call Number Template** shows the template used to extract information for the spine label. The default includes call number prefix, copy location prefix, call number label, call number suffix, and shelving location suffix.
2. **Call Numbers** shows the spine label generated for the item based on the above template. For individual spine labels, you may edit them temporarily for the current printing only.



3. **Settings** is the place where you set up the format of the printing and the label. Settings here will override the group of settings under Item Print Label on Library Settings Editor. Here you may configure the following:
  - a. **Print Feed Option:** click the radio button to choose to use sheet labels or roll labels (continuous).
  - b. **Starting Position on Label Grid:** specify the starting row and column.
  - c. **Label Set Configuration:** click the Spine Label and/or Pocket Label radio button(s) to print spine or pocket label only or both. Each call number is considered a label set. You may specify the number of labels in each set and which label (spine label or pocket label) to be printed in which column. The screenshot shows two labels to be printed for each call number.



- d. Page Settings section allows you to specify the position of the labels on the page: the page margin, number of rows and columns of labels on each page and gaps between labels.
- e. Font & Label Settings: here you define the size of the label, position the printed content in the label and format the print.
  - i. The setting *Item Print Label - Inline CSS* allows you to add CSS into the template to further adjust where your text displays on your labels. For example, this centers the text and adds padding to the top of the label.

```
.spine {text-align:center; padding-top: 20px;}
```

Print Item Labels

Template label ▼

Apply

Printer ▼

Save

Delete

Import

Export

Default

Call Number Template
Call Numbers
Settings

Label Template

**\*All settings will be saved with templates**

Print Feed Option

Continuous: ☐ Sheet: ☒

Starting Position on Label Grid ?

Row:  Column:

---

Label Set Configuration ?

Spine Label: ☒ Pocket Label: ☐

Number of Labels in Set:

Column 1 Spine Label Column 2 Spine Label

---

Page Settings

Page Margins ?

Top:  Left:

Print Grid Size ?

Rows:  Columns:

Gap Between Rows ?

Gap Between Label Sets ?

---

Font & Label Settings

These settings do get saved with templates and will override corresponding Library Settings.

Item Print Label Font Family ?

### Label Preview

test	test	HE 2808 .M3	HE 2808 .M3	HE 215 .P98 1972
HD 9580 .K48 1970	HD 9580 .K48 1970	HF 5549 .P468 1981	HF 5549 .P468 1981	HE 2751 .F65
HD 9574 .C22 P59	HD 9574 .C22 P59	HE 243 .R53	HE 243 .R53	HD 9944 .I55 1970
AUG CRAN BROOK	AUG CRAN BROOK			
E ALB	E ALB	940.4 15 L423 1991	940.4 15 L423 1991	HE 401 .W45 528 1963

4. **Label Template** includes the script used to do the printing job. The top portion is the explanation. The lower portion is the code for printing. Changes in Settings will be reflected in the code. You do not edit the code directly.

#### TIP

You may also need to configure your **Chrome Printer settings** to set the margins to *None*.



Print

1 sheet of paper

Layout

Portrait

Color

Color

More settings

^

Paper size

Letter

Pages per sheet

1

Margins

None

Scale

Default

### Label Printing Template

You can save your adjustments on label printing settings to a label printing template. For example, if you usually print spine labels only, but sometimes print both spine and pocket label, you can create two templates: one for spine label only, the other for both labels. When printing the labels, you just need to choose the appropriate template from the list, then click **Apply**.

To create a label printing template, make the necessary adjustment on any or all tabs. Once done, type in a name in the **Template** box, and click **Save**.



Print Item Labels

Template

spine label only

Apply

Printer

Save

Delete

Import

Export

Default

Call Number Template

Call Numbers

Settings

Label Template

get\_bib\_for(copy)['title'] | wrap:28

This would try to the wrap the item's title every 28 characters.

get\_bib\_for(copy)['title'] | wrap:28:multi: ' '

This does the same thing but indents subsequent lines with 2 spaces each.

get\_bib\_for(copy)['title'] | wrap:28:once: ' '

This wraps the title just once, prefixes the second line with two spaces, and truncates anything after the 2nd line.

Label Preview

DVD  
KIDS  
DOR

```
-->
<table class="labels" style="page-break-after: always;" ng-repeat="copy in copies"><tr valign="top"><td>
<!-- Spine Label contents -->
<pre class="spine" style="border:none" ng-show="true">
{{{get_cn_for(copy)}}}
</pre>
</td>
</tr>
</table>
```

## TIP

Label printing templates are linked to login accounts. To share templates, you can export them, and send them to your colleagues for them to import into their own accounts.

## 18.3. New Items and Holds

Because of the way Evergreen targets holds, new items are not guaranteed to fulfill pre-existing holds until 24 hours after cataloguing. If you are a single branch library and your cataloguing turn-around time is shorter than 24 hours you can ensure the new item is captured at check in by using the checkin modifiers **Retarget Local Holds** and **Retarget All Statuses**.

As the checkin modifiers will only re-target the top local hold, which may not be the top system hold, multi-branch libraries should instead follow the procedure below.

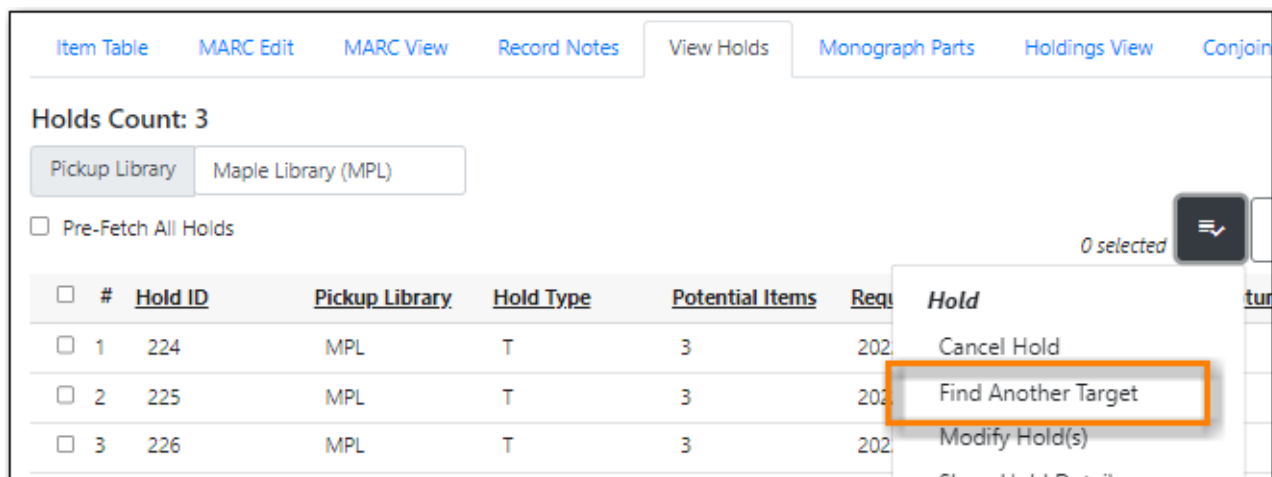
1. After adding the item, click on **View Holds**.

Item Table	MARC Edit	MARC View	Record Notes	View Holds	Monograph Parts
------------	-----------	-----------	--------------	------------	-----------------

#	Location	Call Number / Item Notes	Barcode	Shelving Location	Circulation Modifier	Age Hold Protection
1	MPL	E LEA <a href="#">Edit</a>	33987000812148 <a href="#">View</a>   <a href="#">Edit</a>	Juvenile Pictur...	juvenile-collec...	

2. If there are outstanding hold requests, select the hold that is next in line then click the actions button and choose **Find Another Target**. This forces Evergreen to re-target the hold and recognize the newly catalogued item.





3. Check in the new item to capture it for the selected hold.

## 18.4. Adding Holdings for Electronic Resources

There are two ways to catalogue electronic resources in Evergreen.

Our recommended process is to use specially coded MARC records as described in [Creating New Records for Electronic Resources](#).

Alternatively you may add placeholder holdings to a MARC record.

- Use the same steps as adding physical holdings as described in the prior section.
- It is important to use item barcodes from within your designated barcode range.
- Placeholder holdings will scope your non-physical resources to your public catalogue.



# Chapter 19. Maintaining Holdings

## 19.1. Batch Editing Items

1. Items can be edited in batch:
  - by scanning items or [uploading a file of barcodes](#) into *Item Status*, selecting the relevant items, and then selecting **Edit** → **Items** from the **Actions** menu.
  - from within an [item bucket](#) by selecting the relevant items, and then selecting **Edit Selected Items** from the **Actions** menu.
  - from within a bibliographic record by going to **Holdings View**, selecting the items you wish to edit, and then selecting **Edit** → **Edit Items** from the **Actions** menu.
2. This will open the *Holdings Editor* in a new tab.
3. Make the needed changes to the call number record and/or item attributes. Information on these fields can be found in [Holdings Editor](#).
4. If there are particular item attributes which will be different for different items, you can edit those individually. Click on the attribute, and then de-select the values you don't want to be altered before you apply the changes.

The screenshot shows the Holdings Editor interface with three main panels: Identification, Location, and Circulation. The Location panel is highlighted with an orange border.

Identification	Location	Circulation
<b>Copy Status</b> Available   1 copy In process   2 copies	<b>Shelving Location</b> <input checked="" type="checkbox"/> Juvenile First Fiction (MPL)   1 copy <input checked="" type="checkbox"/> Juvenile Picture Books (MPL)   1 copy <input type="checkbox"/> Professional Books (MPL)   1 copy Shelving Location... [Apply] [Cancel] [Clear]	<b>Can Circulate</b> Yes   3 copies <b>Is Holdable</b> Yes   3 copies <b>Circulation Modifier</b> juvenile-collection   3 copies

5. Click **Apply All, Save & Exit**.

## 19.2. Replacing a Barcode

### [Sitka Snippet Video - Replace Barcode \(1:26\)](#)

The replace barcode function can be accessed from the Circulation menu, as well as the Actions menus in Item Status and the Holdings View tab in a bibliographic record. The function will look slightly different depending on where it is accessed from.

1. Select **Replace Barcode** from your preferred menu.
2. When accessed from the Circulation menu, enter the original and new barcode and click **Submit**.



**Replace Item Barcode**

Enter Original Barcode for Item

Original Barcode...

Enter New Barcode for Item

New Barcode...

Submit

- When accessed through the Item Status Actions menu, the original barcode is prefilled. Enter the new barcode and click **Submit**.

**Replace Item Barcode**

Enter Original Barcode for Item

33987001111111

Enter New Barcode for Item

New Barcode...

Submit Cancel

- When accessed through the Holdings View tab, the original barcode is prefilled. Enter the new barcode and click **Replace Barcode**.

**Replace Item Barcode** ×

Replacing barcode 33987001111111

New Barcode:

Cancel Replace Barcode

## 19.3. Transferring Holdings

There are times when you need to move item records from one title record to another, or move items from one call number to another under the same or another title record. There are functions in Evergreen to allow you to do so. The critical step is to ensure that you first mark the destination record, then move the source record with the corresponding transfer function. Co-op Support recommends you read through the process first before starting, as each scenario has different characteristics.

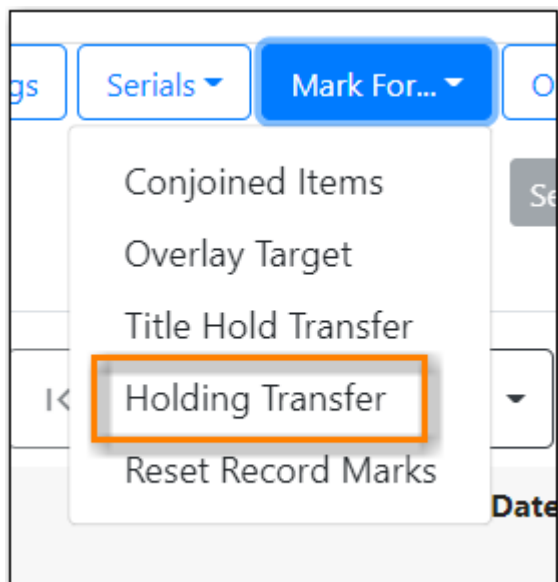


### 19.3.1. Transferring Holdings

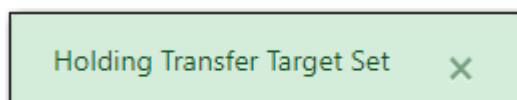
When you want to transfer all items under one call number to another title record or another library under the same title, you use the **Transfer Holdings** function. Evergreen will transfer both the call number record and all items under it to the new title and/or library.

#### Transferring Holdings to Another Title Record

1. Find the destination or target record. On **Mark for** dropdown list, select **Holding Transfer**.



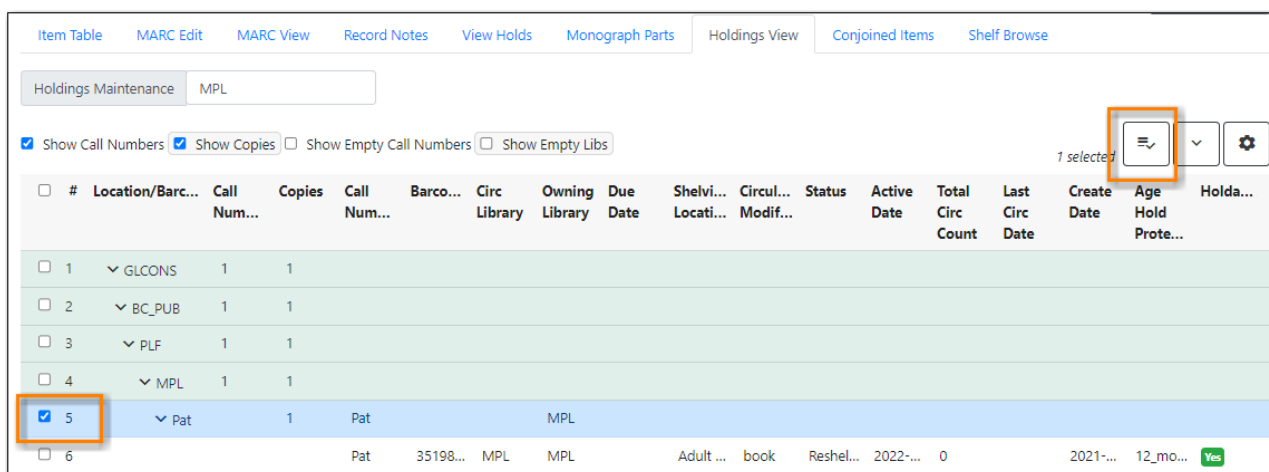
2. Confirmation appears at bottom right of the screen.



#### NOTE

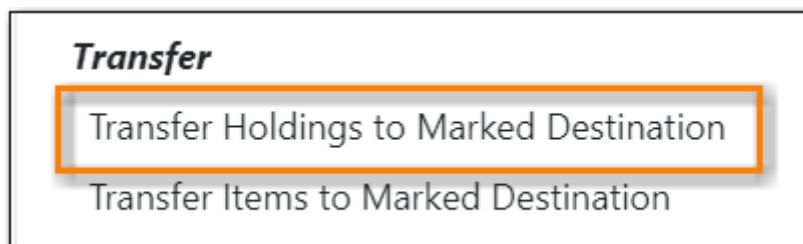
Transfer target is kept until it is reset (via **Reset Record Marks** on **Mark for** list) or a new target is marked.

3. Go to **Holdings View** of the source title. Select the call number you want to transfer. Click **Actions** list.

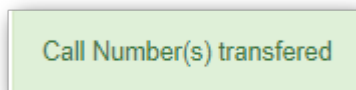




4. Scroll down to **Transfer**. Choose **Transfer Holdings to Marked Destination**.



5. The confirmation pop-up appears on bottom right of the screen.



#### NOTE

Your call number's owning library and items' circulation library will not be changed during the transfer. If you already have call numbers under the destination record and the call numbers are the same, the call numbers will be merged.

### Transferring Holdings to Another Library

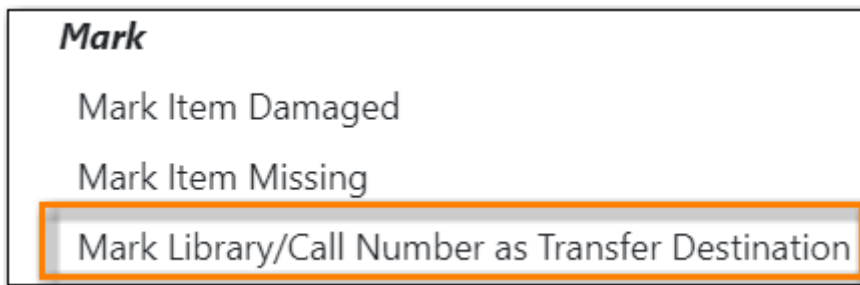
1. On **Holdings View** of the target title record, select the destination library.
  - a. You may need to select **Show Empty Libs** to see your destination.

The screenshot shows the "Holdings View" interface. At the top, there are tabs: "Item Table", "MARC Edit", "MARC View", "Record Notes", "View Holds", "Monograph Parts", "Holdings View" (active), "Conjoined Items", and "Shelf Browse". Below the tabs is a "Holdings Maintenance" section with a search box containing "BRL". There are four checkboxes: "Show Call Numbers" (checked), "Show Copies" (checked), "Show Empty Call Numbers" (unchecked), and "Show Empty Libs" (checked and highlighted with an orange box). To the right of these checkboxes is a "1 selected" indicator and a dropdown menu icon (highlighted with an orange box). Below this is a table with the following columns: #, Location/Barc..., Call Num..., Copies, Call Num..., Barco..., Circ Library, Owning Library, Due Date, Shelvi..., Circul..., Status, Active Date, Total Circ Count, Last Circ Date, Create Date, Age Hold Prote..., and Holda... The table contains 8 rows. Row 6 is selected (highlighted in blue) and has an orange box around its checkbox. The data for row 6 is: # 6, Location/Barc... BRL-BF, Call Num... 0, Copies 0.

#	Location/Barc...	Call Num...	Copies	Call Num...	Barco...	Circ Library	Owning Library	Due Date	Shelvi...	Circul...	Status	Active Date	Total Circ Count	Last Circ Date	Create Date	Age Hold Prote...	Holda...
1	GLCONS	2	2														
2	BC_PUB	2	2														
3	PLF	2	2														
4	BRL	0	0														
5	BRL-AF	0	0														
6	BRL-BF	0	0														
7	BRL-CE	0	0														
8	BRL-DI	0	0														

Click **Actions** dropdown list. Scroll down to **Mark**. Select **Mark Library/Call Number as Transfer Destination**.





- Confirmation appears at the bottom right corner of the screen.
- Find the source title. Select the source volume on **Holdings View**.

Item Table

MARC Edit

MARC View

View Holds

Monograph Parts

Holdings View

Conjoined Items

Shelf Browse

Patron View

Holdings Maintenance

BRL

Show Call Numbers

Show Copies

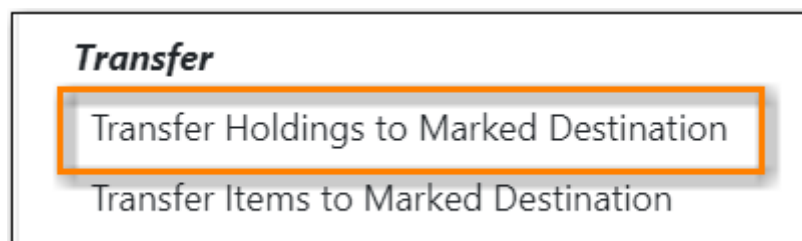
Show Empty Call Numbers

Show Empty Libs

1 selected

	#	Location/Barcode	Call Numbers	Copies	Call Number	Barcode	Circ Library	Owning Library	Due Date	Shelving Location	Circula... Modifier	Status	Active/... Date	Age Hold Protect...	Holdab...
<input type="checkbox"/>	1	GLCONS	1	1											
<input type="checkbox"/>	2	BC_PUB	1	1											
<input type="checkbox"/>	3	PLF	1	1											
<input type="checkbox"/>	4	BRL	1	1											
<input type="checkbox"/>	5	BRL-AHL	1	1											
<input checked="" type="checkbox"/>	6	E	1	1	E PET			BRL-AHL							
<input type="checkbox"/>	7	35180100142461			E PET	351801...	BRL-AHL	BRL-AHL		Childre...	juvenile...	Available	2021-0...		Yes
<input type="checkbox"/>	8	BRL-BRB	0	0											
<input type="checkbox"/>	9	BRL-CBB	0	0											
<input type="checkbox"/>	10	BRL-DVB	0	0											

- Click **Actions** dropdown list. Scroll down to **Transfer**. Select **Transfer Holdings to Marked Destination**.



- Confirmation appears at bottom right of the screen.

**TIP** If the destination library has a call number with the same call number, the call numbers will be merged during the transfer.

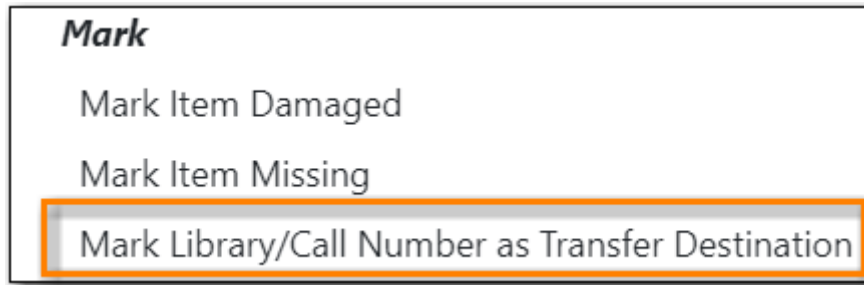
### 19.3.2. Transferring Items

You may want to transfer some of the items under one call number to another call number or transfer all items under one call number to another with a different call number. You use the **Transfer Items** function.

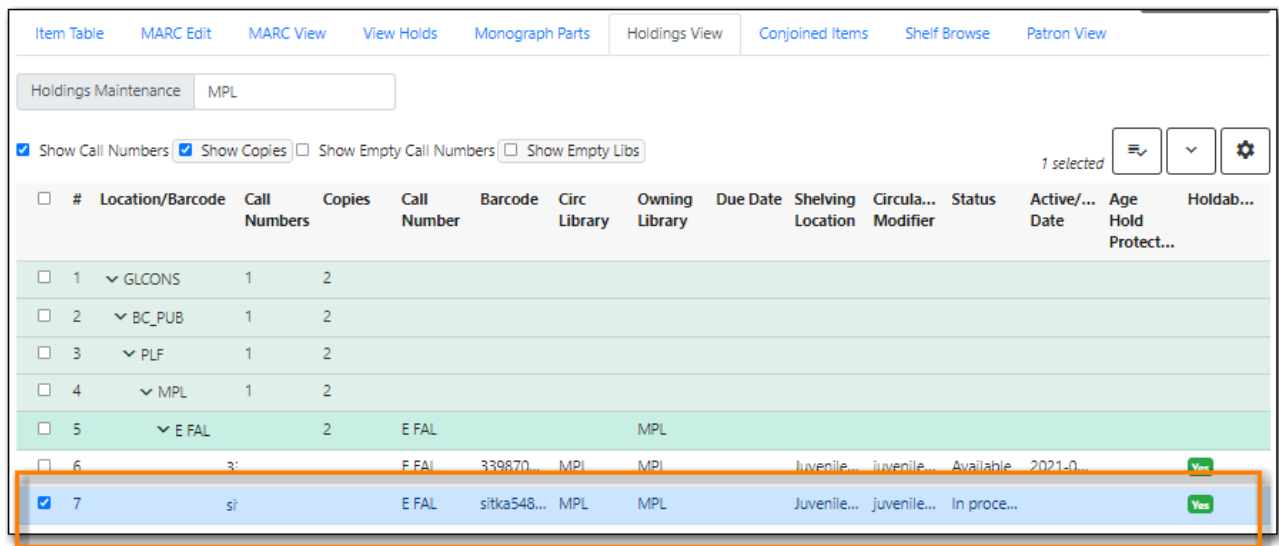


## Transferring Items to Another Call Number/Library

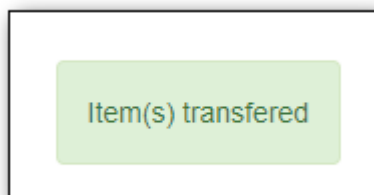
1. Find the destination title record. On **Holdings View**, select the destination call number/library. Click **Actions** dropdown. Go to **Mark** to select **Library/Call Number as Transfer Destination**.



2. Go to the source record, if different from the destination. On **Holdings View**, select the items you wish to transfer. Click **Actions** dropdown list. Go to **Transfer** to select **Transfer Items to Marked Destination**.



3. The source item disappears, if destination is under another record. The confirmation pops up at the bottom right of the screen.



### NOTE

The option to **Transfer Items to Marked Destination** may be cut-off. If you right-click on the item, the option to **Transfer Items to Marked Destination** is visible.

## 19.4. Deleting Holdings

Library staff can delete both regular items and pre-catalogued items from Evergreen.

Items can be deleted via:



- Item Status
- Item Buckets
- the Holdings View tab in a bibliographic record.

#### CAUTION

When deleting items in Evergreen it is important to always check the item's status first. Checked out items should be checked in to remove them from the patron's account before an item is deleted.

Deleted items cannot be un-deleted in the staff client.

### 19.4.1. Deleting Items via Item Status

1. In the *Item Status* interface, scan the items you wish to delete or [upload a file](#) of the barcodes you wish to delete.
2. Check the status of the items to ensure none have the status of *Checked Out*.

Item Status							
#	<input type="checkbox"/>	Status	Barcode	Call Number	Due Date	Location	Item Status
1	<input type="checkbox"/>		33987000895168	ER MCM		Easy Readers	Available
2	<input type="checkbox"/>		33987000774124	J567.9 LON		Juvenile Non-Fiction	Available
3	<input type="checkbox"/>		33987000555887	E591.734 HOD	2022-07-25 23:59	Juvenile Non-Fiction	Reshelving

3. Select the items you wish to delete and from the **Actions** menu choose **Delete Items**.

Item Status							
#	<input type="checkbox"/>	Status	Barcode	Call Number	Due Date		
1	<input checked="" type="checkbox"/>		33987000895168	ER MCM		<div> Add to Item Bucket  Add to Record Bucket  Show in Catalogue  Make Items Bookable  Book Item Now  Manage Reservations  Request Items  Link as Conjoined to Previously Marked Bib Record  Delete Items </div>	
2	<input checked="" type="checkbox"/>		33987000774124	J567.9 LON			
3	<input checked="" type="checkbox"/>		33987000555887	E591.734 HOD	2022-07-25 23:59		

4. A pop up will display the count of items and call numbers to be deleted. Click **OK/Continue** to delete the items.

X

Permanently delete selected items and/or call numbers from catalogue?

Will delete 3 items and 0 call numbers

OK/Continue

Cancel



- The items are deleted and the *Item Status* screen displays the message *Item Not Found* as the items are no longer retrievable through the staff client.

## Scan Item

No file chosen

Item Not Found

### 19.4.2. Deleting Items via Item Buckets

- Retrieve the item bucket that contains the items you wish to delete. For more information on retrieving and using item buckets see [Item Buckets](#).
- Check the status of the items to ensure none have the status of *Checked Out*.

Bucket #3: Weeding June 2022 3 items / Created 2022-06-27 13:57 / MPL (sitkalsampl) @  
MPL / Potential items to be weeded

Buckets-

#	<input type="checkbox"/>	Barcode	Call Number	Location	Author	Title	Copy Status
1	<input type="checkbox"/>	<a href="#">33987000798107</a>	JDVD TV DIN	Juvenile DVD		<a href="#">Dinosaur train Eggstravag...</a>	Available
2	<input type="checkbox"/>	<a href="#">33987000555887</a>	E591.734 HOD	Juvenile Non-Fiction	Hodge, Deborah.	<a href="#">Rain forest animals</a>	Reshelving
3	<input type="checkbox"/>	<a href="#">33987000774124</a>	J567.9 LON	Juvenile Non-Fiction	Long, John A. 1957-	<a href="#">Dinosaurs</a>	Available

- Select the items you wish to delete and from the **Actions** menu choose **Delete Select Items from Catalogue**.

Bucket #3: Weeding June 2022 3 items / Created 2022-06-27 13:57 / MPL (sitkalsampl) @  
MPL / Potential items to be weeded

Buckets-

#	<input checked="" type="checkbox"/>	Barcode	Call Number	Location
1	<input checked="" type="checkbox"/>	<a href="#">33987000798107</a>	JDVD TV DIN	Juvenile DVD
2	<input checked="" type="checkbox"/>	<a href="#">33987000555887</a>	E591.734 HOD	Juvenile Non-Fiction
3	<input checked="" type="checkbox"/>	<a href="#">33987000774124</a>	J567.9 LON	Juvenile Non-Fiction

Apply Tags

**Bucket**

- Remove Selected Items from Bucket
- Move Selected Items to Pending Items

**Items**

- Request Selected Items
- Edit Selected Items
- Edit Call Numbers
- Transfer Selected Items to Marked Call Number
- Delete Selected Items from Catalogue**

- A pop up will appear asking you to confirm the deletion. Click **OK/Continue**.
- The items are now deleted but are still visible in the bucket. This is the only place in Evergreen the items will display. You can use the *Is Deleted* column to determine which item are deleted.

Bucket #3: Weeding June 2022 3 items / Created 2022-06-27 13:57 / MPL (sitkalsampl) @  
MPL / Potential items to be weeded

Buckets-

#	<input type="checkbox"/>	Barcode	Call Number	Location	Author	Title	Is Deleted	Copy Status
1	<input type="checkbox"/>	<a href="#">33987000798107</a>	JDVD TV DIN	Juvenile DVD		<a href="#">Dinosaur train Eggstra...</a>	Yes	Available
2	<input type="checkbox"/>	<a href="#">33987000555887</a>	E591.734 HOD	Juvenile Non-Fiction	Hodge, Deborah.	<a href="#">Rain forest animals</a>	Yes	Reshelving
3	<input type="checkbox"/>	<a href="#">33987000774124</a>	J567.9 LON	Juvenile Non-Fiction	Long, John A. 1957-	<a href="#">Dinosaurs</a>	Yes	Available



### 19.4.3. Deleting Items via the Holdings View Tab

1. Search the catalogue for the record of the item you wish to delete.
2. Go to the **Holdings View** tab.
3. Check the status of the item(s) to ensure none have the status of *Checked Out*.

#	Location/Barcode	Call Nu...	Copies	Call Number	Barcode	Circ Library	Owning Library	Shelving Location	Status	Item Number
1	GLCONS	1	1							
2	BC_PUB	1	1							
3	PLF	1	1							
4	MPL	1	1							
5	JDVD 567.9 PLA	1	1	JDVD 567.9 ...			MPL			
6	339870008			JDVD 567.9 ...	3398700084...	MPL	MPL	Juvenile Non-Fiction	Available	

4. Select the item(s) you wish to delete and from the Actions menu choose **Delete** → **Delete Items**.

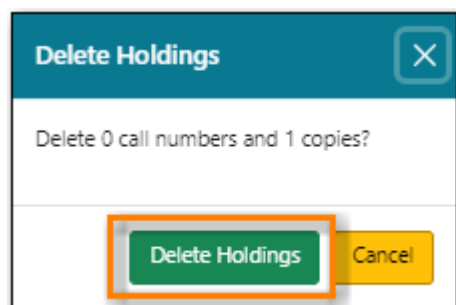
#	Location/Barcode	Call Nu...	Copies	Call Number	Barcode	Circ Library	Item Number
1	GLCONS	1	1				
2	BC_PUB	1	1				
3	PLF	1	1				
4	MPL	1	1				
5	JDVD 567.9 PLA	1	1	JDVD 567.9 ...			
6	339870008			JDVD 567.9 ...	3398700084...	MPL	

**Delete**  
Delete Call Numbers and Items  
Delete Empty Call Numbers  
Delete Items  
**Edit**  
Edit Call Numbers  
Edit Call Numbers And Items  
Edit Items  
Replace Barcodes

#### TIP

When an item is deleted Evergreen automatically deletes the associated call number record if it's not used by any other items so it's not necessary to manually delete call numbers.

5. On the pop up that appears click **Delete Holdings**.



6. The item(s) will be deleted. Evergreen will also automatically delete associated call number and



bibliographic records as necessary.

## 19.5. Deleting Holdings for Electronic Resources

1. Search the catalogue for the record with the electronic resource that you want to delete, as described in [Searching the Database for Cataloguing Purposes](#).
2. Click on the **MARC Edit** tab.
3. Using the [Enhanced MARC Editor](#) or the [Flat Text Editor](#) find the 856 field with the subfield 9 containing your library code.
4. Delete the 856 field with the subfield 9 containing your library code.
5. Click **Save Changes**.
6. The record will no longer appear in searches in your public catalogue.



# Chapter 20. Item Buckets

## Sitka Snippet Video - Item Buckets (4:33)

Buckets is the name for a batch change functionality in Evergreen, or for a function that groups records in one place. Batch changes allow you to group together many records and enact changes on them all at once, instead of individually editing them. Buckets can also be used to create pull lists. Buckets allow you to track and work with your materials in arbitrary ways and more easily collaborate with others.

This chapter will demonstrate a variety of ways in which you can manage your items with Buckets.

Currently there are item and title record buckets. You may work on item records with Item Buckets and MARC records with Record Buckets.

Some possible uses for buckets are batch editing items, deleting items, and grouping like items temporarily to change their status or to create bibliographies and pull lists. While you can batch edit records a variety of ways in Evergreen, using common Windows functions such as select all and edit, buckets are useful for keeping records together over a period of time. For example, if you scan 20 items into the Item Status screen you can batch edit or delete from there by selecting all, but you have to enact those changes right then while records are all together on the screen. By utilizing Evergreen's bucket functionality, you can create a bucket and add records to that bucket, and they stay there until you are ready to work with them, whether that be immediately or days later. Adding items to a bucket is like creating and saving a query. The record being in a bucket does not affect normal library functions such as circulation, as being in a bucket is not a status.

Buckets can be shared or private, and are associated with a login account.

### TIP

Deleted records are not automatically removed from buckets. It is recommended that you always display **Deleted?** field in Bucket View.

When a bucket is retrieved, all information about the records in it is transferred to the workstation. It consumes the computer's resources. It is recommended that an item bucket contain no more than a few hundred records.

## 20.1. Creating/Deleting Item Buckets

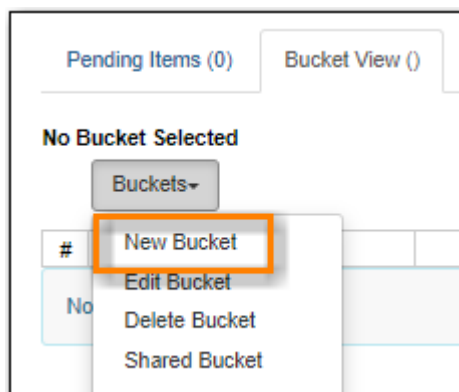
### 20.1.1. Creating Item Buckets

There are two ways to create an item bucket. You can either create a bucket first, without accessing any copies, or you can access an item record and choose to create the bucket from that view. We will demonstrate both methods here.

#### Create an Item Bucket on Item Buckets view

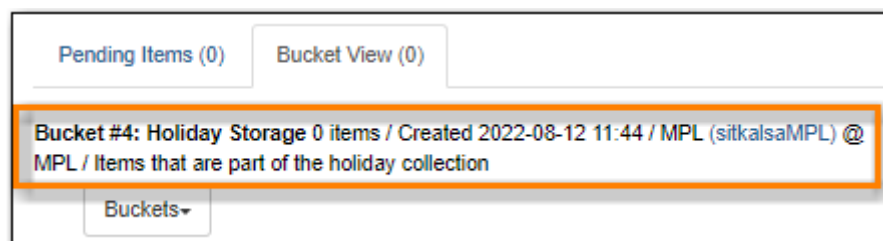
1. Select **Cataloging** → **Item Buckets** from the menu bar.
2. Select **New Bucket** from the **Buckets** dropdown list.





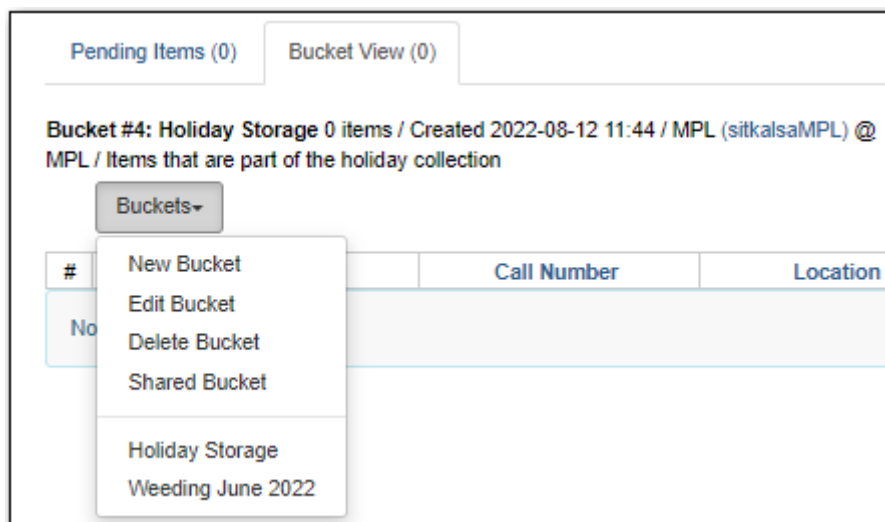
3. Type in a name and some description, if needed. Click **Create Bucket**.

4. The newly created bucket is the active bucket in Bucket View. Note that the bucket is numbered, and creator/owner identified.



5. Click the **Buckets** dropdown list to see the bucket. You can edit the bucket's name or description by clicking on **Edit Bucket** on the list.





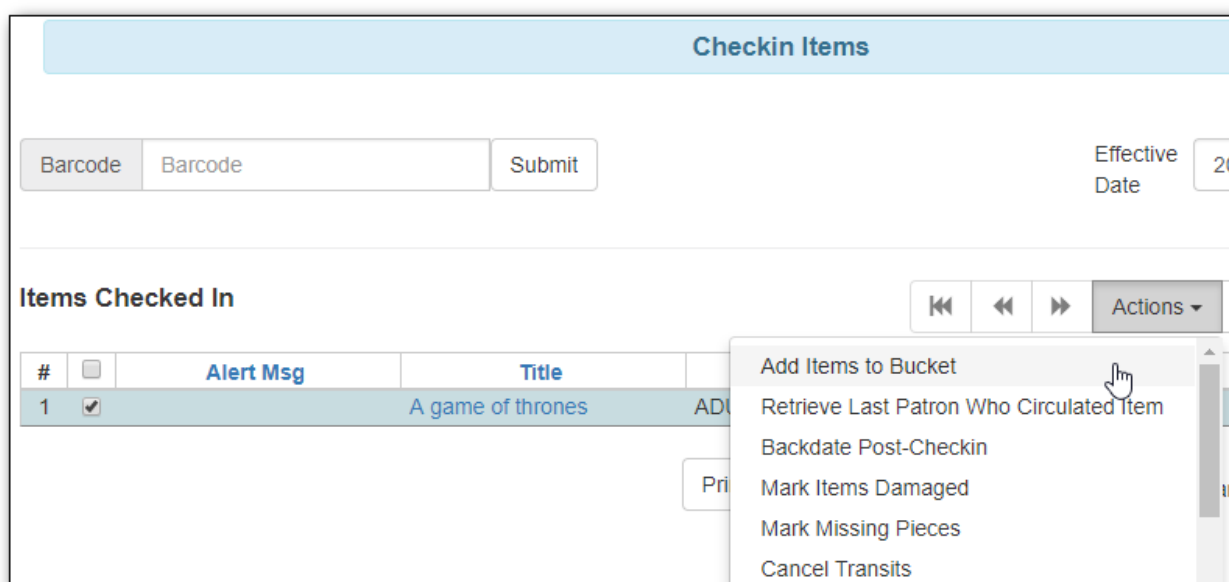
#### TIP

- Only buckets created by the login account are listed. But those created by other people can be retrieved via bucket number, if shared with you. Click **Shared Bucket** to type in the number to retrieve it.
- Ignore the check box for **Shareable** - this function does not work as expected.

### Create an Item Bucket when Adding an Item Record to a Bucket

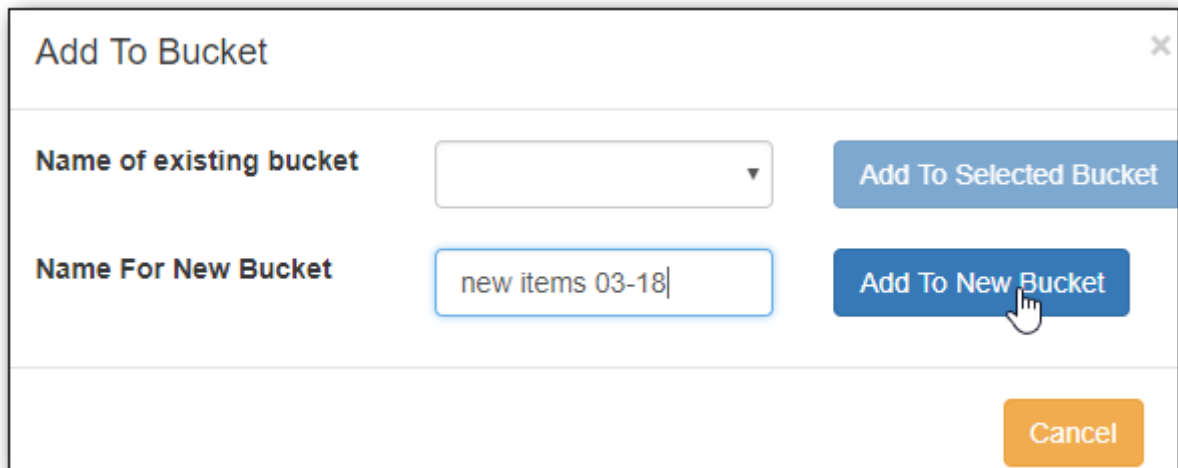
You can also create a bucket from within an item record.

1. When an item is displayed on a screen such as **Checkin** or **Item Status**, you can add it to an item bucket by choosing **Actions** → **Add Items to Bucket**.



2. You are prompted to add the record to an existing bucket or a new one. To add to a new bucket, type in a name in **Name For New Bucket** box, then click **Add to New Bucket**.





**Add To Bucket** [Close]

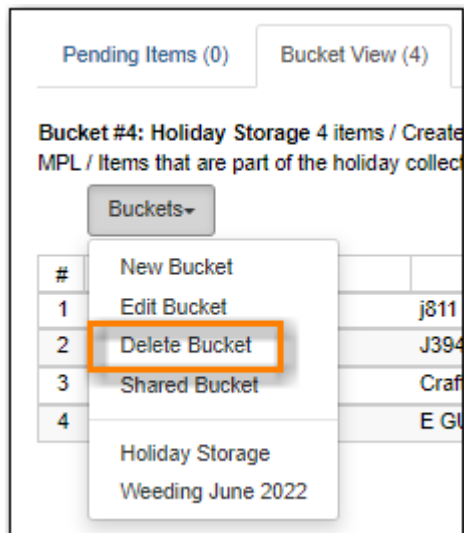
**Name of existing bucket** [Dropdown] **Add To Selected Bucket**

**Name For New Bucket** [new items 03-18] **Add To New Bucket**

**Cancel**

### 20.1.2. Deleting Item Buckets

1. To delete an item bucket, retrieve it from the **Buckets** drop down list
2. Select **Delete Bucket**.



3. On the pop up that appears click **Delete Bucket**.
4. The bucket is deleted.

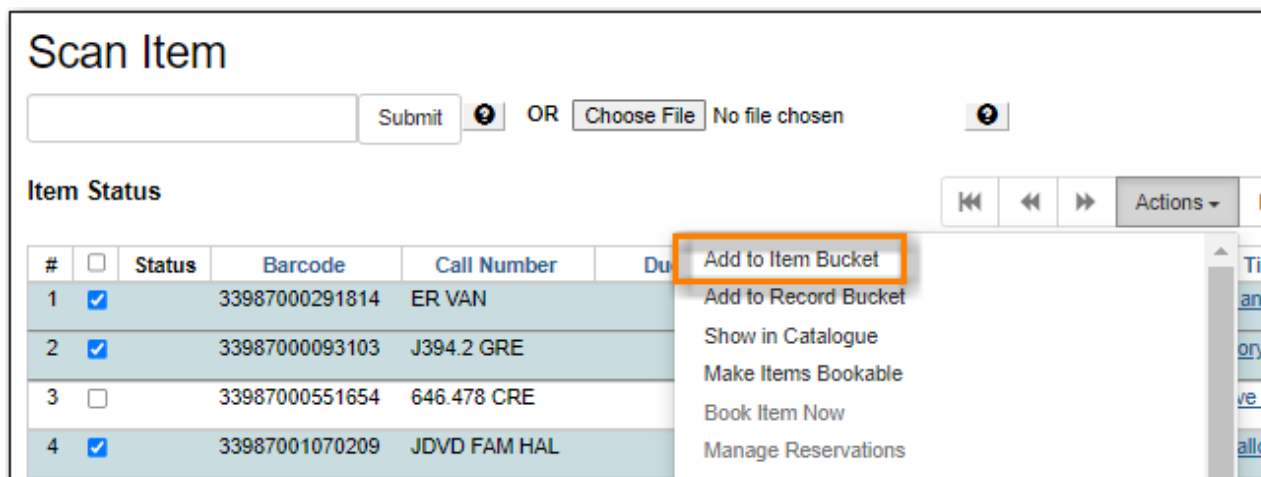
## 20.2. Adding Items to a Bucket

### Add Items to a Bucket

Items can be added to a bucket when they are displayed on **Checkin**, **Item Status** and **Holdings View** screen.

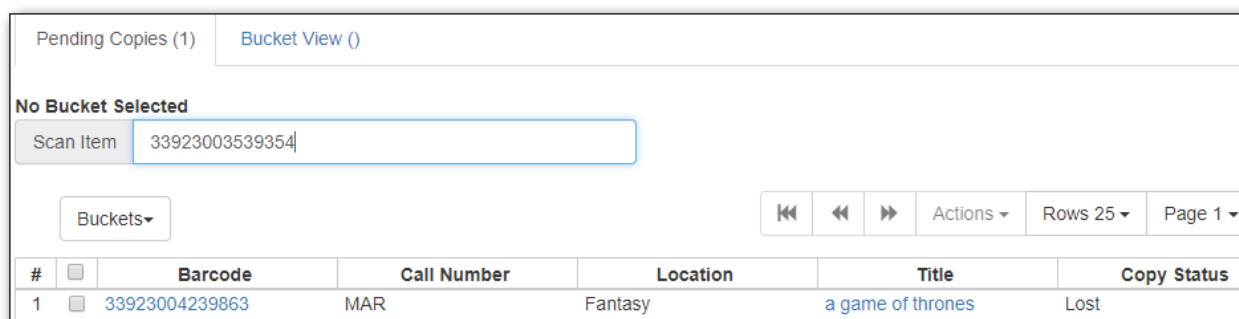
1. You can select multiple items and add them to an item bucket at one time. Click **Actions** → **Add Items to Bucket**.



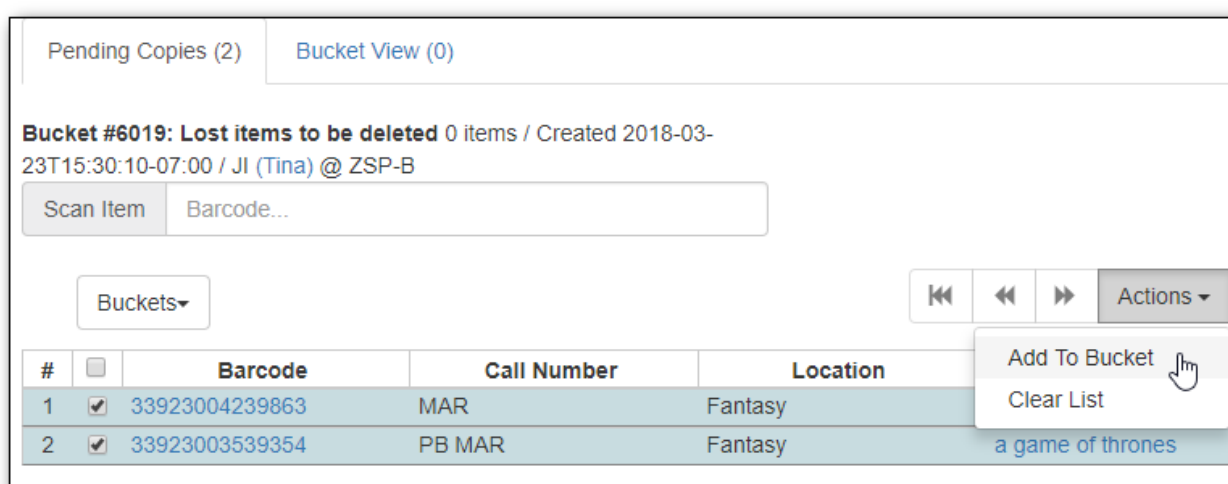


You can add items to a bucket on **Item Bucket View**.

1. Go to **Pending** tab to scan or type in item barcodes.



2. Click the **Buckets** dropdown list to open or create a bucket, if not done yet.
3. Select records that you want to add to the bucket.
4. Click **Actions** → **Add to Bucket**.



## Remove Items from a Bucket

To remove items from a bucket, retrieve the bucket, select the items, choose **Actions** → **Bucket** → **Remove Selected Items from Bucket**



Pending Items (0) Bucket View (4)

**Bucket #128: Tina** 4 items / Created 2009-05-06 12:02 / JI (Tina) @ ZSP-B

Buckets▼

#		Barcode	Call Number	Location
1	<input checked="" type="checkbox"/>	<a href="#">11111001162595</a>	HE 401 .W45 S28 1963	Test Location
2	<input type="checkbox"/>	<a href="#">ZSP3006</a>	E ALB	ZSP Stacks
3	<input type="checkbox"/>	<a href="#">zspacopy1</a>	test	Stacks

Actions▼

- Apply Tags
- Bucket**
  - Remove Selected Items from Bucket
  - Move Selected Items to Pending Items
- Items**
  - Request Selected Items
  - Edit Selected Items
  - Transfer Selected Items to Marked Call Number
  - Delete Selected Items from Catalog
- Show**
  - Print Labels

## 20.3. Working with Items in a Bucket

### 20.3.1. Removing Items from a Bucket

1. Select the items you would like to remove from the bucket.
2. From the **Actions** menu select **Remove Selected items from Bucket**.

(sitkalsamPL) @ MPL / Items that are part of the holiday collection

Buckets▼

#		Barcode	Call Number	Location
1	<input checked="" type="checkbox"/>	<a href="#">33987000086263</a>	j811 GHI	Juvenile Holiday
2	<input type="checkbox"/>	<a href="#">33987001180768</a>	J394.2646 PET	Juvenile Holiday
3	<input checked="" type="checkbox"/>	<a href="#">33987000774991</a>	Crafts Holiday	Adult Non-Fiction
4	<input checked="" type="checkbox"/>	<a href="#">33987000836246</a>	E GUN	Juvenile Holiday

Actions▼

- Apply Tags
- Bucket**
  - Remove Selected Items from Bucket
  - Move Selected Items to Pending Items
- Items**
  - Request Selected Items
  - Edit Selected Items
  - Edit Call Numbers
  - Transfer Selected Items to Marked Call Number
  - Delete Selected Items from Catalogue
- Show**
  - Open in Item Status
  - Print Labels

3. The items are removed from the bucket.

Pending Items (0) Bucket View (0)

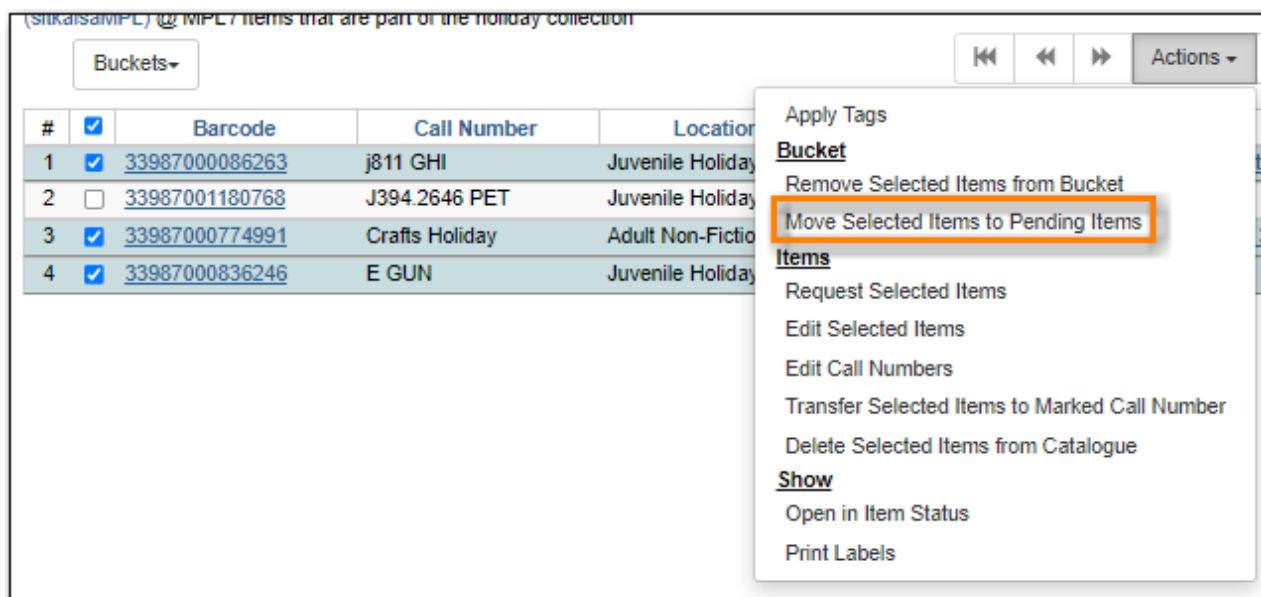
**Bucket #4: Holiday Storage** 0 items / Created 2022-08-12 11:44 / MPL (sitkalsamPL) @ MPL / Items that are part of the holiday collection

Buckets▼

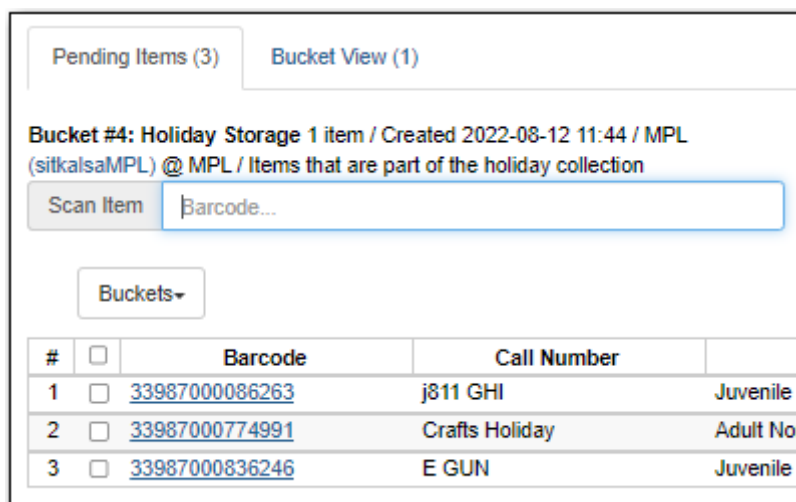


### 20.3.2. Moving Items to a Different Bucket

1. Select the items you would like to move to another bucket.
2. From the **Actions** menu select **Move Selected Items to Pending Items**.



3. The items have been removed from the current bucket and moved to the **Pending Items** tab.

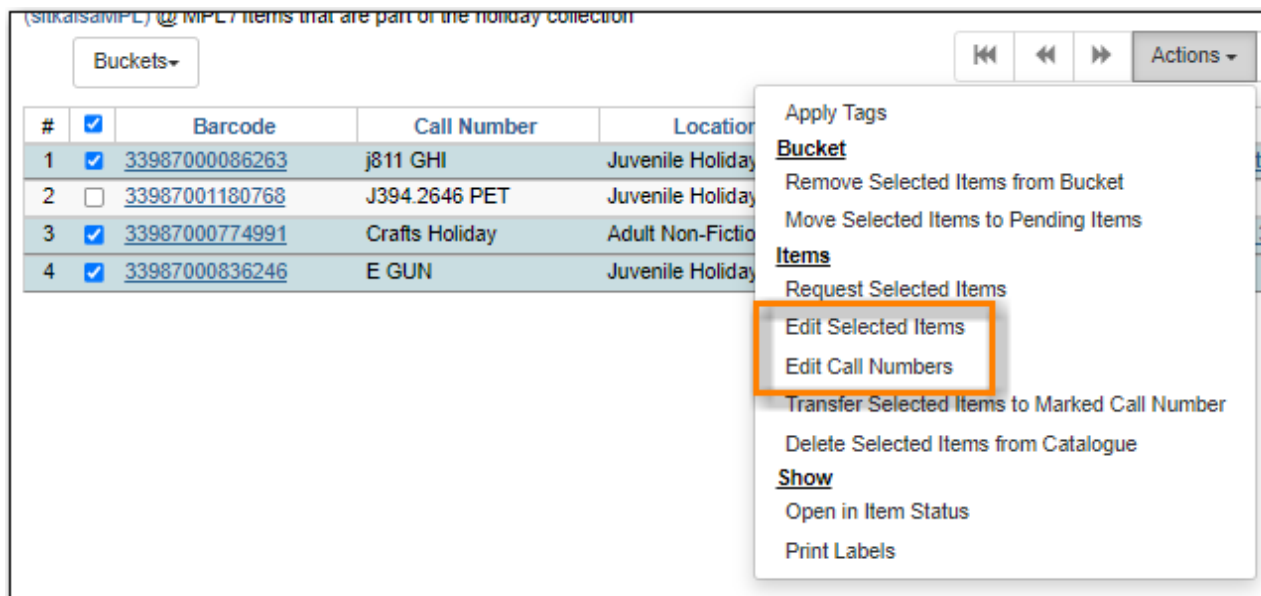


4. The items can now be added to a different bucket.

### 20.3.3. Editing Items

1. Select the items you would like to edit.
2. From the **Actions** menu select **Edit Selected Items** or **Edit Call Numbers**.

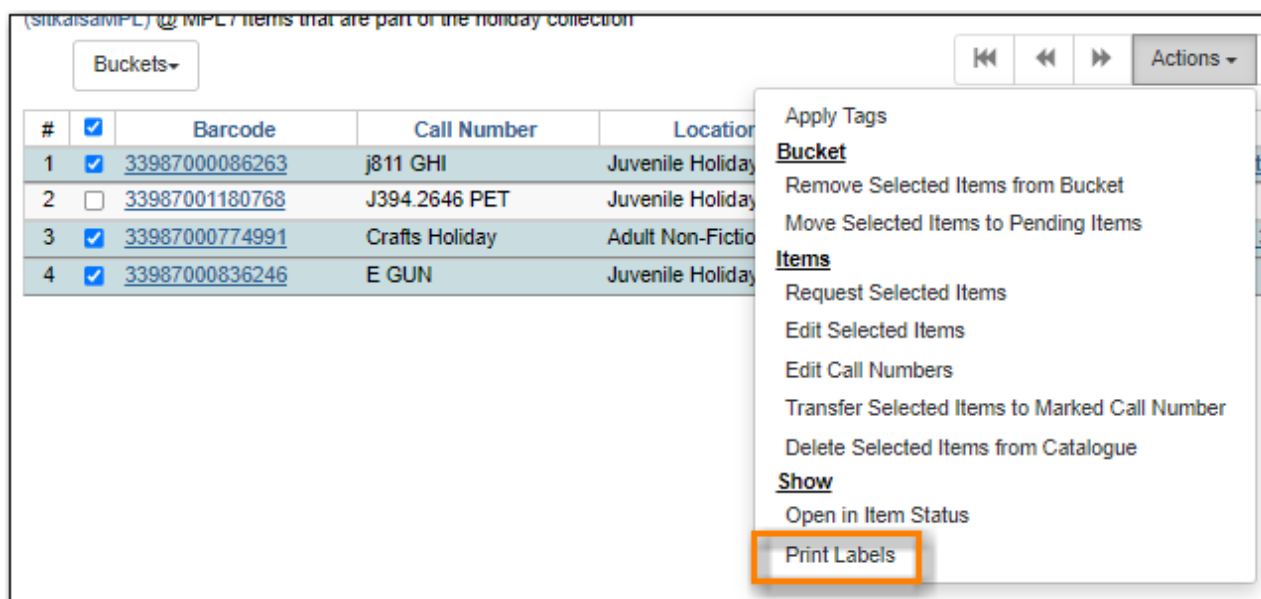




3. The [Holdings Editor](#) will open in a new tab.

## 20.3.4. Printing Item Labels

1. Select the items you would like to print labels for.
2. From the **Actions** menu select **Print Labels**.



3. The [Item Label interface](#) will open in a new tab.

## 20.3.5. Deleting Items

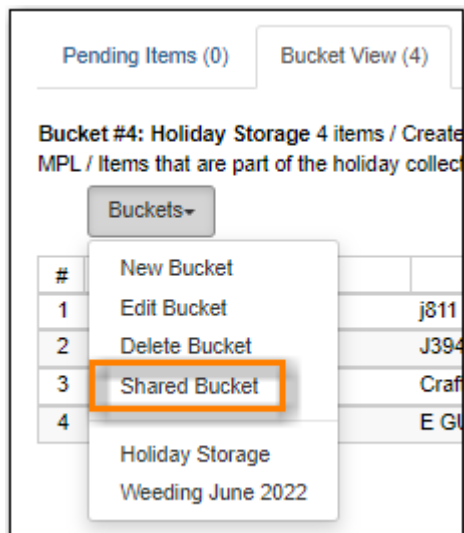
See [Deleting Items via Item Buckets](#).

## 20.4. Retrieving Shared Buckets

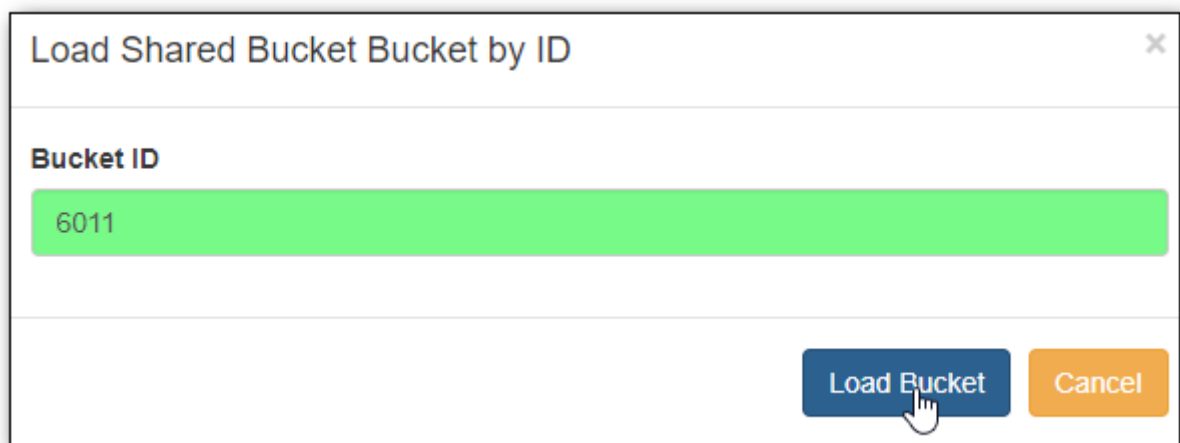
On the **Buckets** list, you can find all buckets created by yourself. You can retrieve your co-workers' buckets if they share them with you by telling you the bucket number.



1. To retrieve a shared bucket, click **Shared Buckets** on the Buckets drop down.



2. On the pop up that appears click **Load Bucket**.



3. The bucket will load.



# Chapter 21. Adding Individual Records

When there is no matching MARC record for your item in the Sitka catalogue, cataloguers can import a record via Z39.50 or create a new record.

## NOTE

Before importing or creating new MARC records in the Sitka catalogue, cataloguers should always [search the catalogue](#) first to check for existing matches.

## 21.1. Importing Bibliographic Records via Z39.50 Interface

### [Sitka Training Video - Z39.50 \(7:58\)](#)

It is required practice and Sitka policy to check the Evergreen database for existing records before importing a record. You can search the catalogue first, or you can configure the Z39.50 screen to search the Evergreen database as well as Z39.50 targets at the same time. If searching Evergreen via the Z39.50 screen and you find a record, it is required practice and Sitka policy to find that record in the catalogue and attach your holdings to it. If you have confirmed that there is no record in Evergreen that matches the item in your hand, but have found a record in another database, simply import the new record into Evergreen and then attach holdings.

### 21.1.1. Searching via Z39.50

1. To access the Z39.50 interface, select **Cataloguing** → **Import Record from Z39.50**.
2. Select the Z39.50 services that you would like to search from the list.



### Services and Credentials

☒ Local Catalog  
☐ Australian National Library  
☐ British Library  
 British Library Username  British Library Password   
☐ Edmonton Public Library  
☐ GBV (Common Library Network in Germany)  
☒ Halifax Public Library  
☒ Illume (BC Union Catalogue)  
☐ Library of Congress  
☐ Milwaukee County Public  
☐ Montreal Public Library  
☐ OCLC  
 OCLC Username  OCLC Password   
☒ Prospector Union Catalogue  
☐ University of Alberta  
☒ Vancouver Public Library  
☐ Winnipeg Public Library

Different types of libraries will see different services listed.

**TIP**

The more services you select the longer your search will take as Evergreen has to search each Z39.50 service. Co-op Support recommends setting 3 to 5 sources as your defaults and then adding additional services to your searching as needed.

3. Fill in your search term(s).



Field	Search Terms	Use as Default
Author	<input type="text"/>	<input type="radio"/>
ISBN	<input type="text" value="9780810989276"/>	<input checked="" type="radio"/>
ISSN	<input type="text"/>	<input type="radio"/>
Item Type	<input type="text" value="All Formats"/> <small>Used only by: Local Catalog, Halifax Public Library, Illume (BC Union Catalogue), Vancouver Public Library</small>	<input type="radio"/>
Keyword	<input type="text"/> <small>Used only by: Local Catalog</small>	<input type="radio"/>
LCCN	<input type="text"/> <small>Used only by: Halifax Public Library, Illume (BC Union Catalogue), Vancouver Public Library</small>	<input type="radio"/>
Pub Date	<input type="text"/>	<input type="radio"/>
Publisher	<input type="text"/>	<input type="radio"/>
Subject	<input type="text"/> <small>Used only by: Local Catalog</small>	<input type="radio"/>
TCN	<input type="text"/>	<input type="radio"/>
Title	<input type="text"/>	<input type="radio"/>
UPC	<input type="text"/> <small>Used only by: Local Catalog</small>	<input type="radio"/>

#### NOTE

The active search fields will change depending on the targets you select. Different targets may support different search types. For instance, Keyword and Subject will only be active if the local catalogue is selected. When you select multiple targets to search, an active box may apply to only one target.

- Hit **Enter** on your keyboard or click **Submit** (found on the left side of the screen).
- Search results are displayed in the lower pane. You can use the **Hide form** to button hide the top pane or simply scroll down to your results.

### Z39.50 - Cataloging

### Services and Credentials

☒ Local Catalog  
☐ Australian National Library

- Information about each retrieved record appears on a separate summary line. The *Source* column indicates where the record was found.



Total hits: 5 No record marked for overlay

View MARC Show in Catalog Import Edit then Import Mark for Overlay Overlay 0 selected Actions < < > > Rows 10 ^ ⚙

<input type="checkbox"/>	#	Record	Source	Title	Author	Publisher	Publication Date	ISBN
<input type="checkbox"/>	1	92026	Local Catalog	Library mouse : a friend's tale	Kirk, Daniel.	Abrams Books for Young Readers	c2009	9780810989276
<input type="checkbox"/>	2		Illume (BC Union Catalogue)	Library mouse : a friend's tale	Kirk, Daniel.	Abrams Books for Young Readers	c2009	9780810989276
<input type="checkbox"/>	3	236142579	Prospector Union Catalogue	A friend's tale	Kirk, Daniel.		2009	9780810989276
<input type="checkbox"/>	4	z9arap b1518492	Prospector Union Catalogue	Library mouse : a friend's tale	Kirk, Daniel.	Abrams Books for Young Readers	c2009	9780810989276
<input type="checkbox"/>	5		Halifax Public Library	Library mouse : a friend's tale	Kirk, Daniel.	Abrams Books for Young Readers	c2009	9780810989276

7. If "Local Catalog" is listed in the *Source* column, the record is already in Sitka's database. Select the record and click **Show in Catalog**.

Total hits: 5 No record marked for overlay

View MARC Show in Catalog Import Edit then Import Mark for Overlay Overlay

<input type="checkbox"/>	#	Record	Source	Title
<input checked="" type="checkbox"/>	1	92026	Local Catalog	Library mouse : a friend's tale
<input type="checkbox"/>	2		Illume (BC Union Catalogue)	Library mouse : a friend's tale

8. If the record in the catalogue matches your item [add your holding](#), otherwise [import a new record via Z39.50](#).

## 21.1.2. Importing Bibliographic Records via Z39.50

### Sitka Snippet Video - Importing Bibliographic Records via Z39.50 (2:54)

- Search for your record via Z39.50. See [Searching via Z39.50](#).
- To import a record, view the MARC records for the returned search results by selecting each record in turn and clicking **View MARC**.

Total hits: 5 No record marked for overlay

View MARC Show in Catalog Import Edit then Import Mark for Overlay Overlay

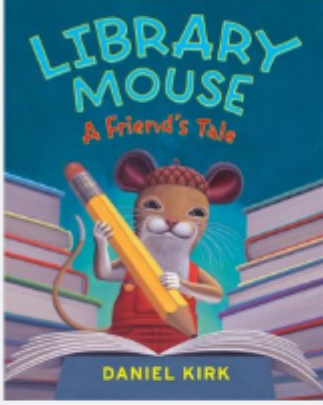
<input type="checkbox"/>	#	Record	Source	Title
<input type="checkbox"/>	1	92026	Local Catalog	Library mouse : a friend's tale
<input checked="" type="checkbox"/>	2		Illume (BC Union Catalogue)	Library mouse : a friend's tale
<input type="checkbox"/>	3	236142579	Prospector Union Catalogue	A friend's tale

- The MARC record is displayed in a pop-up window. Click **Close** to go back to the results list.



View MARC

*Library mouse : a friend's tale* from [Illumine \(BC Union Catalogue\)](#)



Print Page

LDR 01653cam a2200541 4500  
 003 SIRSI  
 005 20100106165753.0  
 008 080718s2009 nyua j 000 1 eng  
 010 #a 2008024686  
 020 #a 9780810989276  
 035 #a (OCoLC)830157535  
 040 #a DLC #c DLC #d DLC  
 042 #a lcac  
 050 00 #a PZ7.K6339 #b Lib 2009  
 082 00 #a [E] #2 22  
 100 1 #a Kirk, Daniel.  
 245 10 #a Library mouse : #b a friend's tale / #c Daniel Kirk.  
 260 #a New York : #b Abrams Books for Young Readers, #c c2009.  
 300 #a 1 v. (unpaged) : #b col. ill. ; #c 28 cm.  
 520 #a Sam, the shy mouse that lives in the library and likes to write books, collaborates with a boy in the library's Authors and Illustrators Club.  
 650 0 #a Libraries #v Juvenile fiction  
 650 0 #a Authorship #v Juvenile fiction  
 650 0 #a Mice #v Juvenile fiction  
 650 0 #a Bashfulness #v Juvenile fiction  
 655 7 #a Picture books. #2 lcgt  
 960 #o 4 #s 23.99 #t CE-C-FIC #u zcfi #q 12-17-2021 #v lbi2  
 #h pr00616300 #f 9780810989276  
 997 #a 01/19/2010 #b 03/21/2015  
 852 #a BBUL #h E  
 852 #a BCD #h J E KIR  
 852 #a BCRE #h E KIR  
 852 #a BDC #h E KIR

Close

- Select the record you have determined is the best match to your item and click **Edit then Import**.

Total hits: 5 No record marked

View MARC Show in Catalog Import **Edit then Import** Mark for Overlay Overlay

<input type="checkbox"/>	#	Record	Source	Title
<input type="checkbox"/>	1	92026	Local Catalog	Library mouse : a friend's tale
<input checked="" type="checkbox"/>	2		Illumine (BC Union Catalogue)	Library mouse : a friend's tale
<input type="checkbox"/>	3	236142579	Prospector Union Catalogue	A friend's tale

- Make any needed edits to the record.

#### NOTE

As the record has not yet been added to the Sitka database and so has no items from other records attached you can edit it as needed. Co-op Support recommends removing any fields that contain local data related to items held by



the service the record comes from. In general this information will be found in the 852 fields and 9xx fields.

The fields 906, 923, 925, 936, 948, 955, 959, and 963 are stripped from imported records by default.

6. Click **Save Changes** and then click **Import Record**.

**Edit MARC for Import**

☐ Add Item      Record Type BKS      Select a Source...      **Save Changes**

Enhanced MARC Editor      Flat Text Editor

```
=LDR 01653cam a2200541 4500
=003 SIRSI
=005 20100106165753.0
=008 080718s2009\\nyua\\j\\000\\1\\eng\\
=010 \\$a 2008024686
=020 \\$a9780810989276
=035 \\$a(OCOLC)830157535
=040 \\$aDLC$cDLC$dDLC
=042 \\$aIcac
=050 00$aPZ7.K6339$bLib 2009
=082 00$a[E]$222
=100 1\\$aKirk, Daniel.
=245 10$aLibrary mouse :$ba friend's tale /$cDaniel Kirk.
=260 \\$aNew York :$bAbrams Books for Young Readers,$cc2009.
=300 \\$a1 v. (unpaged) :$bcol. ill. ;$c28 cm.
=520 \\$aSam, the shy mouse that lives in the library and likes to write books, collaborates with a boy in the library's Authors and Illustrators Club.
=650 \\$aLibraries$vJuvenile fiction
=650 \\$aAuthorship$vJuvenile fiction
=650 \\$aMice$vJuvenile fiction
=650 \\$aBashfulness$vJuvenile fiction
=655 \\$aPicture books.$2lcgft
```

**Save Changes**      **Import Record**      Cancel

7. The record is imported. On the pop-up that appears click **Go to record**.
8. The record will open in a new tab. You can now add your holding to the record. See [Adding Holdings](#),

### 21.1.3. Overlaying Records via Z39.50 Interface

Due to a bug, overlaying a record via Z39.50 is not currently available. Instead the new record should be [imported via Z39.50](#) and then merged with the existing record. See [Merging Bibliographic Records](#) for instructions on merging records.

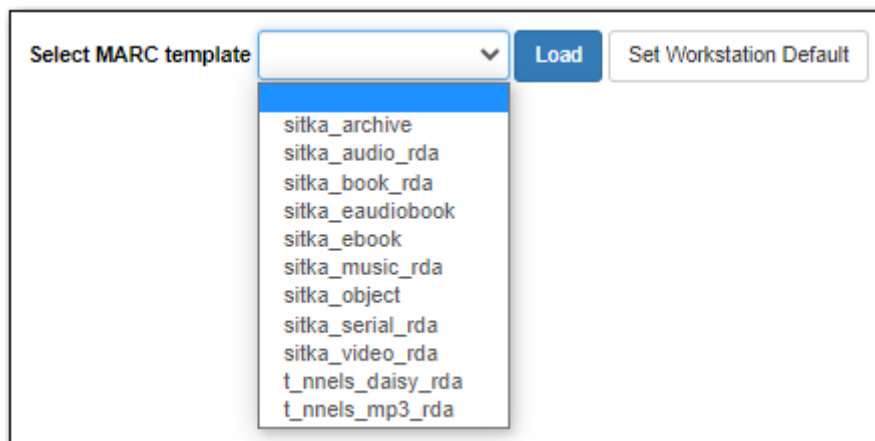
## 21.2. Creating New Records for Bibliographic Resources

When cataloguing bibliographic resources it's important to follow [Sitka cataloguing policy](#) to avoid creating duplicate records in the Sitka catalogue. [Original cataloguing](#) should be done in Evergreen only if there is no record available in the Sitka catalogue, via Z39.50, or from your vendor.



Sitka's Evergreen has global MARC templates for commonly catalogued types of resources with the most frequently used fields and subfields included. Libraries can also use a workaround to set up [library specific templates](#).

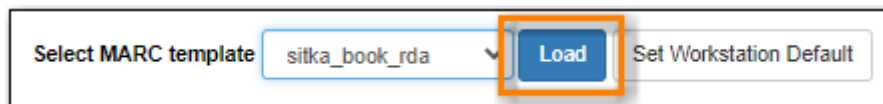
1. Go to **Cataloguing** → **Create New Marc Record**.
2. The MARC Template screen opens. Click into the drop down menu to see the available templates.



**NOTE**

Once you select a template you can click **Set Workstation Default** to set it as your default template.

3. Select the appropriate template and click **Load**.



4. A blank MARC record will load with the fields and subfields most commonly used for the resource type. The Leader and 008 will be coded for the specified type of resource; this coding affects the [format icon and search filters](#).



☐ Add Item

☐ Flat Text Editor ☐ Stack subfields Record Type BKS Select a Source Validate Save Help

Type  ELvl  Audn  Ctrl  Lang   
 BLvl  Form  Biog  MRec  Ctry   
 Desc  Ills  GPub  LitF  Indx   
 Fest  DtSt  Date1  Date2

LDR 00620nam a22 i 4500  
 008 070101s eng d  
 01C   + a   
 02C   + a   
 04C   + a SITKA + b eng + e rda + c SITKA  
 082 0 4 + a   
 092   + a   
 10C 1  + a    
 245 1  + a  + b  + c   
 25C   + a   
 264  1 + a  + b  + c   
 30C   + a  + b  + c   
 336   + a text + b txt + 2 rdacontent  
 337   + a unmediated + b n + 2 rdamedia  
 338   + a volume + b nc + 2 rdacarrier  
 49C 0  + a   
 50C   + a   
 52C   + a   
 65C   + a  + v    
 65C   + a    
 70C 1  + a  + e

- Complete the MARC record using the [Enhanced MARC Editor](#) or the [Flat Text Editor](#).

The MARC record must meet the [minimum requirements](#) set in Sitka's cataloguing policy and a [good MARC record](#) will exceed the minimum requirements.

- Click **Save**.
- The record is created and will open up in your tab in the current default view.
- [Add your holdings](#) to the record.

## 21.3. Creating New Records for Non-Bibliographic Resources

Some libraries include non-bibliographic items in their collection. Records created for these items aren't required to follow the same standards as records for bibliographic items.

### NOTE

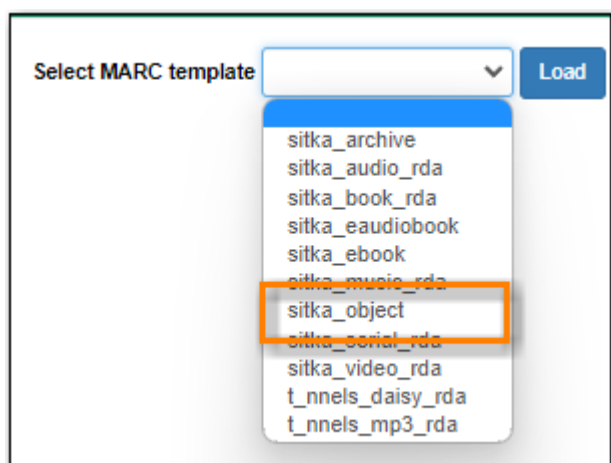
Libraries should create their own records for non-bibliographic records rather than adding their holdings to an existing record as per Sitka's cataloguing policy for [non-bibliographic records](#).



Co-op Support recommends that records for non-bibliographic resources include the following fields:

MARC Field	Name	Required Subfields	Description
<a href="#">Leader</a>	Leader	N/A	Contains information required for Evergreen to process the record.
<a href="#">008</a>	Fixed-Length Data Elements	N/A	Contains coding used by Evergreen for search filters and format icons.
<a href="#">245</a>	Title Statement	\$a	Contains the title and author.
<a href="#">300</a>	Physical Description	\$a, \$c	Contains the physical description of the item including number of pages and dimensions.
<a href="#">5XX</a>	Note Fields	\$a	Contains additional information about the resource.
<a href="#">6XX</a>	Subject Access Fields	\$a	A variety of subject fields are available which contain subject terms to describe what the title is about.

1. Go to **Cataloguing** → **Create New MARC Record**.
2. From the MARC template drop down select the template **sitka\_object**.



3. The MARC Editor will open and show the most common coding and fields for an object.



4. Use the [Enhanced MARC Editor](#) or the [Flat Text Editor](#) to add the information relevant to your item.
5. Click **Save**.
6. The record will open in the catalogue.
7. If applicable, [upload a custom cover image](#).
8. [Add your holdings](#) to the record.

## 21.4. Creating New Records for Electronic Resources

Bibliographic records can be used to include electronic resources in the catalogue. Electronic resources include e-books, e-audiobooks, e-magazines, e-videos, websites, online journals, etc.

Bibliographic records for electronic resources in Evergreen use the 856 field for their holdings. Records for electronic resources will only display in your public catalogue if the 856 field has been formatted correctly and includes a \$9 with your library code or the code for an ancestor of your library.


### NOTE

These instructions are for adding individual records. To upload a batch of records (e.g. from an e-book subscription), please contact Co-op Support. Information related to batch loading e-records can be found in the section [Batch Loading Bibliographic Records](#) in Sitka's Evergreen Policy & Best Practices Manual.

1. Search the catalogue for a record that matches the electronic resource, as described in [Searching the Database for Cataloguing Purposes](#). If a matching record is not found [import a record via Z39.50](#) or [create a new MARC record](#).
  - a. A record for a physical edition of the resource is NOT a match.
2. Click the title link to open the record.




1. ☐ **Sitka's Evergreen Documentation**

 Online

Phys. Desc.: electronic, remote  
 Publisher: British Columbia : BC Libraries  
 Cooperative

3. Click **MARC Edit**.

**Record Summary**  Online

**Title:** Sitka's Evergreen Documentation  
**Author:**  
**Bib Call #:**

Start Previous **Next** End Back to Results (1 / 63)

Staff View Item Table **MARC Edit** MARC View

4. Add an 856 field to the MARC record using the Enhanced MARC Editor or the Flat Text Editor.
- You must set the first indicator to 4 and the second indicator to 0 or 1. The indicators cannot be left blank.
  - Add applicable subfields from the table below.

Subfield code	Description	Example	OPAC Display
\$u	Required; the URL or link to the resource	<a href="http://www.linktoresource.ca">http://www.linktoresource.ca</a>	Appears as a link in the OPAC display; the link text is the URI unless subfield \$y is specified
\$y	Recommended; a display label for the link	Click for access	Appears as the text of the link instead of the URL defined in \$u
\$z	Optional; a public note providing more information about the resource	library card required	Appears in parentheses to the right of the link
\$9	Required; your library code	MPL	Not displayed in the OPAC but required for the record to be included in searches scoped to your library







## 21.5.1. Template Records Saved Within Evergreen

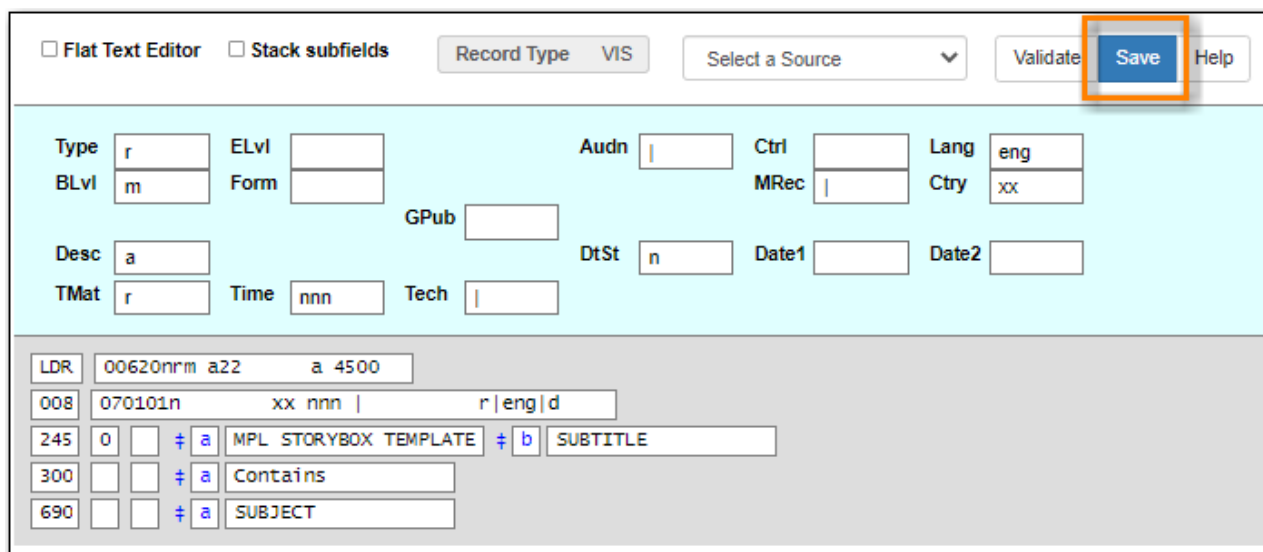
### Template Set Up

1. Go to **Cataloguing** → **Create New Marc Record**.
2. Select the appropriate template and click **Load**.



Select MARC template sitka\_object **Load** Set Workstation Default

3. Edit the existing template to suit your needs. Make sure you include a unique title, that includes your library code, so you can retrieve your template later.
4. Click **Save**.

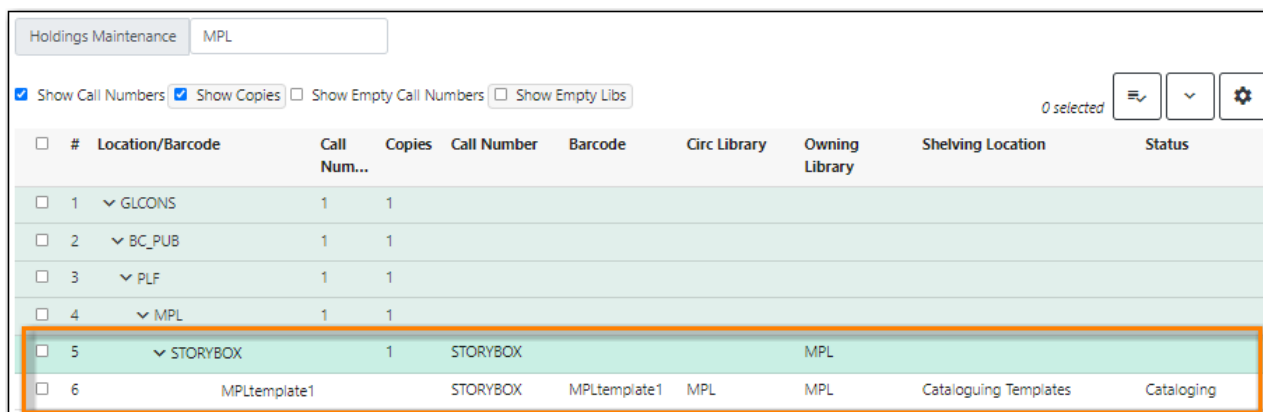


☐ Flat Text Editor ☐ Stack subfields Record Type VIS Select a Source Validate **Save** Help

Type  ELvl  Audn  Ctrl  Lang   
BLvl  Form  MRec  Ctry   
Desc  GPub  DtSt  Date1  Date2   
TMat  Time  Tech

LDR   
008   
245   MPL STORYBOX TEMPLATE  SUBTITLE  
300  Contains  
690  SUBJECT

5. Add a fake OPAC invisible item to the bibliographic record. This will prevent the record from being automatically deleted as part of the routine orphan bib deletion.



Holdings Maintenance MPL

☒ Show Call Numbers ☒ Show Copies ☐ Show Empty Call Numbers ☐ Show Empty Libs 0 selected

<input type="checkbox"/>	#	Location/Barcode	Call Num...	Copies	Call Number	Barcode	Circ Library	Owning Library	Shelving Location	Status
<input type="checkbox"/>	1	GLCONS	1	1						
<input type="checkbox"/>	2	BC_PUB	1	1						
<input type="checkbox"/>	3	PLF	1	1						
<input type="checkbox"/>	4	MPL	1	1						
<input type="checkbox"/>	5	STORYBOX	1	1	STORYBOX			MPL		
<input type="checkbox"/>	6	MPLtemplate1	1	1	STORYBOX	MPLtemplate1	MPL	MPL	Cataloguing Templates	Cataloging

For your fake items Co-op Support recommends:

#### NOTE

- Set up a shelving location that is OPAC invisible, not holdable, and not circulatable.
- Use the Status *Cataloging*.



- Use real barcodes from your range or use the format LIBRARYCODEtemplateNUMBER to ensure there is no conflict with other barcodes in the Sitka.

## Using the Template

1. Go to **Cataloguing** → **Import Record from Z39.50**.
2. Make sure the service **Local Catalogue** is selected.
3. Do a title search for your template.

**Services and Credentials**

☒ Local Catalog

☐ Australian National Library

☐ British Library

British Library Username:  British Library Password:

☐ Edmonton Public Library

☐ GBV (Common Library Network in Germany)

☐ Halifax Public Library

☐ Illume (BC Union Catalogue)

☐ Library of Congress

☐ Milwaukee County Public

☐ Montreal Public Library

☐ OCLC

OCLC Username:  OCLC Password:

☐ Responder Union Catalogue

**Search Query**

Field	Search Terms	Use as Default
Author	<input type="text"/>	<input type="radio"/>
ISBN	<input type="text"/>	<input checked="" type="radio"/>
ISSN	<input type="text"/>	<input type="radio"/>
Item Type	All Formats	<input type="radio"/>
Keyword	<input type="text"/>	<input type="radio"/>
Pub Date	<input type="text"/>	<input type="radio"/>
Publisher	<input type="text"/>	<input type="radio"/>
Subject	<input type="text"/>	<input type="radio"/>
TCN	<input type="text"/>	<input type="radio"/>
Title	MPL STORYBOX TEMPLATE SUBTITLE	<input type="radio"/>
UPC	<input type="text"/>	<input type="radio"/>

4. Select the template record and click **Edit then Import**.

Total hits: 1 No record marked for overlay

View MARC Show in Catalog Import **Edit then Import** Mark for Overlay Overlay

<input type="checkbox"/>	#	Record	Source	Title
<input checked="" type="checkbox"/>	1	92168	Local Catalog	MPL STORYBOX TEMPLATE : SUBTITLE

5. Complete the MARC record. You can add and delete fields and subfields as required.

For bibliographic items the MARC record must meet the [minimum requirements](#) set in Sitka's cataloguing policy and a [good MARC record](#) will exceed the minimum requirements.

For non-bibliographic items the MARC record should follow the recommendations in [Creating New Records for Non-Bibliographic Resources](#).

6. Click **Go to imported record**.
7. You may now attach holdings as described in [Adding Holdings to Bibliographic Records](#).







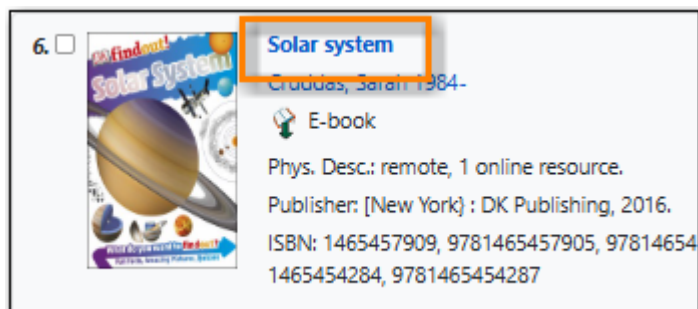
5. Click **Save**.
6. You may now attach holdings as described in [Adding Holdings to Bibliographic Records](#).

## 21.6. Adding Related Resources to MARC Records

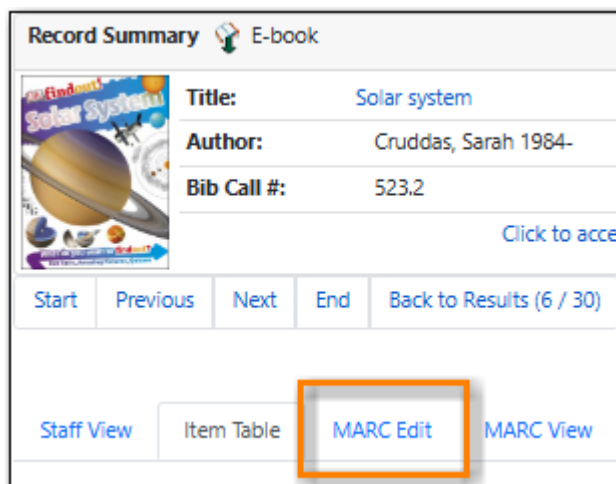
MARC records for bibliographic (physical and electronic) and non-bibliographic titles can include additional links to related resources such as table of contents, excerpts, and finding aids.

*To add a link for a related resource:*

1. Search for the record you would like to add a related resource to as described in [Searching the Database for Cataloguing Purposes](#).
2. Click the title link to open the record.



3. Click **MARC Edit**.



4. Add an 856 field to the MARC record using the Enhanced MARC Editor or the Flat Text Editor.
  - a. You must set the first indicator to 4 and the second indicator to 2. The indicators cannot be left blank.
  - b. Add applicable subfields from the table below.




Subfield code	Description	Example	OPAC Display
\$u	Required; the URL or link to the related resource	<a href="http://www.linktoresource.ca">http://www.linktoresource.ca</a>	Appears as a link in the OPAC display; the link text is the URI unless subfield \$y is specified
\$y	Recommended; a display label for the link	Click for access	Appears as the text of the link instead of the URL defined in \$u
\$3	Optional; a description of what the related resource is	Related Resource	Appears as text beside the link or display label.
\$9	Required; your library code	MPL	Not displayed in the OPAC but required for the related resource to display.

856	4	2	u	<a href="http://link.overdrive.com/?webSiteID=177&amp;titleID=2829124">http://link.overdrive.com/?webSiteID=177&amp;titleID=2829124</a>	Click to access e-item (Maple Public Library card required)	MPL
				<a href="http://samples.overdrive.com/?crid=635c44cb-be64-4c6e-95ce-e1137d971e058.epub-sample.overdrive.com">http://samples.overdrive.com/?crid=635c44cb-be64-4c6e-95ce-e1137d971e058.epub-sample.overdrive.com</a>	Click here for an excerpt	MPL

### CAUTION

If an 856 field has both a \$3 and a \$z neither will display in the public catalogue. We recommend always using \$y instead of \$z.

- After the 856 field is added, the link will display when the record is viewed in your public catalogue.



**Solar system**

Cruddas, Sarah 1984- (author).

Summary: From the creators of DK findout!DK findout! **Solar System**DK findout! **Solar System** makes space fun and accessible for any budding astronomer or astronaut. Learn more about the **solar system** -or anything else!- at [www.dkfindout.com](http://www.dkfindout.com), a free educational website for kids to have fun with information and to expand their knowledge.

[More Details](#)

**Electronic resources**

[Click to access e-item \(Maple Public Library card required\)](#)

**More information**

[Click here for an excerpt](#)

[Add to basket](#)  
[Print](#)  
[Email](#)  
[Permalink](#)  
[Disable Highlighting](#)

## 21.7. Uploading Cover Images



Library staff with appropriate permissions can upload a cover image for a specific bibliographic record. This should only be used for adding images to non-bibliographic records, such as for Library of Things collections, or for adding images to records for highly specialized bibliographic items.

<b>NOTE</b>	<p>Cover images for bibliographic items in Sitka's Evergreen are supplied by Content Cafe and depend on the records having the relevant ISBN (020 field), ISSN (022 field), or UPC (024 field).</p> <p>Missing images for bibliographic records should be reported to Content Cafe. Libraries can contact Content Cafe directly to report missing cover images for bibliographic records. Please contact <a href="#">Co-op Support</a> if you need Content Cafe's email.</p>
-------------	--

For access to the Cover Image Uploader please contact [Co-op Support](#) and include the barcodes for the staff accounts that need access.

Acceptable file types are jpg, png, xpm, xbm, gif, and bmp. All uploaded images are converted to PNG at the time of upload and scaled to small, medium, and large for various uses within the public catalogue and staff client.

The scaling algorithm will size images to fit the dimension of each bounding box, while preserving aspect ratio. This means that the largest dimension of any image will be scaled to match the bounding box.

- Small = 55px wide x 91px high
- Medium = 120 px wide x 200 px high
- Large = 475px wide x 787 px high

Images associated with a bib record will display in the following locations:

- In the staff catalogue search results list on the left side of the title
- In the staff catalogue bib record details page on the upper left side of the page
- In the public catalogue search results list on the left side of the title
- In the public catalogue record details search page to the left of the title.

### 21.7.1. Uploading a Cover Image

1. [Create a new record](#) OR [search the staff catalogue](#) for the existing record you would like to add an image to and click on the title link to open the record.
2. From the **Other Actions** menu select **Upload Cover Image**.



Record Summary Toy, puzzle or equipment

Title: House cat	Edition:	TCN: 82549	Created By: sitkalsamPL
Author:	Pubdate:	Database ID: 82549	Last Edited By: sitkalsamPL
Bib Call #:	Record Owner:	Created On: 7/4/24, 4:16 PM	Last Edited On: 7/4/24, 4:16 PM

[Patron View](#)
[Place Hold](#)
[Add Holdings](#)
[Serials](#)
[Mark For...](#)
[Other Actions](#)

[Staff View](#)
[Item Table](#)
[MARC Edit](#)
[MARC View](#)
[Record Notes](#)
[View Holds](#)
[Monograph Parts](#)
[Holdings View](#)
[Conjoined Items](#)

[Add To Bucket](#)
[Add To Carousel](#)
[Upload Cover Image](#)
[View/Place Orders](#)

3. Click **Choose File** in the pop-up that appears.

Upload Cover Image ✕

[Choose File](#) No file chosen

[Upload Cover Image](#)

4. Find the file on your computer or shared drive and select it.

5. Click **Upload Cover Image**.

Upload Cover Image ✕

[Choose File](#) cat-1.jpg

[Upload Cover Image](#)

6. The image is uploaded. The image doesn't currently display immediately on the tab you have open. You will see it if you do a new search for the record in the staff catalogue or public catalogue.

## Public Catalogue - Search Results

Results 1 - 10 of 10 (page 1 of 2)

☐ Select 1 - 10 0 selected

Topic	Count
Cats	(6)
Mice	(2)
Adult children of dysfunctional families	(1)
Adultery	(1)
Adventure stories	(1)
<a href="#">More</a>	

[Place](#)

1 ☐

**House cat** Toy, puzzle or equipment

Call number: CAT

Phys. Desc.: 1 medium sized black cat

[Place Hold](#)

[Add to basket](#)

[Reviews & More](#)

Location	Shelving Location	Call Number	Status
Maple Library	Storage Physical Items	CAT	In process

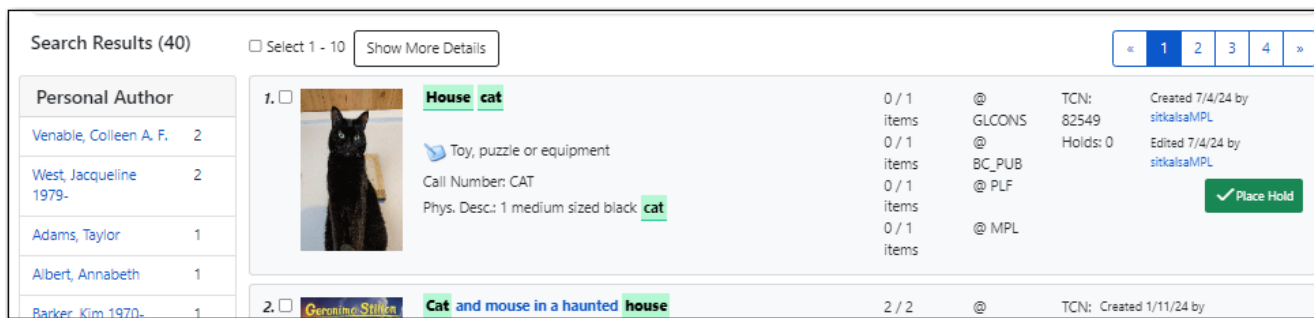
0 of 1 copy available at Public Library Federation.

0 of 1 copy available at Maple Library.

2 ☐

## Staff Catalogue - Search Results

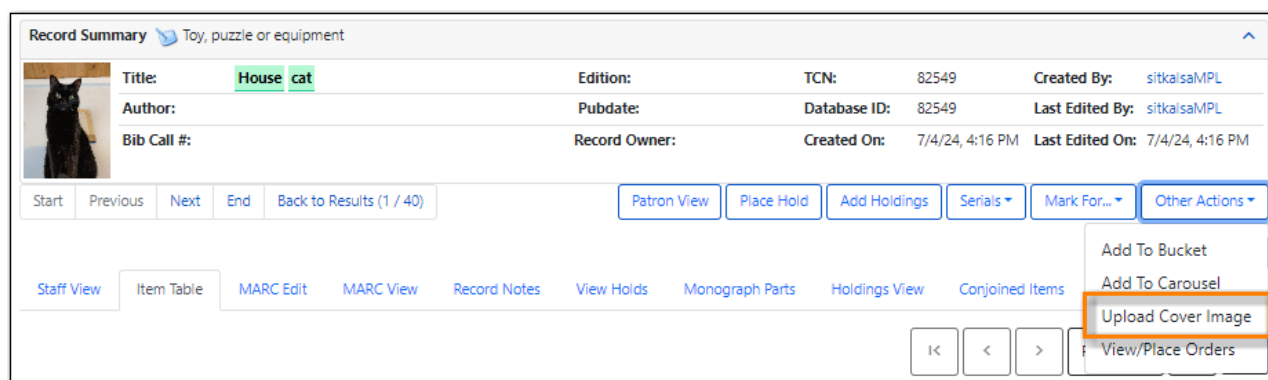




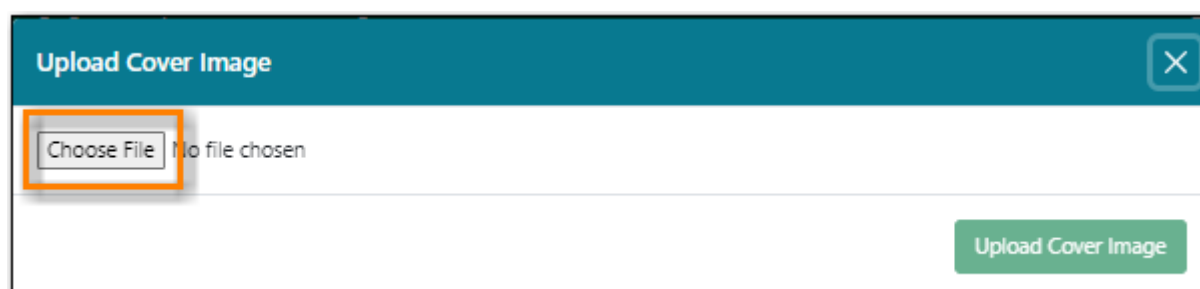
## 21.7.2. Replacing a Cover Image

Libraries should ensure that they are only updating images on records unique to them.

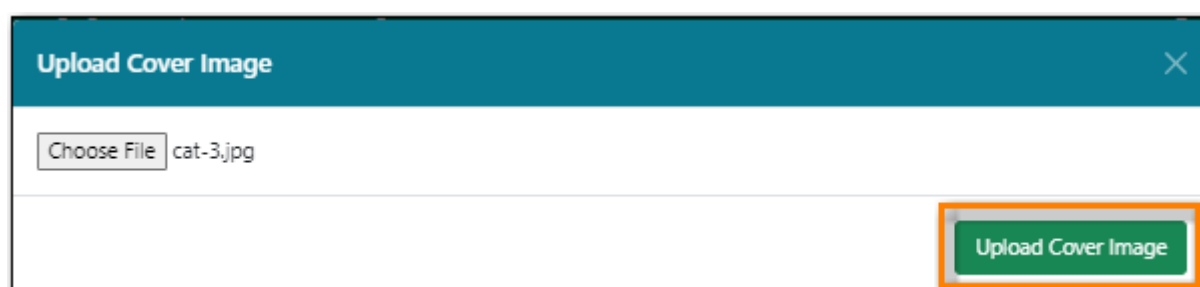
1. [Search the staff catalogue](#) for the existing record you would like to update the image on and click on the title link to open the record.
2. From the **Other Actions** menu select **Upload Cover Image**.



3. Click **Choose File** in the pop-up that appears.



4. Find the file on your computer or shared drive and select it.
5. Click **Upload Cover Image**.





6. The image is uploaded. The new image doesn't currently display immediately on the tab you have open due to browser caching. To see the new image you can [clear your cache](#) or open the record in your public catalogue using a different browser.

## Public Catalogue - Search Results

The screenshot shows a search result for 'House cat'. On the left, there is a 'Topic' sidebar with links to 'Cats (6)', 'Mice (2)', 'Adult children of dysfunctional families (1)', 'Adultery (1)', and 'Adventure stories (1)', along with a 'More' link and a 'Place' button. The main content area shows the title 'House cat' with a book icon and the text 'Toy, puzzle or equipment'. Below this, it says 'Call number: CAT' and 'Phys. Desc.: 1 medium sized black cat'. To the right of the title are three buttons: 'Place Hold' (with a checkmark icon), 'Add to basket' (with a shopping basket icon), and 'Reviews & More' (with a star icon). Below the title is a table with the following data:

Location	Shelving Location	Call Number	Status
Maple Library	Storage Physical Items	CAT	In process

Below the table, it states '0 of 1 copy available at Public Library Federation.' and '0 of 1 copy available at Maple Library.' At the bottom of the main content area, there is a second search result for 'Cat and mouse in a haunted house' with a book icon.

### 21.7.3. Errors When Uploading

If there is an error uploading your file, you will be shown error text in the pop-up. Error messages include the following:

- Not authenticated. Expired login?
- Not authorized. Check your permissions.
- Not found. Bib record deleted?
- Invalid global compression value. Talk to your system administrator.
- Do not know where to upload files. Talk to your system administrator.
- Can not save uploaded file. Talk to your system administrator.
- File size larger than configured limit. Check your library setting or try a smaller file.
- Error parsing the image. Is it a common image filetype?
- Error uploading or processing file.

The screenshot shows a pop-up window titled 'Upload Cover Image' with a close button (X) in the top right corner. Inside the window, there is a 'Choose File' button followed by the text 'board-book-box.jpg'. Below this, a red error message box displays the text 'Not authorized. Check your permissions.' At the bottom right of the window is a green button labeled 'Upload Cover Image'.



# Chapter 22. Batch Loading Bibliographic Records

## Sitka Training Video - Uploading MARC Records via MARC Batch Import (3:49)

Libraries can load MARC record files supplied by vendors into Evergreen. What is included in the file can vary from vendor to vendor and depend on the stage of the cataloguing process.

- Brief Records With No Holdings Information
- Brief Records With Holdings Information To Create Items
- Full Records With No Holdings Information
- Full Records With Holdings Information To Create Items
- Full Records With Holdings Information To Update Existing Items
- Full Records For Electronic Resources With 856 Fields

Cataloguers should always follow the policy for batch loading records which can be found in the section [Batch Loading Bibliographic Records](#) in Sitka's Evergreen Policy & Best Practices Manual.

Importing records involves two steps:

1. All records in the file are first [uploaded to the server](#) and kept outside the catalogue as a queue.
2. Cataloguers view the records in the queue and then [import them into the Evergreen catalogue](#).

## 22.1. MARC Importer

1. Go to **Cataloguing** → **MARC Batch Import/Export**.
2. The *MARC Batch Import/Export* interface will open with the *Import for Cataloging* tab selected.



MARC Batch Import/Export
Export
Import for Cataloging
Inspect Queue
Record Display Attributes
Merge / Overlay Profiles
Record Match Sets
Holdings Import Profiles
Recent Imports
Background Imports

### MARC File Upload

Apply/Create Form Template

Save As New Template
Mark Template as Default
Delete Template

Record Type
Select a Record Source

Record Match Set
Limit Matches to Bucket

Holdings Import Profile
Import Non-Matching Records
☐

Merge Profile
Merge On Exact Match (901c)
☐

Insufficient Quality Fall-Through Profile
Merge On Single Match
☐

Best/Single Match Minimum Quality Ratio
Merge On Best Match
☐

Optional Session Name:
Auto-overlay In-process Acquisitions Items
☐

Remove MARC Field Groups
Auto-overlay On-order Cataloging Items
☐

Use Org Unit Matching in Copy to Determine Best Match
☐

#### This Upload

Select or Create a Queue
Request background import
☐

File to Upload:

Background Import Notification Email

Upload

### 22.1.1. MARC File Upload

Field	Description	Required	Note
Apply/Create Form Templates	Templates can be set up for different vendors or types of records.	No	See <a href="#">Import Templates</a> for instruction on setting up templates.
Record Type	Indicates the type of records being imported.	Yes	Defaults to <i>Bibliographic Records</i> which are the only type of records currently imported here.
Record Match Set	This tells Evergreen what to look for to determine if an incoming record matches an existing record.	Yes	Cataloguers should always use <i>SitkaMatch</i> unless otherwise instructed by Co-op Support. It matches on the 901c (record id), 020a (ISBN), 022a (ISSN), or 035a (System Control Number).
Holdings Import Profile	This is used when the MARC records include holdings information for Evergreen to create items with.	No	Please contact <a href="#">Co-op Support</a> if your vendor provides holdings information in your MARC records.



Field	Description	Required	Note
Merge Profile	This tells Evergreen which record to use as the lead record and what fields to preserve from the non-lead record.	No	See <a href="#">Sitka's Library Specific Batch Loading policy</a> for information on which profile to select.
Insufficient Quality Fall-Through Profile		No	Not used by Sitka
Best/Single Match Minimum Quality Ration		No	Not used by Sitka
Optional Session Name	You may type in a session name in <b>Optional Session Name</b> box if you import records. It will help you identify your import session when checking the status on Recent Imports.	No	
Remove MARC Field Groups		No	Not used by Sitka
Select a Record Source	This is the vendor your records have come from.	Yes	Only commonly used vendors are on the list. Use <i>Other</i> or <i>Other E-records</i> if your vendor is not in the list.
Limit Matches to Bucket	Evergreen will only match the records against the specified record bucket.	No	
Import Non-Matching Records	When checked Evergreen will import records that do not match any existing records in the database.	No	
Merge On Exact Match (901c)	When checked Evergreen will merge records that have the same value for 901 \$c.	No	The 901 \$c is a record's database ID.



Field	Description	Required	Note
Merge On Single Match	When checked Evergreen will merge records if they match with only one record in the database.	No	
Merge On Best Match	When checked Evergreen will merge records with what it determines is the best match.	No	
Auto-overlay In-process Acquisitions Items	When checked, Evergreen will update the holdings information of acquisitions items with the status of In Process for matching records.	No	
Auto-overlay On-order Cataloging Items	When checked, Evergreen will update the holdings information of items with the status of on order that have not been created through the acquisitions module for matching records.	No	
Use Org Unit Matching in Copy to Determine Best Match	When checked, Evergreen will prefer records where the importing library already has holdings.	No	

### 22.1.2. This Upload



Field	Description	Required	Note
Select or Create Queue	This groups your record into a queue so you can work with them.	Yes	Queues are linked to the match sets and holdings import profile. You cannot change a record match set or holdings import profile once it has been set for a queue. Do not use "/" or "\" (slash or backslash) in your queue name.
File to Upload	This is where you select your file of MARC records.	Yes	Co-op Support recommends loading no more than 500 MARC records in a single file as the importing process can time out. If you have a file with more than 500 records, please break it into multiple files.
Request background import	When checked Evergreen will process the import in the background and then notify you by email when it is complete.	No	The background import process runs every 30 minutes.

## 22.2. Import Templates

Import templates allow you to set up templates with pre-selected values for the MARC Batch Importer and save them for your workstation. Templates help to ensure the correct fields are entered for different providers while reducing the amount of data entry required.

1. Go to **Cataloguing** → **MARC Batch Import/Export**
2. On the *Import* tab fill in the appropriate fields. See [MARC Importer](#) for information on specific fields.
3. In the *Apply/Create Form Template* field enter a name for your template.
4. Click **Save as New Template**.



**MARC Batch Import/Export**

Export **Import** Inspect Queue Record Display Attributes Merge / Overlay Profiles Record Match Sets Holdings Import Profiles Recent Imports

**MARC File Upload**

Apply/Create Form Template **FIC Full Records** **Save As New Template** Mark Template as Default Delete Template

Record Type Bibliographic Records Select a Record Source oclc

Select or Create a Queue Select or Create a Queue... Limit Matches to Bucket Buckets...

5. Repeat as needed to create additional templates.
6. You can set your most commonly used templates as your default by selecting the template and clicking **Mark Template as Default**.

**MARC Batch Import/Export**

Export **Import** Inspect Queue Record Display Attributes Merge / Overlay Profiles Record Match Sets Holdings Import Profiles Recent Imports

**MARC File Upload**

Apply/Create Form Template FIC Full Records Save As New Template **Mark Template as Default** Delete Template

Record Type Bibliographic Records Select a Record Source oclc

Select or Create a Queue Select or Create a Queue... Limit Matches to Bucket Buckets...

## 22.3. Uploading MARC Record Files

### 22.3.1. Uploading Basic MARC Record Files

1. Go to **Cataloguing** → **MARC Batch Import/Export**.
2. The *MARC Batch Import/Export* interface will open with the *Import* tab selected.

**MARC Batch Import/Export**

Export **Import for Cataloging** Inspect Queue Record Display Attributes Merge / Overlay Profiles Record Match Sets Holdings Import Profiles Recent Imports Background Imports

**MARC File Upload**

Apply/Create Form Template Apply or Create Form Template... Save As New Template Mark Template as Default Delete Template

Record Type Bibliographic Records Select a Record Source oclc

Record Match Set Match Set... Limit Matches to Bucket Buckets...

Holdings Import Profile Holdings Import Profile... Import Non-Matching Records ☐

Merge Profile Merge Profile... Merge On Exact Match (901c) ☐

Insufficient Quality Fall-Through Profile Fall-Through Merge Profile... Merge On Single Match ☐

Best/Single Match Minimum Quality Ratio 0 Merge On Best Match ☐

Optional Session Name: Session Name... Auto-overlay In-process Acquisitions Items ☐

Remove MARC Field Groups No Groups Configured Auto-overlay On-order Cataloging Items ☐

Use Org Unit Matching in Copy to Determine Best Match ☐

**This Upload**

Select or Create a Queue Select or Create a Queue... Request background import ☐

File to Upload: Choose File No file chosen Background Import Notification Email Email address...

**Upload**



3. Fill in the following fields in the MARC File Upload form.
  - a. Record Type: Leave as *Bibliographic Records*.
  - b. Select or Create a Queue: Enter a queue name.
  - c. Record Match Set: Select *SitkaMatch*.
  - d. Holdings Import Profile: If your file includes holdings information see [Uploading MARC Record Files With Holdings Included](#).
  - e. Merge Profile: Do not select a merge profile at this stage.
  - f. Select a Record Source: Choose the appropriate source for your records.
  - g. Import Non-Matching Records: Check the box.
4. Click **Choose File** and select your MARC file.
5. Click **Upload**.

The screenshot shows the 'MARC Batch Import/Export' interface. The 'Import' tab is active. Below the navigation bar, the 'MARC File Upload' section is visible. It includes a 'File to Upload' field with a 'Choose File' button and the filename 'MPL-1.mrc'. A large green 'Upload' button is prominently displayed at the bottom of the form, outlined in orange. The form also contains several other settings, such as 'Record Type' (Bibliographic Records), 'Select or Create a Queue' (CVS Aug 9, 2023), 'Record Match Set' (SitkaMatch), and various checkboxes for import options like 'Import Non-Matching Records' (checked) and 'Merge On Exact Match'.

6. The progress of the upload will display. Depending on the size of the file, it may take a while for the file to upload. If you did not choose to import non-matching records, Import Progress will stay at 0%.
7. Once the upload is complete click **Go to Queue**.



8. See [Importing MARC Records](#).

## 22.3.2. Uploading MARC Record Files With Holdings Included

Some vendors can include holdings information in the MARC records which Evergreen can use to create new items or update attributes for existing items. This information is generally found in a 9XX or 852 field.

Contact [Co-op Support](#) before loading records from a new vendor who supplies holding information as a *Holdings Import Profile* will need to be set up.

### CAUTION

You need to contact Co-op Support for holding information format before asking your vendors to include it in the MARC records. Holdings may not be loaded if the format does not match Sitka's holding profile.

1. Go to **Cataloguing** → **MARC Batch Import/Export**.
2. The *MARC Batch Import/Export* interface will open with the *Import* tab selected.



3. Fill in the following fields in the MARC File Upload form.
  - a. Record Type: Leave as *Bibliographic Records*.
  - b. Select or Create a Queue: Enter a queue name.
  - c. Record Match Set: Select *SitkaMatch*.
  - d. Holdings Import Profile: Select the appropriate profile.
  - e. Merge Profile: Do not select a merge profile at this stage.
  - f. Select a Record Source: Choose the appropriate source for your records.
  - g. Import Non-Matching Records: Check the box.
4. Click **Choose File** and select your MARC file.
5. Click **Upload**.

**MARC Batch Import/Export**

Export **Import** Inspect Queue Record Display Attributes Merge / Overlay Profiles Record Match Sets Holdings Import Profiles Recent Imports

**MARC File Upload**

Apply/Create Form Template Apply or Create Form Template... Save As New Template Mark Template as Default Delete Template

Record Type Bibliographic Records Select a Record Source CVS Midwest Tape

Select or Create a Queue CVS Aug 9, 2023 Limit Matches to Bucket Buckets...

Record Match Set SitkaMatch Import Non-Matching Records ☒

Holdings Import Profile Holdings Import Profile... Merge On Exact Match (901c) ☐

Merge Profile Merge Profile... Merge On Single Match ☐

Insufficient Quality Fall-Through Profile Fall-Through Merge Profile... Merge On Best Match ☐

Best/Single Match Minimum Quality Ratio 0 Auto-overlay In-process Acquisitions Items ☐

Optional Session Name: Session Name... Auto-overlay On-order Cataloging Items ☐

Remove MARC Field Groups No Groups Configured Use Org Unit Matching in Copy to Determine Best Match ☐

File to Upload: Choose File MPL-1.mrc

**Upload**

6. The progress of the upload will display.
7. Once the upload is complete click **Go to Queue**.



Upload

Upload Progress 100%

Enqueue Progress 100%

Import Progress 100%

Go To Queue

8. See [Importing MARC Records](#).

### 22.3.3. Uploading MARC Record Files For E-resources

You MUST contact [Co-op Support](#) before loading a file of e-resource from a new vendor. See [Sitka's Cataloguing Policy for Library Specific Batch Loading](#).

1. Go to **Cataloguing** → **MARC Batch Import/Export**.
2. The *MARC Batch Import/Export* interface will open with the *Import* tab selected.

MARC Batch Import/Export

Export **Import for Cataloging** Inspect Queue Record Display Attributes Merge / Overlay Profiles Record Match Sets Holdings Import Profiles Recent Imports Background Imports

MARC File Upload

Apply/Create Form Template Apply or Create Form Template... Save As New Template Mark Template as Default Delete Template

Record Type Bibliographic Records Select a Record Source oclc

Record Match Set Match Set... Limit Matches to Bucket Buckets...

Holdings Import Profile Holdings Import Profile... Import Non-Matching Records ☐

Merge Profile Merge Profile... Merge On Exact Match (901c) ☐

Insufficient Quality Fall-Through Profile Fall-Through Merge Profile... Merge On Single Match ☐

Best/Single Match Minimum Quality Ratio 0 Merge On Best Match ☐

Optional Session Name: Session Name... Auto-overlay In-process Acquisitions Items ☐

Remove MARC Field Groups No Groups Configured Auto-overlay On-order Cataloging Items ☐

Use Org Unit Matching in Copy to Determine Best Match ☐

This Upload

Select or Create a Queue Select or Create a Queue... Request background import ☐

File to Upload: Choose File No file chosen Background Import Notification Email Email address...

Upload

3. Fill in the following fields in the MARC File Upload form.
  - a. Record Type: Leave as *Bibliographic Records*.
  - b. Select or Create a Queue: Enter a queue name.
  - c. Record Match Set: Co-op Support will instruct you on which match set to choose.
  - d. Merge Profile: Do not select a merge profile at this stage.



- e. Select a Record Source: Choose the appropriate source for your records.
- f. Import Non-Matching Records: Check the box.
4. Click **Choose File** and select your MARC file.
5. Click **Upload**.

The screenshot shows the 'MARC Batch Import/Export' interface. The 'Import' tab is selected. The 'MARC File Upload' section contains various configuration options:

- Apply/Create Form Template:** Includes buttons for 'Apply or Create Form Template...', 'Save As New Template', 'Mark Template as Default', and 'Delete Template'.
- Record Type:** Set to 'Bibliographic Records'.
- Select a Record Source:** Set to 'CVS Midwest Tape'.
- Select or Create a Queue:** Set to 'CVS Aug 9, 2023'.
- Limit Matches to Bucket:** Set to 'Buckets...'.
- Record Match Set:** Set to 'SitkaMatch'.
- Import Non-Matching Records:** Checked (indicated by a blue checkmark).
- Holdings Import Profile:** Set to 'Holdings Import Profile...'.
- Merge Profile:** Set to 'Merge Profile...'.
- Insufficient Quality Fall-Through Profile:** Set to 'Fall-Through Merge Profile...'.
- Best/Single Match Minimum Quality Ratio:** Set to '0'.
- Optional Session Names:** Set to 'Session Name...'.
- Remove MARC Field Groups:** Set to 'No Groups Configured'.
- Auto-overlay In-process Acquisitions Items:** Unchecked.
- Auto-overlay On-order Cataloging Items:** Unchecked.
- Use Org Unit Matching in Copy to Determine Best Match:** Unchecked.

At the bottom, the 'File to Upload:' section shows 'Choose File' and 'MPL-1.mrc'. The 'Upload' button is highlighted with an orange border.

6. The progress of the upload will display.
7. Once the upload is complete click **Go to Queue**.

The screenshot shows the upload progress section. It includes three progress bars, all at 100%:

- Upload Progress:** 100%
- Enqueue Progress:** 100%
- Import Progress:** 100%

At the bottom, the 'Go To Queue' button is highlighted with an orange border.

8. See [Importing MARC Records](#).

## 22.4. Importing MARC Records

Once a MARC record file has been uploaded the records need to be imported into the catalogue. When a MARC file is uploaded into Evergreen the records in a queue are saved on the server, but



are not yet part of the catalogue.

As part of the upload Evergreen uses parameters from the chosen record match set to determine whether or not the records in the file match with records already in the catalogue. Different actions need to be taken based on whether or not a record has a match.

The **Queue Summary** shows the total number of MARC records in the queue, and items contained in these records, if any, how many of them have been imported, and how many of them encountered an error when Evergreen attempted to import them.

The **Queue Actions** lists the actions you can take from this screen.

### 22.4.1. Importing Non-Matching Records

Records that do not match any existing records in the catalogue are automatically imported when the MARC file is uploaded if the check box *Import Non-Matching Records* has been checked.

The screenshot shows the 'Inspect Queue' interface. At the top, there are tabs: 'Export', 'Import', 'Inspect Queue' (active), 'Record Display Attributes', 'Merge / Overlay Profiles', 'Record Match Sets', 'Holdings Import Profiles', and 'Recent Imports'. Below the tabs, the title 'Queue CVS Aug 9, 2023' is displayed. On the left, the 'Queue Summary' table shows: Records in Queue: 3, Items in Queue: 0, Records Imported: 3, Items Imported: 0, Records Import Failures: 0, and Item Import Failures: 0. On the right, the 'Queue Actions' table lists: Import Selected Records, Import All Records, View Import Items, Export Non-Imported Records, Copy Queue To Bucket, and Delete Queue. Below these tables, there are checkboxes for 'Select All', 'Records With Matches', 'Non-Imported Records', and 'Records with Import Errors'. To the right of these checkboxes are navigation buttons: '<<', '<', '>', '>>', 'Rows 10', a dropdown arrow, and a settings gear icon. The main table has columns: '#', 'Select', 'Matches', 'Import Errors', 'Import Date', 'Imported As', 'Title of work', 'Author of work', 'ISBN', 'Publisher', 'Publication Date', and 'Edition'. The 'Matches' column is highlighted with an orange box. It contains three rows, each with a blue link icon. The data rows show: 1. Under curre... Roberts, No... 9781250207098; 2. The rage of ... Winter, Evan, 9780316489768 First hardco...; 3. Sophia prin... Patterson, J... 9780316417471.

#	Select	Matches	Import Errors	Import Date	Imported As	Title of work	Author of work	ISBN	Publisher	Publication Date	Edition
1		<a href="#">(0)</a>		2023-08-07	<a href="#">92020</a>	Under curre...	Roberts, No...	9781250207098			
2		<a href="#">(0)</a>		2023-08-07	<a href="#">92021</a>	The rage of ...	Winter, Evan,	9780316489768			First hardco...
3		<a href="#">(0)</a>		2023-08-07	<a href="#">92022</a>	Sophia prin...	Patterson, J...	9780316417471			

### 22.4.2. Importing Matching Records

1. Go to your queue either by clicking the **Go to Queue** button appears when the upload is complete or by following the instructions in [Viewing Import Queues](#).
2. The Matches column will indicate how many records have been found in the catalogue which match the records in the file.



Export Import **Inspect Queue** Record Display Attributes Merge / Overlay Profiles Record Match Sets Holdings Import Profiles Recent Imports

### Queue JP231021

Queue Summary			
Records in Queue:	3	Items in Queue:	0
Records Imported:	0	Items Imported:	0
Records Import Failures:	0	Item Import Failures:	0

☐ Select All
 ☐ Records With Matches
 ☐ Non-Imported Records
 ☐ Records with Import Errors

[Import Selected Records](#)
[Import All Records](#)
[View Import Items](#)
[Export Non-Imported Records](#)
[Copy Queue To Bucket](#)
[Delete Queue](#)

#	Select	Matches	Import Errors	Import Date	Imported As	Title of work	Author of work	ISBN	Publisher	Publication Date	Edition
1		<a href="#">(2)</a>				Under curr...	Roberts, N...	9781250207098			
2		<a href="#">(1)</a>				The rage of...	Winter, Evan,	9780316489768			First hardc...
3		<a href="#">(1)</a>				Sophia prin...	Patterson, J...	9780316417471			

- Click on the value in the Matches column for the first record with matches.
- On the Record Matches tab click on the Record ID(s) to view the match(es). You may wish to set your staff catalogue default tab to View MARC.

[← Return to Queue](#)

[Queued Record MARC](#) [Edit Record](#) **Record Matches** [Import Items](#)

#	Merge Target	Record ID	Match Score	Matched Record Quality	Queued Record Quality	Title	Create
1		<a href="#">92020</a>	100	0	0	Under currents	acqad
2		<a href="#">92059</a>	100	0	0	Under currents	sitkale

- Click the browser back button to return to your queue.
- Click on the Queued Record MARC tab. Confirm the existing match(es) from the catalogue is a match for your incoming record.

[← Return to Queue](#)

**Queued Record MARC** [Edit Record](#) [Record Matches](#) [Import Items](#)

```

LDR02178nam a2200253 i 4500
006 a e 000 f
007 ta
008 190628t20192019nyu e 000 f eng
020 #a 9781250207098
040 #a DLC #b eng #e rda #c DLC #d DLC #d NjBwBT #d IMmBT
082 0 0 #a 813/.54 #2 23
100 1 #a Roberts, Nora, #e author.
245 1 0 #a Under currents / #c Nora Roberts.
264 1 #a New York : #b St. Martin's Press, #c 2019.
  
```



- Back on the Record Matches tab, if there are multiple matches select the line of the one you want to match with.

#	Merge Target	Record ID	Match Score	Matched Record Quality	Queued Record Quality	Title
1	<input checked="" type="checkbox"/>	<a href="#">92020</a>	100	0	0	Under currents
2	<input type="checkbox"/>	<a href="#">92059</a>	100	0	0	Under currents

- If the existing match is a false match do not select it.
- Click **Return to Queue**.
- The list of records will indicate that a match has been selected.

#	Select	Matches	Import Errors	Import Date	Imported As	Title of work	Author of work	ISBN	Publisher	Publication Date	Edition
1	<input checked="" type="checkbox"/>	<a href="#">(2)</a>				Under curr...	Roberts, N...	9781250207096			
2	<input type="checkbox"/>	<a href="#">(1)</a>				The rage of...	Winter, Evan,	9780316489768			First hardc...
3	<input type="checkbox"/>	<a href="#">(1)</a>				Sophia prin...	Patterson, J...	9780316417471			

- Repeat for all records in the queue.
- Click **Import Selected Records** or **Import All Records**.

#	Select	Matches	Import Errors	Import Date	Imported As	Title of work	Author of work	ISBN	Publisher	Publication Date	Edition
1	<input checked="" type="checkbox"/>	<a href="#">(2)</a>				Under curr...	Roberts, N...	9781250207096			
2	<input type="checkbox"/>	<a href="#">(1)</a>				The rage of...	Winter, Evan,	9780316489768			First hardc...
3	<input type="checkbox"/>	<a href="#">(1)</a>				Sophia prin...	Patterson, J...	9780316417471			

- You are back on MARC File Upload screen.
- Choose your import options, you must click the arrows to enable the drop down menus and make your choices.



15. Choose your Merge Profile.

- a. If the catalogue match is a true match and already a full record you do not need to import the new record unless it contains local information or holding information. In this case use the merge profile **Merge Using EXISTING Record**.
- b. If the catalogue match is a true match and a brief record you should import the new record using the merge profile **Merge Using INCOMING Record**.
- c. If different records in your file need to use different merge profiles you will need to load them separate using the **Import Selected Records** option.

16. Click **Import**.

17. Your records are imported into the catalogue.

18. Click **Go To Queue**.

19. The queue list will show you which records have been imported.

Queue JP231021

Queue Summary

Records in Queue:3

Items in Queue:0

Records Imported:2

Items Imported:0

Records Import Failures:0

Item Import Failures:0

Queue Actions

[Import Selected Records](#)

[Import All Records](#)

[View Import Items](#)

[Export Non-Imported Records](#)

[Copy Queue To Bucket](#)

[Delete Queue](#)

☐ Select All

☐ Records With Matches

☐ Non-Imported Records

☐ Records with Import Errors

I<

<

>

Rows 10

⌵

⚙

#	Select	Matches	Import Errors	Import Date	Imported As	Title of work	Author of work	ISBN	Publisher	Publication Date	Edition
1		<a href="#">(2)</a>		2023-10-22	<a href="#">92059</a>	Under curr...	Roberts, N...	9781250207098			
2		<a href="#">(1)</a>		2023-10-22	<a href="#">92021</a>	The rage of...	Winter, Evan,	9780316489768			First hardc...
3		<a href="#">(1)</a>				Sophia prin...	Patterson, J...	9780316417471			

20. If holdings are included in your MARC file they have been created. Otherwise, you can now [add holdings](#) to your records.

## 22.5. Managing Import Queues

Queues are only viewable to account that created the queue. They will remain on the server until they are deleted. You can delete a queue after importing is finished, or you can keep it and delete it later.

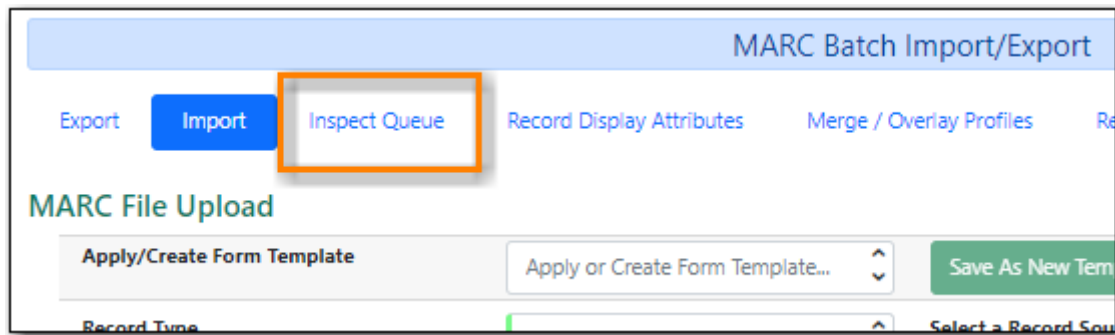
### TIP

Please ensure you include screenshots when submitting tickets related to queues to [Co-op Support](#). Co-op Support cannot view your queues in the staff client.

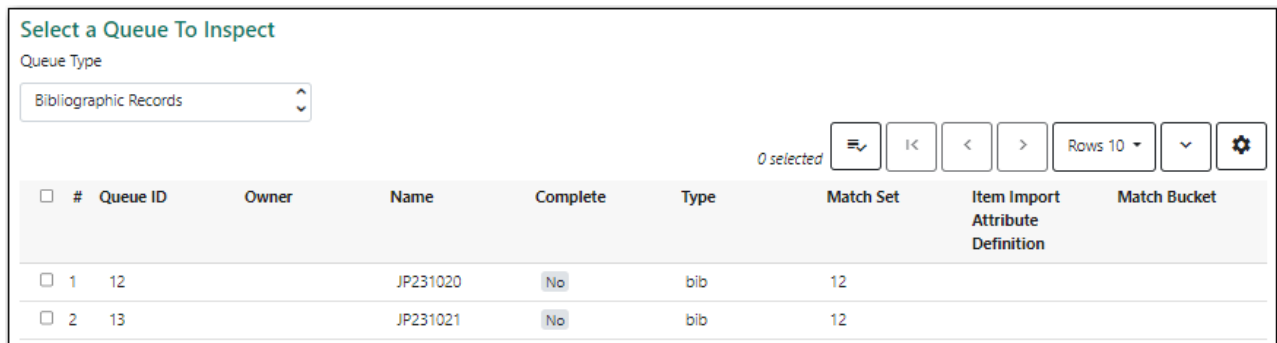
### 22.5.1. Viewing Import Queues

1. Go to **Cataloguing** → **MARC Batch Import/Export**.
2. The *MARC Batch Import/Export* interface will open with the *Import* tab selected.
3. Click on the **Inspect Queue** tab.





4. Double click on the line for the queue you would like to open.



5. The queue will display.

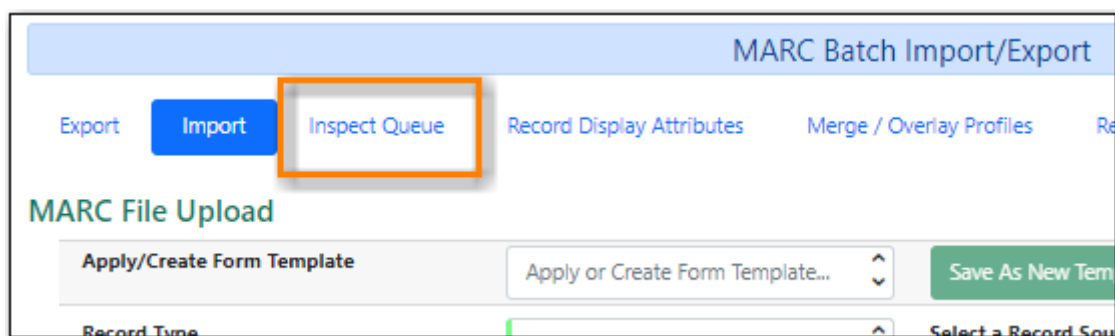
## 22.5.2. Working With Import Queues

Within a queue you can:

- view and import records that have been queued for importing
- view records that have already been imported
- view items that have been imported
- copy the contents of the queue to a record bucket
- export a file of non-imported records

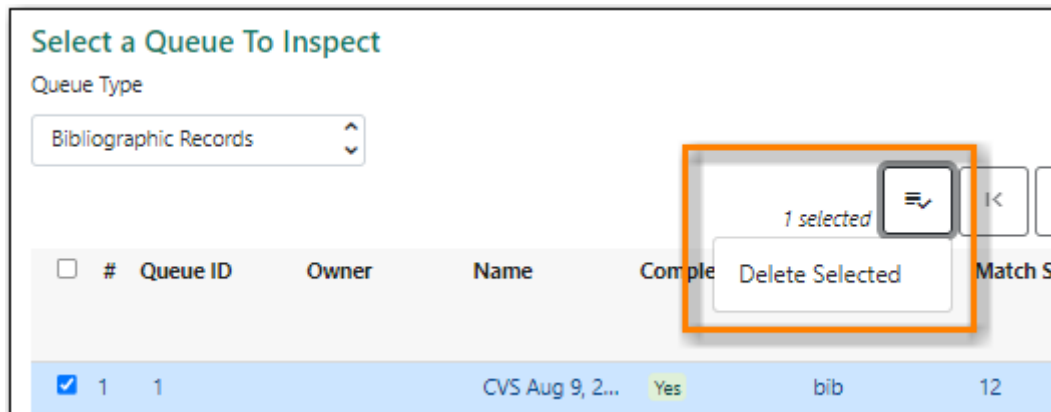
## 22.5.3. Deleting Import Queues

1. Go to **Cataloguing** → **MARC Batch Import/Export**.
2. The *MARC Batch Import/Export* interface will open with the *Import* tab selected.
3. Click on the **Inspect Queue** tab.





4. Select the queue you would like to delete and then choose **Delete Selected** from the Actions menu.





# Chapter 23. Maintaining Bibliographic Records

The searchability of the staff and public catalogues relies on information being entered and coded correctly in the MARC records.

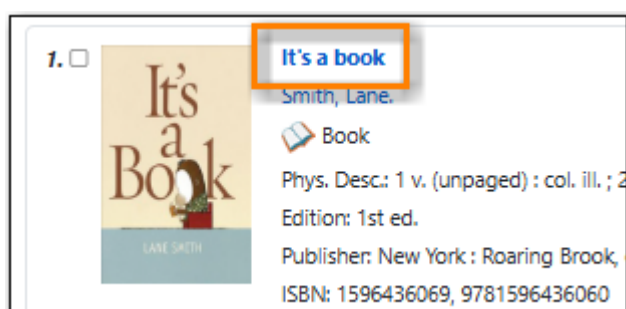
Evergreen has both the [Enhanced MARC Editor](#) and the [Flat Text Editor](#) which can be used when [creating](#), [importing](#), [merging](#), [editing](#), and [deleting](#) bibliographic records. Cataloguers can use either editor or both when working with records.

Before working with bibliographic records in Sitka's Evergreen cataloguers must be familiar with [Sitka's Cataloguing Policy](#).

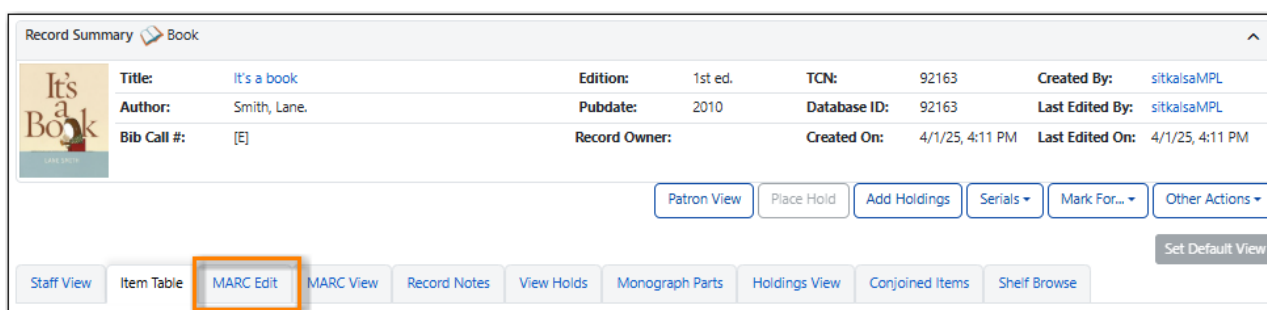
## 23.1. Editing MARC Records

**NOTE** When editing MARC records cataloguers must follow Sitka's Cataloguing Policy for [editing MARC records](#).

1. Search the catalogue for the record you wish to edit, as described in [Searching the Database for Cataloguing Purposes](#).
2. Click on the title link to open the record.



3. Click on the **MARC Edit** tab.



**TIP** You can set the displayed view as the default by clicking **Set Default View**. Individual records will be loaded in this view when selected/retrieved.

4. The MARC record is displayed. You can use either the [Enhanced MARC Editor](#) or the [Flat Text Editor](#) to edit the record.



## 23.2. Enhanced MARC Editor

The Enhanced MARC Editor is used when working with MARC records. Information from the [MARC 21 Format for Bibliographic Data](#) has been built into the enhanced editor to assist cataloguers; however, cataloguers should refer to [MARC 21 Format for Bibliographic Data/ Normes MARC 21](#) for more information as needed.

### NOTE

When working with MARC Records cataloguers must follow Sitka's Cataloguing Policy for [editing MARC records](#).

The Enhanced MARC Editor can be divided into five parts:

1. [Leader and 008 Field Grid](#)
2. [Help and Additional Options](#)
3. [MARC Record](#)
4. [Physical Characteristics Wizard](#) - only present when the record includes an 007 field
5. [Authorities Linker](#) - not currently used by Sitka



Enhanced MARC Editor   Flat Text Editor

Add...   Undo   Redo   Stack Subfields   Validate   Help

Type    ELvl    Srce    Audn    Ctrl1    Lang   
 BLvl    Form    MRec    Ctry   
 GPub   
 Desc    Dtst    Date1    Date2   
 TMat    Time    Tech

LDR

001

003

007

008    vleng

024 1    

028 4 1         

041 1                             

090    

130 0       

245 0 0              

### 23.2.1. Leader and 008 Field Grid

Specific characters of the Leader and 008 field can be updated using the Leader and 008 Field Grid. This enables cataloguers to easily update specific values without having to count out the field characters.

Enhanced MARC Editor   Flat Text Editor

Add...   Undo   Redo   Stack Subfields   Validate   Help

Type    ELvl    Srce    Audn    Ctrl1    Lang   
 BLvl    Form    MRec    Ctry   
 GPub   
 Desc    Dtst    Date1    Date2   
 TMat    Time    Tech

- Values can be edited directly in the grid boxes.
- Left-clicking in most boxes will display a list of the possible values as per [MARC21](#).
- A table giving the names and character positions for the abbreviations used by Evergreen can be found in [Character Codes for Leader and 008 Field Grid](#).
- Changing the values of certain boxes, such as Type and BLvl, changes the type of material that is being described. In some cases this means that the meaning of the characters of the 008 changes. The grid will change to display the fields relevant to the material.

#### TIP

The search filters and format icons in the public catalogue rely on accurate coding in the Leader, 007 and 008 fields. Please see the format filter and icon specifications for Sitka's Evergreen in [Search Filters and Format Icons](#).



## 23.2.2. Help and Additional Options

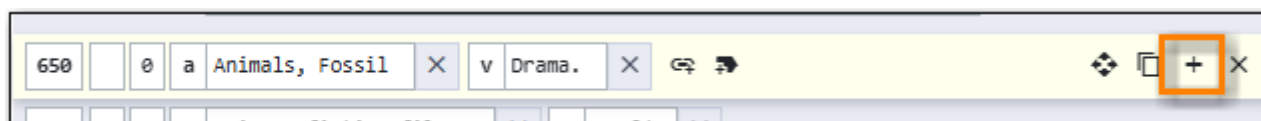


- The **Add** button allows you to add a row at the end of your record and to replace the 006, 007, and 008 fields.
- The **Undo** and **Redo** buttons can be used to undo and redo changes that haven't been saved yet. The number of changes that can be undone or redone will display on the buttons.
- When the **Stack Subfields** checkbox is checked, the subfields in the MARC record display stacked vertically on separate lines from the field numbers, instead of each field displaying with all subfields horizontally.
- The **Validate** button is a function of authorities which are not currently used in Sitka's Evergreen.
- When the **Help** button is clicked, a list of keyboard shortcuts that can be used to edit the MARC record display. As well, MARC references will display for fields 1XX through 8XX in the main body of the MARC record.

## 23.2.3. MARC Record

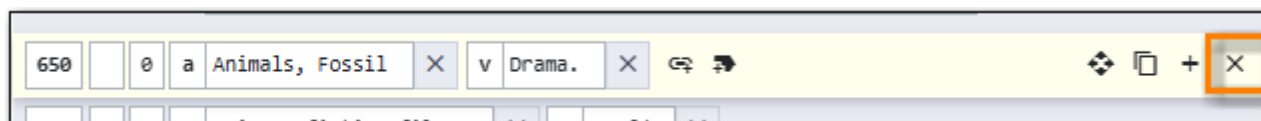
Rows can be added to the MARC record in a number of ways:

- Using the keyboard shortcut **CTRL+Enter** when clicked into a subfield. This will add a row after the one you are working in.
- Clicking **Add** → **Add Row** in the *Help and Additional Options* section. This will add a row at the end of the MARC record.
- When hovering over the row, clicking on the plus sign. This will add a row after the row you are hovering over.



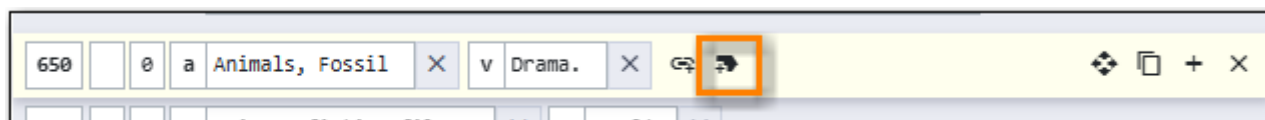
Rows can be deleted from the MARC record in a couple of ways:

- Using the keyboard shortcut **CTRL+Delete** when clicked into a subfield. This will remove the entire row.
- When hovering over the row, clicking on the X. This will remove the row you are hovering over.

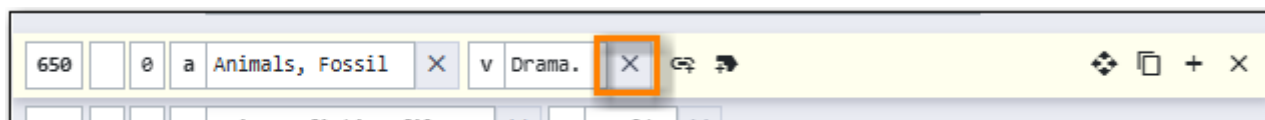


Subfields can be added to the row by hovering over the row and clicking on the label with plus sign icon. The subfield is added to the end of the row.

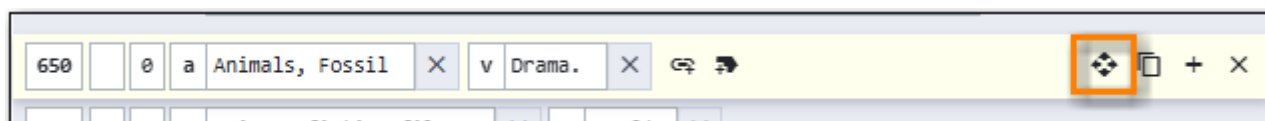




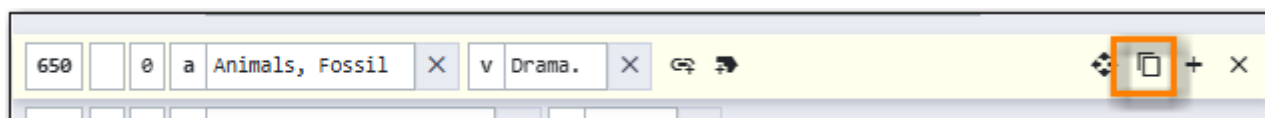
Subfields can be removed from the row by clicking on the X associated with the subfield.



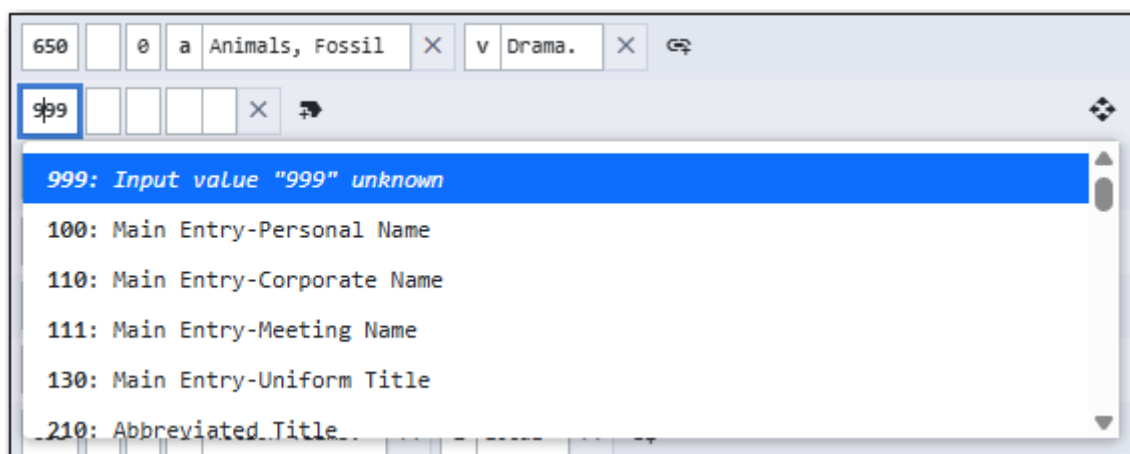
Rows can be moved by hovering over the row and clicking on the four arrow icon. Once the icon is clicked the row can be dragged and dropped or the up and down keys on your keyboard can be used to move the row.



Rows can be copied by hovering over the row and clicking on the double square icon.

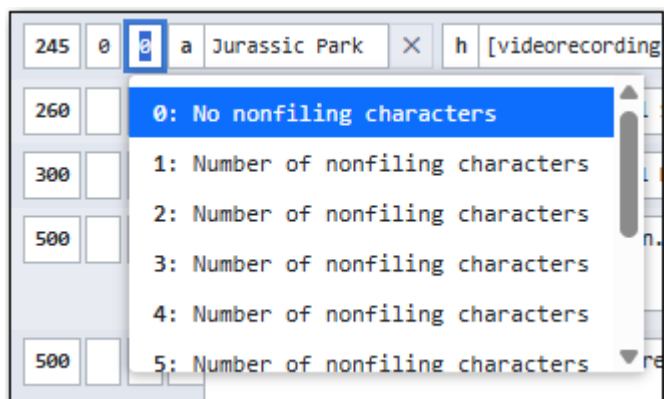


Clicking into the MARC tag field will list potential tags that can be used for the field. This is a partial list; cataloguers should refer to [MARC 21 Format for Bibliographic Data/ Normes MARC 21](#) for a comprehensive list.

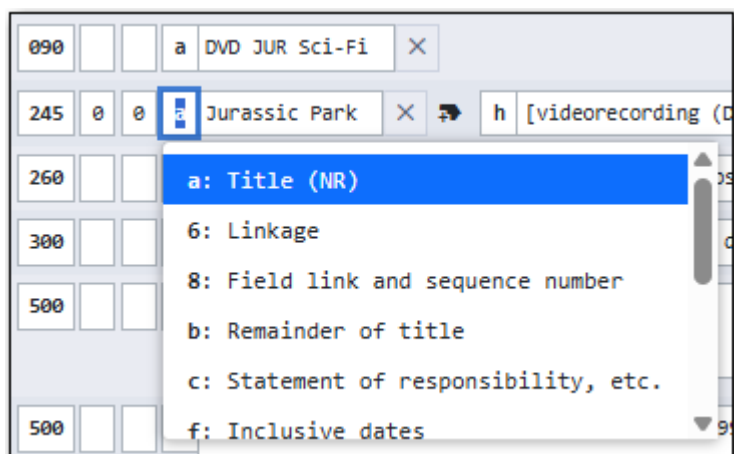


Clicking in the first or second indicator boxes will list the possible values for the indicator as per MARC 21.





Clicking in a subfield box will list the possible subfield values for the particular field as per MARC 21.



## 23.2.4. Physical Characteristics Wizard

### Sitka Snippet Video - Physical Characteristics Wizard (3:52)

Cataloguers can easily edit and create 007 fields using the Physical Characteristics Wizard.

#### TIP

The search filters and format icons in the public catalogue rely on accurate coding in the Leader, 007 and 008 fields. Please see the format filter and icon specifications for Sitka's Evergreen in [Search Filters and Format Icons](#).

As a cataloguer navigates through the wizard, each position will display its corresponding label that describes the significance of that position. Each position contains a selection of drop down choices that list the possible values for that particular position. When the cataloguer makes a selection from the drop down options, the value for that position will also change. Cataloguers should refer to [MARC 21 Format for Bibliographic Data/ Normes MARC 21](#) for more information as needed.

1. In the Enhanced MARC Editor, click the blue icon to the right of the 007 field. See [MARC Record](#) if the record doesn't already have a 007 field.



LDR	02467cgm a2200433 a 4500		
001	92164		
003	GLCONS		
007	vd cvaizq		
008	020515p20181993onc187 g	vleng d	

2. The **Physical Characteristics Wizard** will open.

**NOTE**

The first value defines the **Category of Material**. The choices within the remaining character positions will be appropriate for the Category of Material selected.

3. Select the Category of Material for the given record by choosing an option from the **Category of Material** drop down menu.
4. Once the Category of Material is selected, click **Next**.
5. Evergreen will display the result of each selection in the preview above. The character of your current position will be in red.

Physical Characteristics Wizard

007 Value

v

Reset

Clear

Category of Material

v: Videorecording

Previous

Next

Apply

Cancel

6. Use the **Previous** or **Next** buttons, navigate through the various positions in the 007 field.
7. Once the you have entered all of the applicable values click **Apply**.

Physical Characteristics Wizard

007 Value

vd cvaizs

Reset

Clear

Configuration of playback channel

s: Stereophonic

Previous

Next

Apply

Cancel

8. All of the values selected will be stored and displayed within the 007 field of the bibliographic record.







- Cataloguers need to ensure that they count the characters in the fields and add the values in the correct positions.
- All other MARC fields contain the 3-digit MARC tag, followed by the indicators, and then the appropriate subfield
- If there is no value for an indicator a backslash "\" is used to fill the space.
- A dollar sign "\$" is used for the subfield delimiter

#### TIP

The search filters and format icons in the public catalogue rely on accurate coding in the Leader, 007 and 008 fields. Please see the format filter and icon specifications for Sitka's Evergreen in [Search Filters and Format Icons](#).

## 23.4. Search Filters and Format Icons

Evergreen utilizes the coded information entered into the leader and control fields in the MARC record for search filters and format icons. These fields need to be accurately coded as per [MARC 21 Format for Bibliographic Data/ Normes MARC 21](#) so the correct format icons display and the expected records are included in search results. See [Leader and 008 Field Grid](#) and [Physical Characteristics Wizard](#) for instructions on how to edit these fields in Evergreen.

The terminology used in the Search Filter and Format Icon tables to indicate characters of the leader and control fields are:

- **Type** is Leader position 06 - Type of record
- **Bib Level** is Leader position 07 - Bibliographic level
- **Form** is 008 position 23 - Form of item , except when Type = e, f, or g then it's position 29
- **Speed** is 007 position 03 - Speed
- **Video Format** is 007 position 04 - Videorecording Format

### 23.4.1. Search Filters

- **Language** - relies on characters 35-37 of the 008 field.
- **Audience** - relies on character 22 of the 008 field (for the relevant material configurations).
- **Literary Form** - relies on character 33 of the 008 field (only applicable to books).
- **Shelving Location** - will display a list of the search library's shelving locations
- **Publication Year** - relies on characters 07-10 of the 008 field.
- **Exclude Electronic Resources checkbox** - relies on character 23 of the 008 field. Records with a value of "s" or "o" are excluded.
- **Format** - relies on the leader and control field values shown in the table below.

Search Filter Label	Leader and Control Field Values
All Audiobooks	Type = i



Search Filter Label	Leader and Control Field Values
All Books	Type = a or t <b>AND</b> Bib Level = a, c, d, or m <b>but NOT</b> Form = a, b, c, or f
All Electronic Resources	Form = o or s
All Videos	Type = g
Audiobooks (electronic)	Type = i <b>AND</b> Form = o or s
Audiobooks (physical)	Type = i <b>AND</b> Speed = l or f
Books (electronic)	Type = a or t <b>AND</b> Bib Level = a, c, d, or m <b>AND</b> Form = o, q, or s
Books (large print)	Type = a or t <b>AND</b> Bib Level = a, c, d, or m <b>AND</b> Form = d
Books (physical)	Type = a or t <b>AND</b> Bib Level = a, c, d, or m <b>but NOT</b> Form = a, b, c, f, o, q, or s
Braille	Type = a <b>AND</b> Form = f
Kits and Mixed Materials	Type = o, p, or k
Maps	Type = e or f
Music (CD, cassette)	Type = j
Music Scores	Type = c or d
Pictures	Type = k
Preloaded Audio	Type = i <b>AND</b> Form = q
Serials and Magazines	Bib Level = b or s
Serials and Magazines (electronic)	Bib Level = s <b>AND</b> Form = q, o, or s
Software and Video Games	Type = m
Toys, Puzzles and Equipment	Type = r
Videos (electronic)	Type = g <b>AND</b> Form = o, q, or s
Videos (physical)	Type = g <b>but NOT</b> Form = o, q, or s

### 23.4.2. Format Icons

The format icons show in the search results and record display in the catalogue. The following table shows the leader and control field values associated with each format icon.

Format Icon Label	Leader and Control Field Values
Video (shown if format, eg. vhs, dvd, is unknown)	Type = g <b>but NOT</b> Video Format = v, s, or b
E-video	Type = g <b>AND</b> Form = o, s, or q
DVD	Video Format = v
VHS	Video Format = b



Format Icon Label	Leader and Control Field Values
Blu-ray	Video Format = s
Audiobook (shown if format, eg. cassette, disc, is unknown)	Type = i <b>but NOT</b> Form = o, q, or s <b>and NOT</b> Speed = a, b, c, d, e, l, or f
E-audiobook	Type = i <b>AND</b> Form = o or s
CD Audiobook	Type = i <b>AND</b> Speed = f
Cassette audiobook	Type = i <b>AND</b> Speed = l
Phonograph audiobook	Type = i <b>AND</b> Speed = a, b, c, d, or e
Book	Type = a or t <b>AND</b> Bib Level = a, c, d, or m <b>but NOT</b> Form = a, b, c, d, f, o, q, r, or s
E-Book	Type = a or t <b>AND</b> Bib Level = a, c, d, or m <b>AND</b> Form = o, q, or s
Large print book	Type = a or t <b>AND</b> Bib Level = a, c, d, or m <b>AND</b> Form = d
Braille	Type = a <b>AND</b> Form = f
Kit or mixed material	Type = o or p
Map	Type = e or f
Music (shown if format, eg. cassette, disc, is unknown)	Type = j <b>but NOT</b> Speed = a, b, c, d, e, f, or l
Phonograph music	Type = j <b>AND</b> Speed = a, b, c, d, or e
CD music	Type = j <b>AND</b> Speed = f
Cassette music	Type = j <b>AND</b> Speed = l
Music score	Type = c or d
Preloaded Audio	Type = i <b>AND</b> Form = q
Picture	Type = k
Serial or magazine	Bib Level = b or s <b>but NOT</b> Form = o, s, or q
E-Serial or magazine	Bib Level = b or s <b>AND</b> Form = o, s, or q
Software or video game	Type = m
Online	Bib Level = i <b>AND</b> Form = o, s, or q
Toys, puzzles or equipment	Type = r
Microform	Form = a, b, or c

## 23.5. Merging Bibliographic Records

### Sitka Training Video - Merging Duplicate Bibliographic Records (5:10)

Each discrete bibliographic title in Evergreen should have a single record that all libraries attach their holdings to. When a title has multiple records library staff with sufficient cataloging



knowledge can merge duplicate records together as per [Sitka's Cataloguing Policy](#) for [Editing Bibliographic Records](#).

Any call number and item records, or holds, associated with the non-lead records will be transferred to the lead record upon merging.

1. Add the desired records to a record bucket. See [Adding Records to a Record Bucket](#).

**NOTE**

When creating your bucket Co-op Support recommends using the title of the records you are merging.

2. Retrieve the bucket by selecting **Cataloguing** → **Record Buckets** on the menu bar.
3. From the list of your buckets click on the name of the bucket containing the records you are merging.

**Bibliographic Record Buckets** [New Bucket](#)

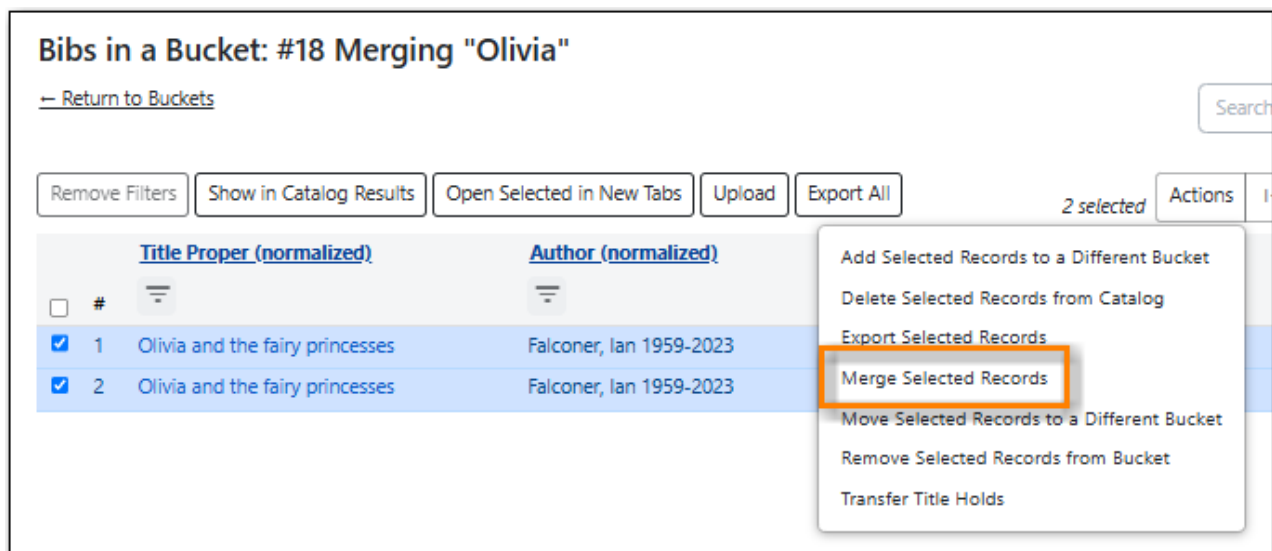
**My buckets (4)** | Favorites (3) | Recent (3) | Shared with others (2) | Shared with me (2) | Visible to me (9)

[Remove Filters](#) | Bucket ID:  [Search](#)

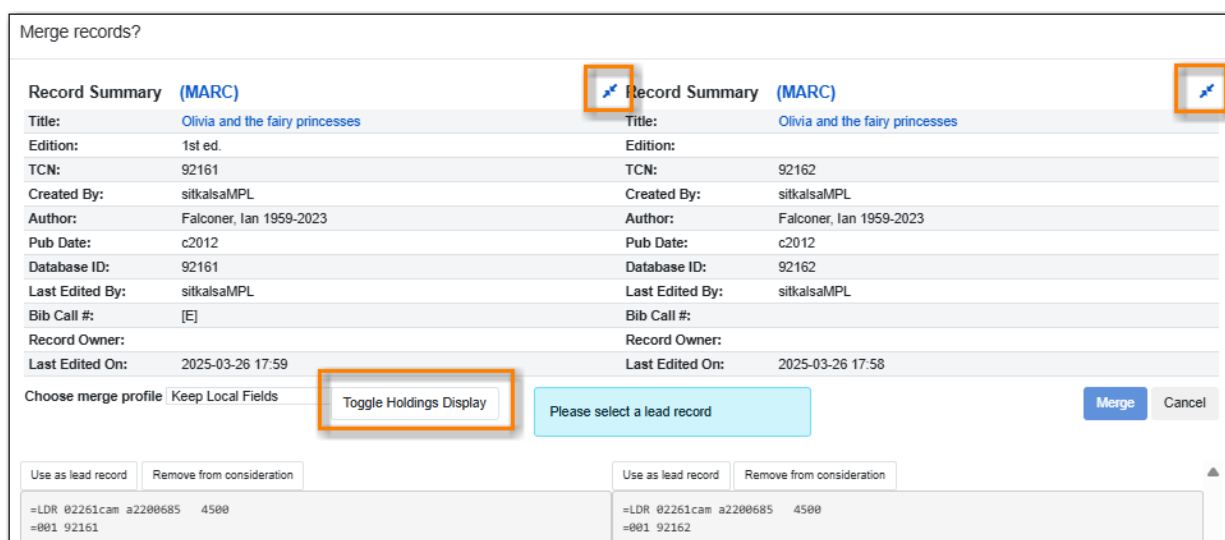
<input type="checkbox"/>	#	★	<a href="#">Bucket ID</a>	<a href="#">Name</a>	<a href="#">Description</a>	# of entries
<input type="checkbox"/>	1	★	9	DVDs	DVD records	9
<input type="checkbox"/>	2	☆	14	Holiday Titles		0
<input type="checkbox"/>	3	★	15	Summer Reading Club		2
<input type="checkbox"/>	4	☆	18	Merging "Olivia"	Bucket for merging 2 matching records together	2

4. Select the records you wish to merge. Click **Actions** → **Merge Selected Records**.

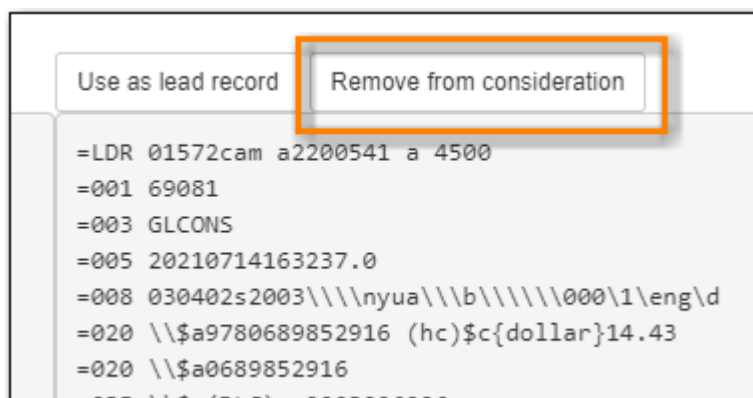




5. The merge screen opens in a pop-up window.
  - a. The record summary is listed above. You may shorten it by clicking the double arrows.
  - b. Clicking **Toggle Holdings Display** will display the holdings information below each MARC record.



6. If after comparing the MARC records you determine that any of them are not a match for merging click **Remove from consideration**. The record will no longer be included in the merge.



7. Leave the merge profile as "Keep Local Fields". Any 050, 055, 092, 590, 595, 690, 852, and 856



fields from non-lead records will be moved to the lead record.

Last Edited On: 2021-07-12 12:20

Choose merge profile: Keep Local Fields ▼

Use as lead record Remove from consideration

=LDR 01572cam a2200541 a 4500  
=001 45173  
=003 GLCONS  
=005 20130521220237.0

8. From the remaining records determine which is the best record and click **Use as lead record**.

Use as lead record Remove from consideration

=LDR 01572cam a2200541 a 4500  
=001 69081  
=003 GLCONS  
=005 20210714163237.0  
=008 030402s2003\\n\\nyua\\b\\1\\eng\\d  
=020 \\\$a9780689852916 (hc)\$c{dollar}14.43  
=020 \\\$a0689852916

9. Edit buttons will appear for the lead record. You can edit the record if edits are necessary. Any edits need to follow [Sitka's Cataloguing Policy](#) for [Editing Bibliographic Records](#).

Bib Call #: [E]

Record Owner:

Last Edited On: 2021-07-12 12:20

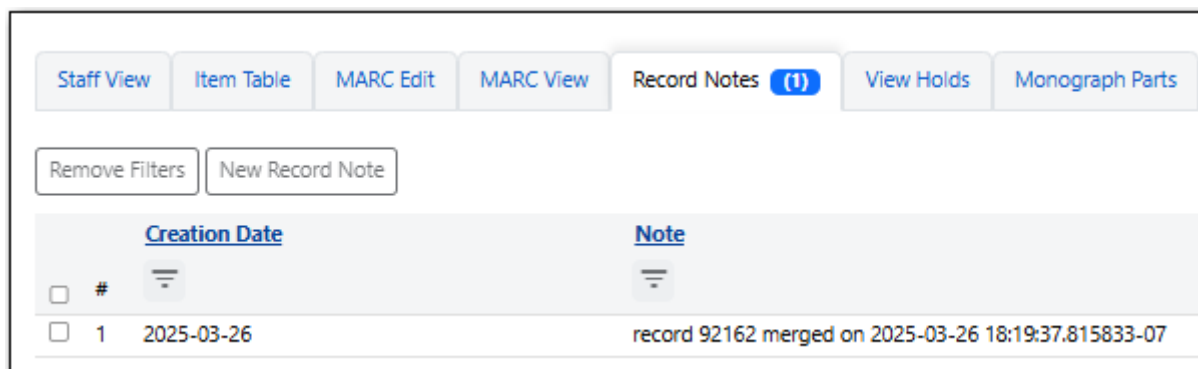
Choose merge profile: Keep Local Fields ▼

Edit Edit using full editor

=LDR 01572cam a2200541 a 4500  
=001 45173  
=003 GLCONS  
=005 20130521220237.0  
=008 030402s2003\\n\\nyua\\b\\1\\eng\\d  
=010 \\\$a 2003006206  
=020 \\\$a9780689852916 (hc)\$c{dollar}14.43  
=020 \\\$a0689852916

10. Click **Merge**. The lead record will open in the catalogue in a new tab.
11. A record of the merge is recorded on the *Record Notes* tab.





#### NOTE

While you can edit call numbers and/or items from the merge screen, Co-op Support recommends you focus on bibliographic records here. After the merging is done, you can edit your call numbers and items through the [Holdings Editor](#).

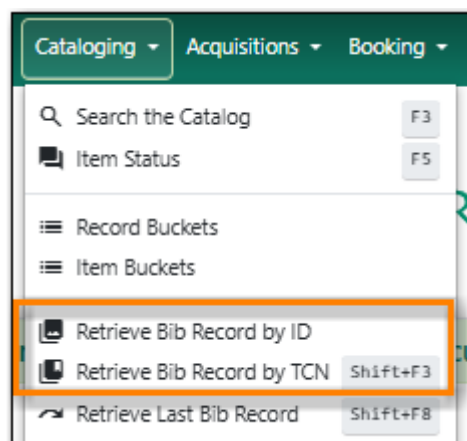
#### CAUTION

Deleted records will remain in a record Bucket. We recommend you merge records right after you add them to the bucket. If you merge them later, good practice is to check the **Deleted** column in the bucket before merging to avoid merging records into a deleted record.

## 23.6. Undeleting Bibliographic Records

Deleted records can be undeleted if you know the record TCN or ID.

1. Retrieve the record by its database ID.



2. Click on the **MARC Edit** tab.
3. Click **Undelete Record**.



Record Summary(Deleted)

Title: [It's a book](#) Edition: 1st ed. TCN: 92163 Created By: [sitkalsamPL](#)

Start Previous Next End Back to Results (1 / 1) Patron View Place Hold Add Holdings Serials Mark For... Other Actions

Set Default View

Staff View Item Table **MARC Edit** MARC View Record Notes View Holds Monograph Parts Holdings View Conjoined Items Shelf Browse

☐ Add Item Record Type BKS Select a Source... Save Changes **Undelete Record**

Enhanced MARC Editor Flat Text Editor

4. A pop up will appear. Click **Confirm**.
5. The record is undeleted and holdings or scoped 856 fields can now be added.

## 23.7. Deleting Bibliographic Records

Evergreen will automatically delete records when the last item attached to the record is deleted.

Records that are imported or created in Evergreen but never have a holding attached or a scoped 856 field added are automatically deleted when they've been in the catalogue for more than 3 months.

Records with holdings attached, physical or electronic, cannot be deleted.

### 23.7.1. Deleting Records via the Staff Catalogue

You can delete a MARC record directly from the **MARC Edit** tab in the bibliographic record.

1. Search the catalogue for a record that you need to delete, as described in [Searching the Database for Cataloguing Purposes](#).
2. Click on the **MARC Edit** tab.
3. Click **Delete Record**.

Record Summary Book

Title: [It's a book](#) Edition: 1st ed. TCN: 92163 Created By: [sitkalsamPL](#)

Start Previous Next End Back to Results (1 / 1) Patron View Place Hold Add Holdings Serials Mark For... Other Actions

Set Default View

Staff View Item Table **MARC Edit** MARC View Record Notes View Holds Monograph Parts Holdings View Conjoined Items Shelf Browse

☐ Add Item Record Type BKS Select a Source... Save Changes **Delete Record**

Enhanced MARC Editor Flat Text Editor

4. A pop up will appear. Click **Confirm**.
5. Record is now deleted and only retrievable by a TCN (title control number) or record ID search.



**Record Summary(Deleted)**

Title: [It's a book](#) Edition: 1st ed. TCN: 92163 Created By: [sitkalsaMPL](#)

Start Previous Next End Back to Results (1 / 1) Patron View Place Hold Add Holdings Serials Mark For... Other Actions

Set Default View

Staff View Item Table **MARC Edit** MARC View Record Notes View Holds Monograph Parts Holdings View Conjoined Items Shelf Browse

☐ Add Item Record Type BKS Select a Source... Save Changes Undelete Record

Enhanced MARC Editor Flat Text Editor

## 23.7.2. Deleting Records via a Record Bucket

Records can be deleted in batch from a [record bucket](#).

1. Go to **Cataloguing** → **Record Buckets**.
2. Click the name of the bucket containing the records you would like to delete.

			<a href="#">Bucket ID</a>	<a href="#">Name</a>	<a href="#">Description</a>	<a href="#"># of entries</a>	<a href="#"># of org shares</a>	<a href="#"># of user view shares</a>	<a href="#"># of user edit shares</a>	<a href="#">Bucket Type</a>	<a href="#">Public?</a>	<a href="#">Created On</a>	
<input type="checkbox"/>	#	★											Actions
<input type="checkbox"/>	1	★	9	DVDs	DVD records	9	1	1	0	staff_client	No	2025-03-03	
<input type="checkbox"/>	2	☆	14	Holiday Titles		0	0	0	0	staff_client	No	2025-03-04	
<input type="checkbox"/>	3	★	15	Summer Reading Club		2	1	0	0	staff_client	No	2025-03-06	
<input type="checkbox"/>	4	☆	18	Merging "Olivia"	Bucket for merging 2 matching records together	2	0	0	0	staff_client	No	2025-03-26	
<input type="checkbox"/>	5	★	19	Deleting Records	Bucket for deleting record accidentally imported multiple times.	3	0	0	0	staff_client	No	2025-04-01	

3. Select the records you wish to delete and from the the **Actions** menu choose **Delete Selected Records from Catalog**.

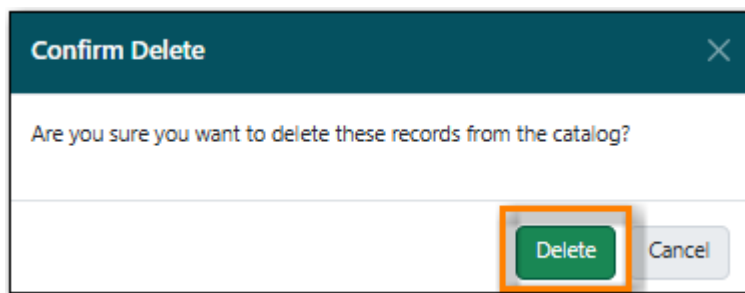
Remove Filters Show in Catalog Results Open Selected in New Tabs Upload Export All 3 selected Actions

	<a href="#">Title Proper (normalized)</a>	<a href="#">Author (normalized)</a>
<input checked="" type="checkbox"/>	#	
<input checked="" type="checkbox"/>	1	Library mouse : a friend's tale
<input checked="" type="checkbox"/>	2	Library mouse : a friend's tale
<input checked="" type="checkbox"/>	3	Library mouse : a friend's tale

Add Selected Records to a Different Bucket  
**Delete Selected Records from Catalog**  
 Export Selected Records  
 Merge Selected Records  
 Move Selected Records to a Different Bucket  
 Remove Selected Records from Bucket  
 Transfer Title Holds

4. A pop-up will appear asking you to confirm the deletion. Click **Delete**.

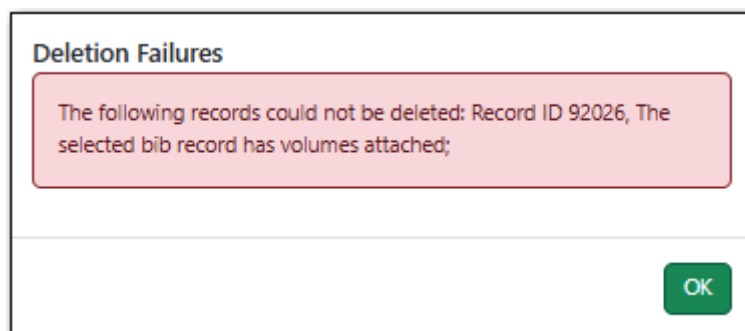




5. The records are deleted.

Records with holdings cannot be deleted and will return an error.

#### NOTE



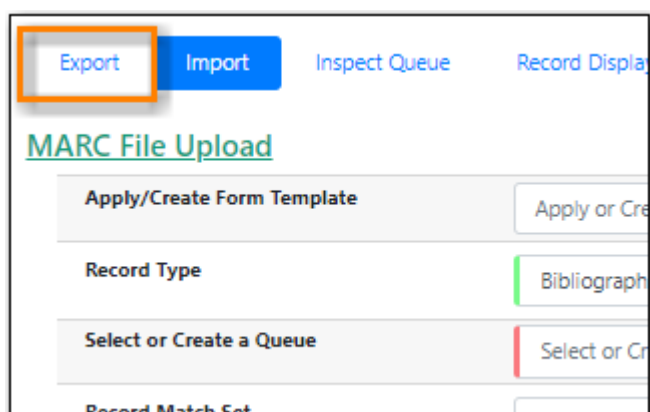
## 23.8. Exporting Bibliographic Records

There are times when you may want to export MARC records from Evergreen. Evergreen allows you to do so via the MARC Batch Import/Export interface, the Record Bucket, and the staff catalogue basket. You may include the holdings information in the MARC records. Based on Sitka's configuration, the holdings information will be in tag 852, including the item's circulating library, shelving location, barcode, call number, status, and others saved in the item record.

MARC records can be exported from Evergreen in MARC XML, UNIMARC, MARC21/USMARC or Evergreen Record Entry format. The exported records can be encoded in either UTF-8 or MARC8.

### 23.8.1. Exporting MARC Records via MARC Batch Import/Export

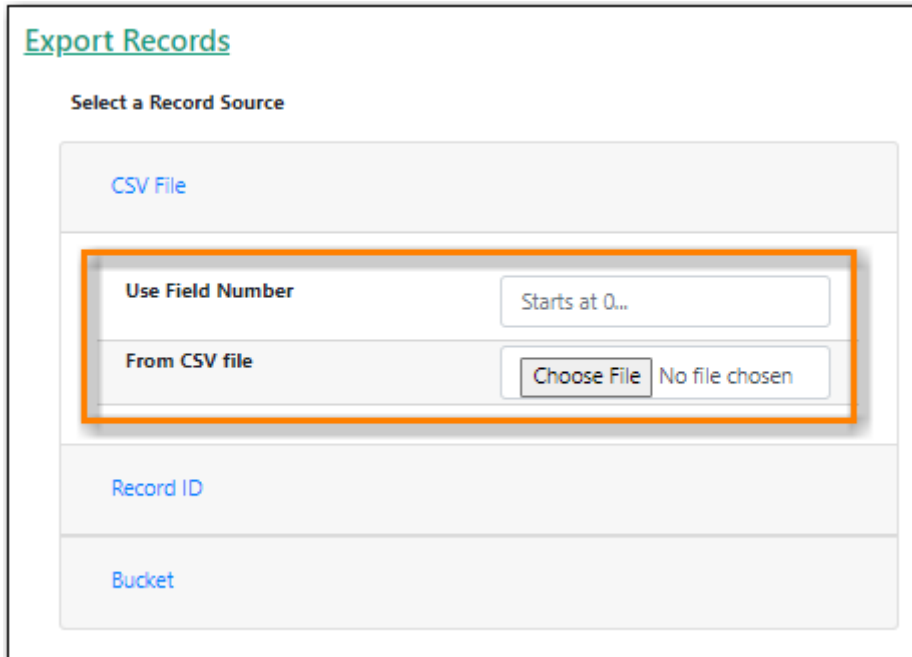
1. Go to **Cataloguing** → **MARC Batch Import/Export**.
2. The interface opens and default to the **Import** tab. Click the **Export** tab.





### 3. Select your record source

- Load a CSV file containing records IDs. If the CSV file contains other information specify which column is the record ID by filling it into the *Use Field Number* field. Note that the field number starts at 0. If the second column in the CSV file is record IDs, the field number is 1.



**Export Records**

Select a Record Source

CSV File

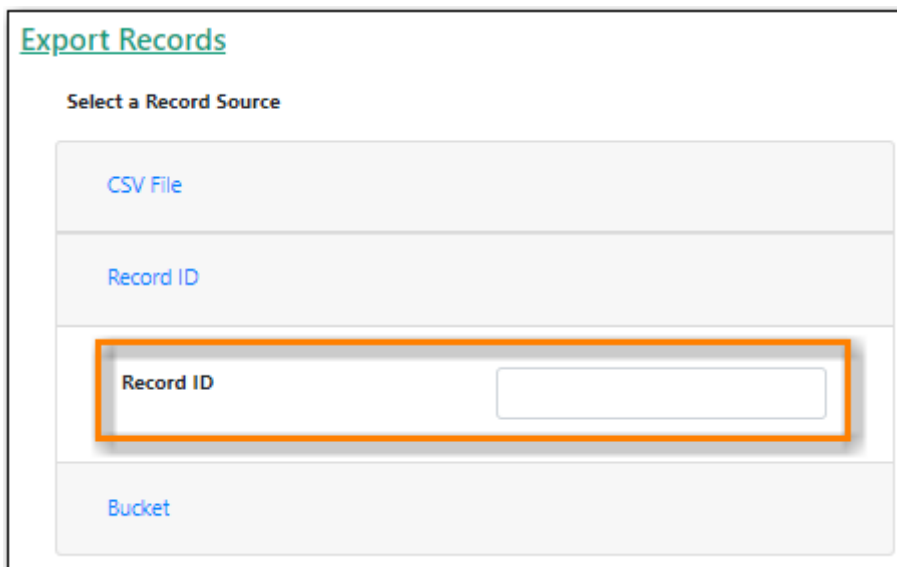
Use Field Number

From CSV file  No file chosen

Record ID

Bucket

- Enter a *Record ID*.



**Export Records**

Select a Record Source

CSV File

Record ID

Record ID

Bucket

- Enter a record *Bucket ID*.



**Export Records**

Select a Record Source

CSV File

Record ID

Bucket

Bucket ID

4. The *Record Type* should be set to Bibliographic Records.
5. Select a *Record Format* from the drop down menu.
6. Select a *Record Encoding* from the drop down menu.
7. Check the box for *Include holdings in Bibliographic Records* if you would like holdings information included.

**NOTE**

Holding records are exported in the 852 field and will include holdings across the Sitka consortium, not just your library's holdings.

8. Click **Export**.

Record Type

Record Format

Record Encoding

Include holdings in Bibliographic Records ☒

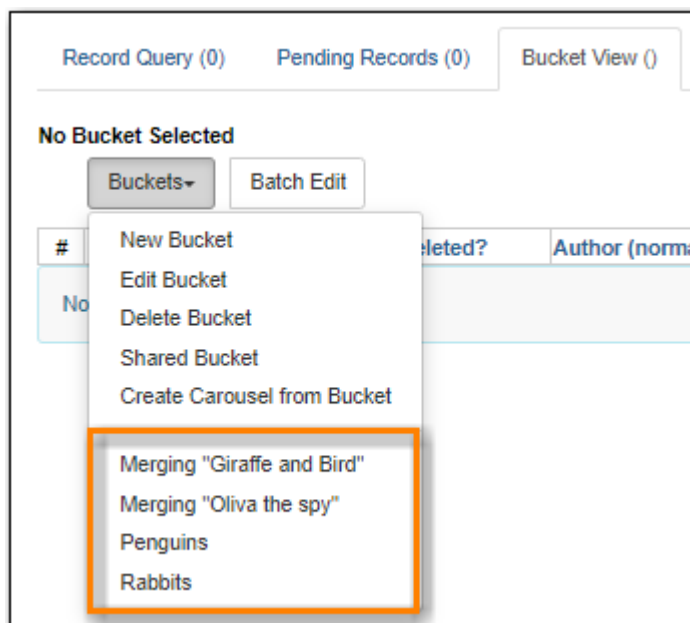
**Export**

9. You will be prompted to save the file.

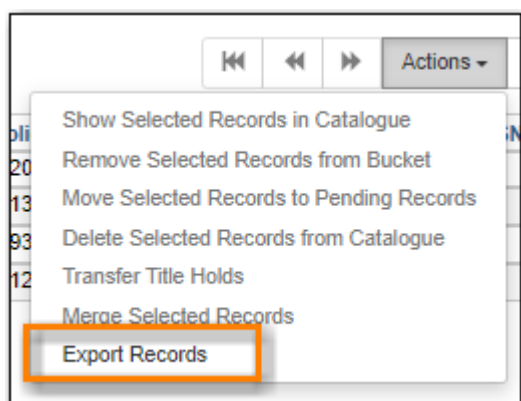
## 23.8.2. Exporting MARC Records via a Record Bucket

1. Go to **Cataloguing** → **Record Buckets**.
2. Select the bucket containing the records you would like to export from the drop down menu.





3. Remove any records from your bucket that you don't want to export; the entire contents of the bucket will be exported. See [\[managing\\_bucket\\_contents\]](#).
4. From the **Actions** menu select **Export Records**.



5. Select a *Record Format* from the drop down menu.
6. Select a *Record Encoding* from the drop down menu.
7. Check the box for *Include Items?* if you would like holdings information included.

#### NOTE

Holding records are exported in the 852 field and will include holdings across the entire Sitka consortium, not just your library's holdings.

8. Click **Export**.





Export Records

Record Format  
MARC XML

Encoding  
UTF-8

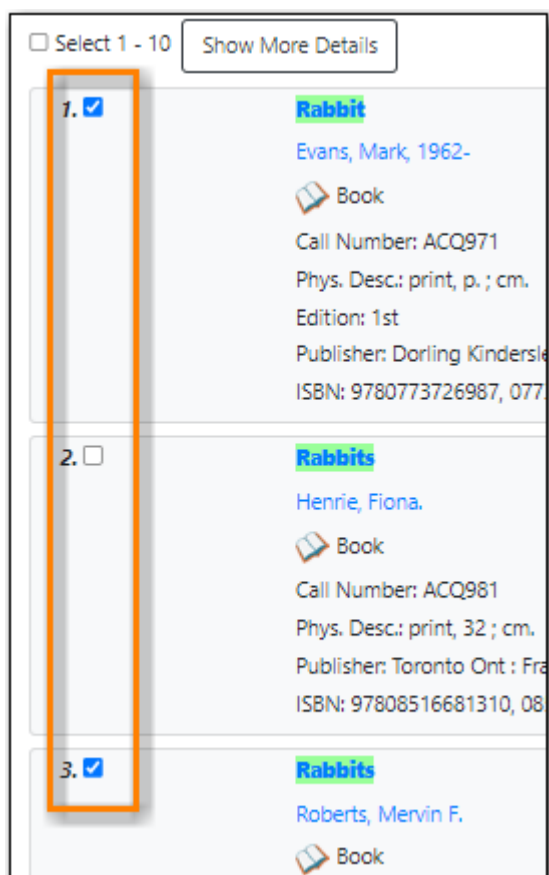
☒ Include Items?

Export Cancel

9. You will be prompted to save the file.

### 23.8.3. Exporting MARC Records via a Basket

1. Search the catalogue for the records you would like to export, as described in [Searching the Database for Cataloguing Purposes](#).
2. Select the titles you would like to add to the basket.



☐ Select 1 - 10 Show More Details

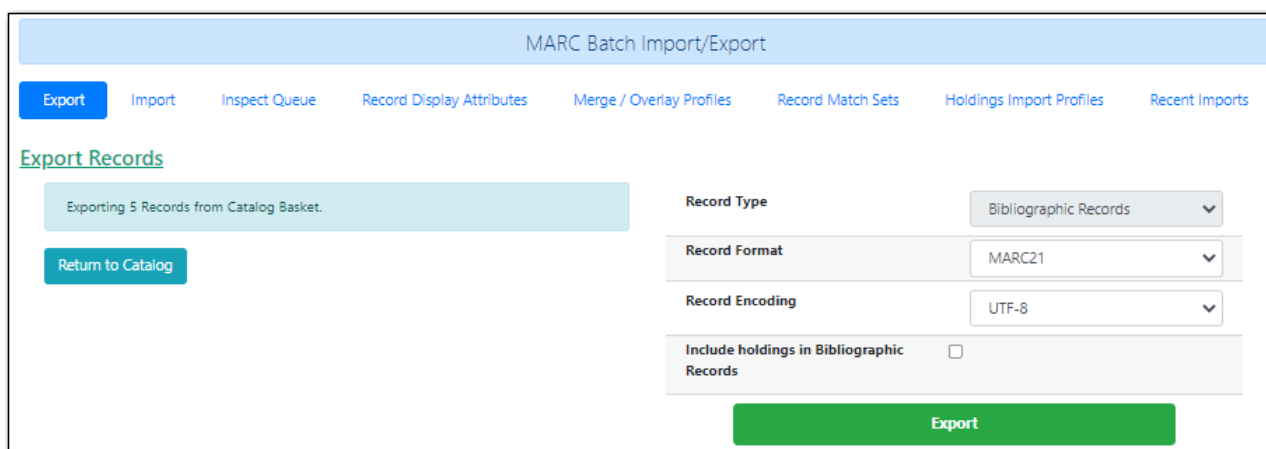
1. <input checked="" type="checkbox"/>	<b>Rabbit</b> Evans, Mark, 1962- Book Call Number: ACQ971 Phys. Desc.: print, p. ; cm. Edition: 1st Publisher: Dorling Kindersley ISBN: 9780773726987, 077
2. <input type="checkbox"/>	<b>Rabbits</b> Henrie, Fiona. Book Call Number: ACQ981 Phys. Desc.: print, 32 ; cm. Publisher: Toronto Ont : Fra ISBN: 97808516681310, 08
3. <input checked="" type="checkbox"/>	<b>Rabbits</b> Roberts, Mervin F. Book

3. Once all desired titles have been added to the basket choose **Export Records** from the **Basket Actions** drop down menu.





4. The MARC Batch Export interface will open.



5. The *Record Type* will be set to Bibliographic Records.

6. Select a *Record Format* from the drop down menu.

7. Select a *Record Encoding* from the drop down menu.

8. Check the box for *Include holdings in Bibliographic Records* if you would like holdings information included.

#### NOTE

Holding records are exported in the 852 field and will include holdings across the Sitka consortium, not just your library's holdings.

9. Click **Export**.



Record Type	Bibliographic Records
Record Format	MARC21
Record Encoding	UTF-8
Include holdings in Bibliographic Records	<input checked="" type="checkbox"/>
<b>Export</b>	

10. You will be prompted to save the file.



# Chapter 24. Record Buckets

Record buckets are containers that can be used to group MARC records. Once records are in a bucket you can perform batch actions on the records including [merging](#), [deleting](#), and [exporting](#) the records. Buckets can also be shared with Co-op Support for batch editing assistance and troubleshooting. Buckets can also be used for matching when importing records via the Batch Import function.

## 24.1. Managing Record Buckets

### 24.1.1. Viewing Record Buckets

Beneath the header are shortcuts to display different sets of buckets:

- *My buckets* shows all buckets that you created or that you own directly.
- *Favorites* shows the buckets that you have marked as a favourite.
- *Recent* shows buckets that you have recently viewed.
- *Shared with others* shows buckets that you have shared with other staff users or libraries.
- *Shared with me* shows buckets that have either been directly shared with you or shared with your library, for which you have permission to edit.
- *Visible to me* shows buckets that have either been directly shared with you or shared with your library, for which you have permission to view.

Bibliographic Record Buckets

New Bucket

My buckets (4)

Favorites (3)

Recent (4)

Shared with others (1)

Shared with me (2)

Visible to me (9)

Search for...

Search Catalog

Remove Filters

Bucket ID:

Search

0 selected

Actions

I<

<

>

Rows 10

^

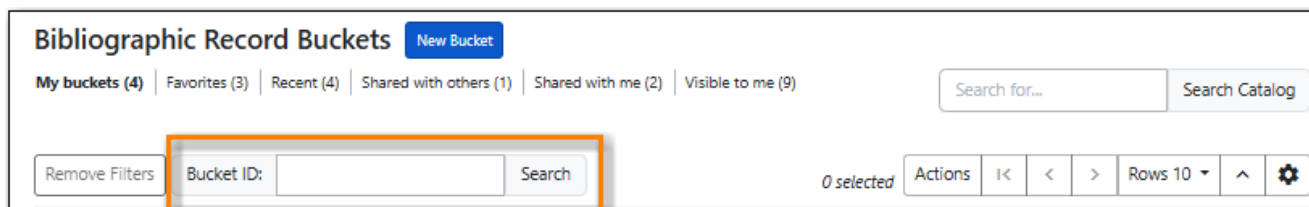
⚙

			<a href="#">Bucket ID</a>	<a href="#">Name</a>	<a href="#">Description</a>	<a href="#"># of entries</a>	<a href="#"># of org shares</a>	<a href="#"># of user view shares</a>	<a href="#"># of user edit shares</a>	<a href="#">Bucket Type</a>	<a href="#">Public?</a>	<a href="#">Created On</a>	<a href="#">Actions</a>
<input type="checkbox"/>	#	★											
<input type="checkbox"/>	1	★	9	DVDs	DVD records	9	1	1	0	staff_client	No	2025-03-03	
<input type="checkbox"/>	2	★	14	Holiday Titles		22	0	0	0	staff_client	No	2025-03-04	
<input type="checkbox"/>	3	☆	21	Merging "Olivia the spy"	Bucket for merging 2 matching records together.	0	0	0	0	staff_client	No	2025-04-02	

### 24.1.2. Bucket ID Search

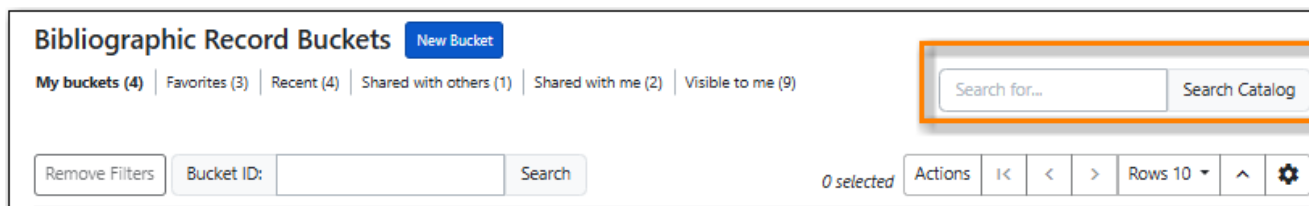
Buckets can be searched for and retrieved if you know the bucket ID.





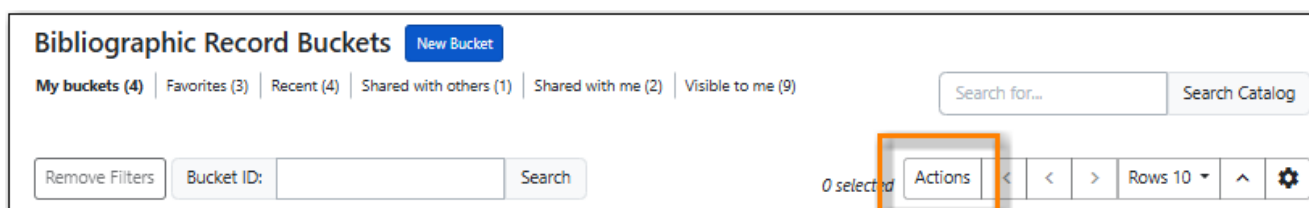
### 24.1.3. Catalogue Search

While there is a catalogue search available from within the Record Bucket interface it is recommended that staff go to **Cataloguing** → **Search Catalogue** as there are more options available for filtering and limiting your search by starting in the staff catalogue.



### 24.1.4. Record Bucket Actions

There are a number of actions that can be performed on buckets available from the **Actions** menu.



- [Add to Favorites/Remove from Favorites](#)
- [Edit Buckets](#)
- [Delete Bucket\(s\)](#)
- [Share Buckets](#)
- [Transferring Bucket Ownership](#)
- [Export Records](#)
- [Upload Records](#)
- [Creating Carousels](#)
- [MARC Batch Edit](#)

#### Add to Favorites/Remove from Favorites

These actions allow to add and remove the selected bucket(s) to/from your Favorites list. Favorited buckets will populate your Favorites view in the buckets interface, as well as in the staff catalogue buckets tab.



## Edit Buckets

This actions allows you to edit the bucket details, including name, description, and whether or not the bucket is public.

This action can also be accessed by clicking on the pencil icon in the record bucket grid.

## Delete Bucket(s)

This action allows you to delete the selected bucket(s). A pop-up will ask you to confirm the deletion. You can only delete buckets that you own or for which you have editing permissions.

This action can also be accessed by clicking on the X icon in the record bucket grid.

## Share Buckets

This action allows you to share the bucket with specific library staff account, allowing them to view-only or edit the bucket and its contents. You can also share the bucket with all library staff at a particular library which allows them to view and edit the bucket and its contents.

This action can also be accessed by clicking on the person icon in the record bucket grid.

When the action is selected the pop-up that appears has three tabs: *Users with View Permissions*, *Users with Edit Permissions*, and *Libraries*.

**Bucket Sharing**

Users with View Permissions | Users with Edit Permissions | Libraries

Add Users | Remove Users | 0 selected | Actions | < | > | Rows 10 | ^ | ⚙

#	User ID	Last Name	First Name	Barcode	Active	Home Library
Nothing to Display						

Update Bucket Sharing | Cancel Update

1. To grant view or edit permissions to a specific library staff account select the appropriate tab and click **Add Users**.



**Bucket Sharing**

Users with View Permissions | Users with Edit Permissions | Libraries

Add Users | Remove Users

0 selected | Actions | I< | < | > | Rows 10 | ^ | ⚙

#	User ID	Last Name	First Name	Barcode	Active	Home Library
Nothing to Display						

Update Bucket Sharing | Cancel Update

2. Use the search form to search for and select the desired library staff account. Click **Select**.

**User Search**

Patron Search | Include Inactive | Advanced search fields: Name, Guardian | Phone, Address | ID, Email, Date of Birth

Barcode / Card | Last Name: Sitka | First Name | Profile Group | Home Library: Green Land Consortium (GLCC)

Clear Form | Search

Add to Bucket | Merge Patrons

1 selected | Actions | I< | < | > | Rows 10 | ^ | ⚙

#	Card	Profile	Last Name	First Name	Home Library	Billing:Street 1	Billing:City
1	ssacqadminMPL	PL Local System Administrator	Sitka Staff	Acq Admin	MPL		
2	ssisaMPL	PL Local System Administrator	Sitka Staff	LSA	MPL		

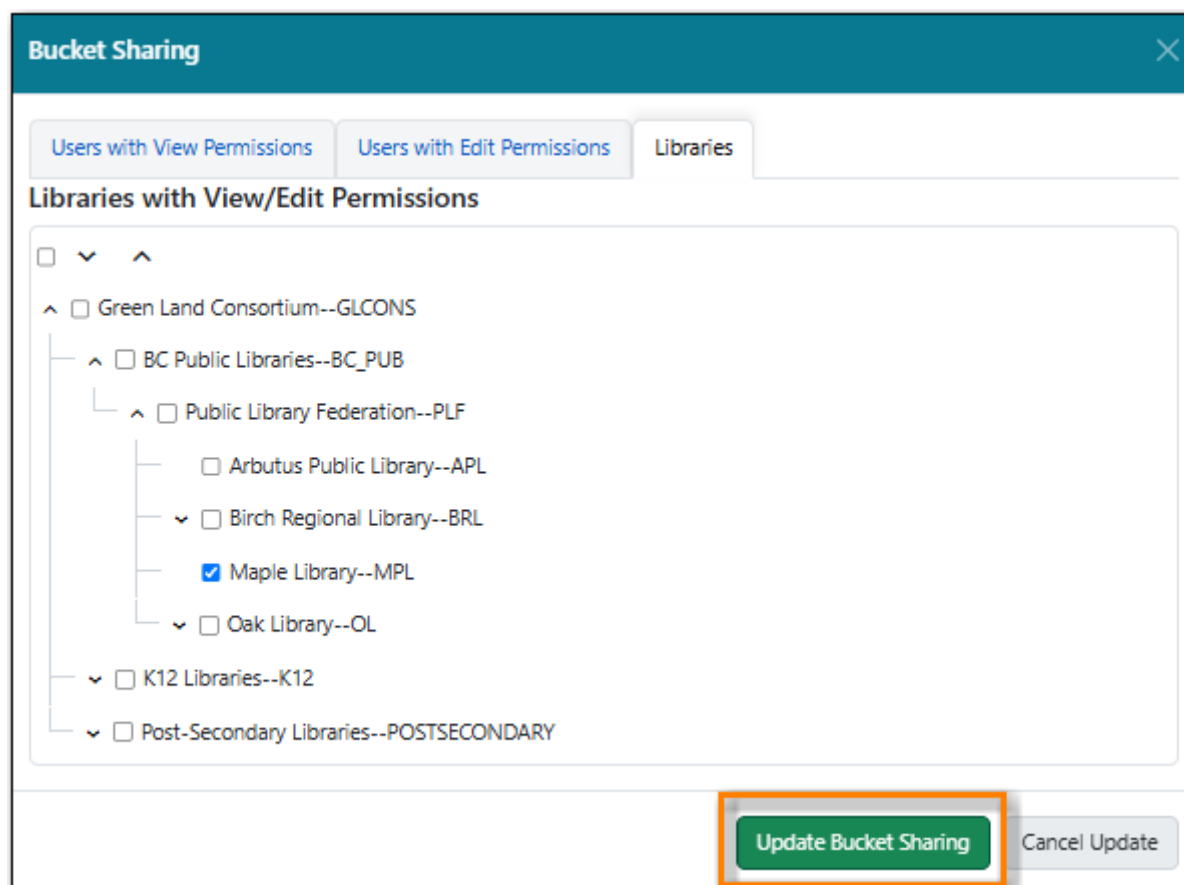
Cancel | **Select**

3. The chosen user now displays in the grid. Click **Update Bucket Sharing**.













8. The bucket is shared and the record bucket grid updates to indicate the sharing.

			<a href="#">Bucket ID</a>	<a href="#">Name</a>	<a href="#">Description</a>	<a href="#"># of entries</a>	<a href="#"># of org shares</a>	<a href="#"># of user view shares</a>	<a href="#"># of user edit shares</a>	<a href="#">Bucket Type</a>	<a href="#">Public?</a>	<a href="#">Created On</a>	
<input type="checkbox"/>	#	★											Actions
<input type="checkbox"/>	1	★	9	DVDs	DVD records	9	1	1	0	staff_client	No	2025-03-03	 
<input type="checkbox"/>	2	★	14	Holiday Titles		22	0	0	0	staff_client	No	2025-03-04	 

## Transferring Bucket Ownership

This action allows you to transfer a bucket to another user.

1. In the pop-up that appears click **Search for user** to find the account you wish to transfer the bucket ownership to.



Confirm Bucket Transfer

Search for user

2 buckets selected for transfer to:

Cancel

Confirm transfer

2. Use the search form to search for and select the desired library staff account. Click **Select**.

User Search

Patron Search

☐ Include Inactive
 Advanced search fields:
 ☐ Name, Guardian
 ☐ Phone, Address
 ☐ ID, Email, Date of Birth

Barcode / Card

Last Name

First Name

Profile Group

Home Library

1 selected

<input type="checkbox"/>	#	Card	Profile	<a href="#">Last Name</a>	<a href="#">First Name</a>	Home Library	Billing:Street 1	Billing:City
<input type="checkbox"/>	1	ssacqadminMPL	PL Local System Administrator	Sitka Staff	Acq Admin	MPL		
<input checked="" type="checkbox"/>	2	sslsaMPL	PL Local System Administrator	Sitka Staff	LSA	MPL		

3. The pop-up will now indicate who the buckets are to be transferred to. Click **Confirm transfer**.

Confirm Bucket Transfer

Search for user

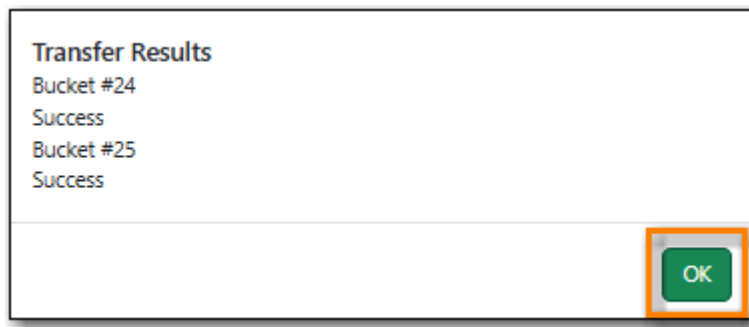
2 buckets selected for transfer to: **LSA Sitka Staff**

Cancel

Confirm transfer

4. The buckets are transferred and the transfer results are displayed. Click **OK**.





Depending on your permissions, once you transfer a bucket you may lose editing or viewing privileges for that bucket. Administrators can transfer buckets for other users, even if the administrator doesn't directly own the bucket.

## Export Records

This action allows staff to export all of the records in the selected buckets. See [Exporting MARC Records via a Record Bucket](#).

## Upload Records

This action allows staff to upload or copy/paste bibliographic IDs to the selected bucket. See [Adding Records to a Record Bucket via Upload Records](#).

## Creating Carousels

Sitka does not currently use the Carousels feature in the Evergreen public catalogue.

Libraries using LibPress can find information on using carousels in the [Sitka Carousels](#) section of the [LibPress manual](#).

## MARC Batch Edit

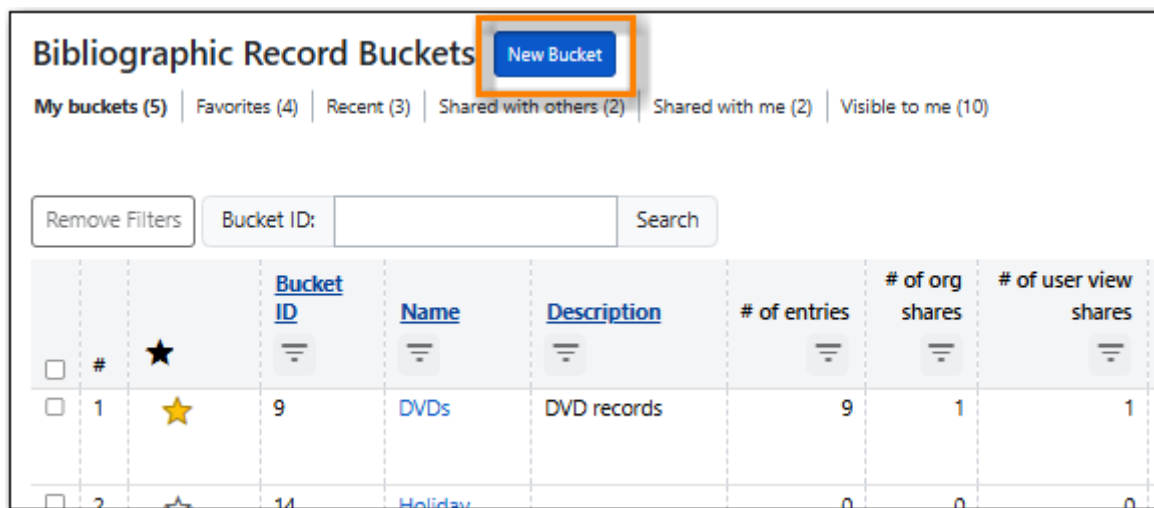
The MARC Batch Edit function is not used by Sitka and library staff cannot use it to batch edit MARC records. The MARC Batch Edit action will take staff to the MARC Batch Edit interface but permissions will prevent any batch edits. Please contact Co-op Support for assistance with batch editing.

# 24.2. Creating Record Buckets

## 24.2.1. Creating a Record Bucket via the Record Buckets Interface

1. Go to **Cataloguing** → **Record Buckets**.
2. Click **New Bucket**.





3. Enter a name and, optionally, a description.

4. Click **Create New Bucket**.

**Add New Bucket**

Existing bucket | **New bucket** | Shared bucket

**Name of new bucket**  
Merging "Olivia the spy"

**New bucket description**  
Bucket for merging 2 matching records together.

**Create New Bucket**

5. The newly created bucket appears in the grid.

			<u>Bucket ID</u>	<u>Name</u>	<u>Description</u>	<u># of entries</u>	<u># of org shares</u>	<u># of user view shares</u>	<u># of user edit shares</u>	<u>Bucket Type</u>	<u>Public?</u>	<u>Created On</u>	<u>Owner</u>	<u>Actions</u>
<input type="checkbox"/>	#	★												
<input type="checkbox"/>	1	★	9	DVDs	DVD records	9	1	1	0	staff_client	No	2025-03-03	sitkalsa MPL	
<input type="checkbox"/>	2	☆	14	Holiday Titles		0	0	0	0	staff_client	No	2025-03-04	sitkalsa MPL	
<input type="checkbox"/>	3	☆	21	Merging "Olivia the spy"	Bucket for merging 2 matching records together.	0	0	0	0	staff_client	No	2025-04-02	sitkalsa MPL	

6. Add additional records to the bucket if needed, as described in [Adding Records to a Record Bucket](#).

## 24.2.2. Creating a Record Bucket via the Record Summary

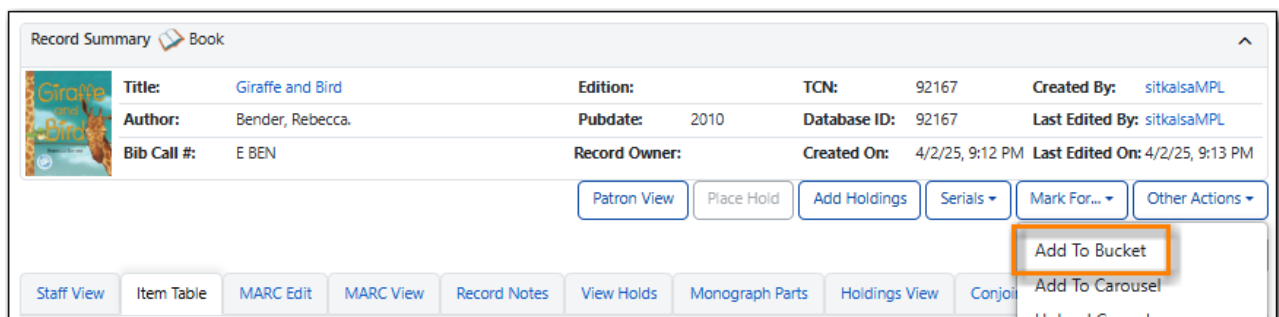
1. Search the catalogue for the record you would like to add to a bucket, as described in [Searching the Database for Cataloguing Purposes](#).



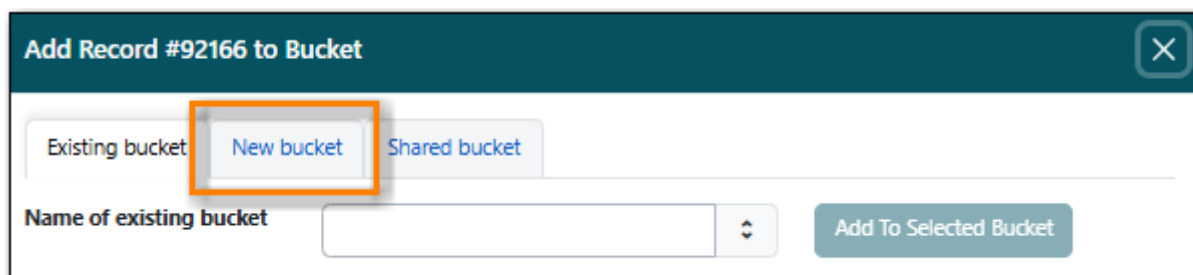
2. Click on the title link to open the record.



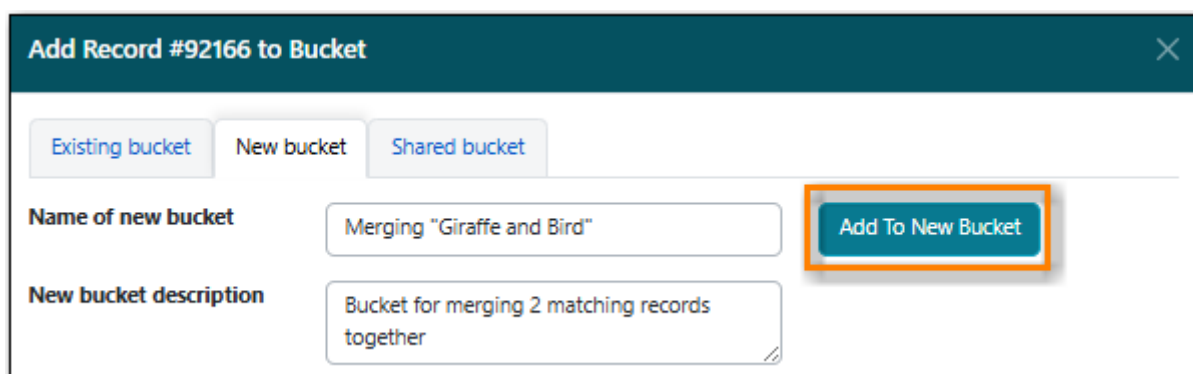
3. Choose **Other Actions** → **Add to Bucket**.



4. On the pop-up that appears click the **New bucket** tab.



5. Enter a name for the new bucket and, optionally, a description. Click **Add to New Bucket**.



6. The record bucket is created and the record is added to the bucket.

7. Add additional records to the bucket if needed, as described in [Adding Records to a Record Bucket](#).



## 24.3. Adding Records to a Record Bucket

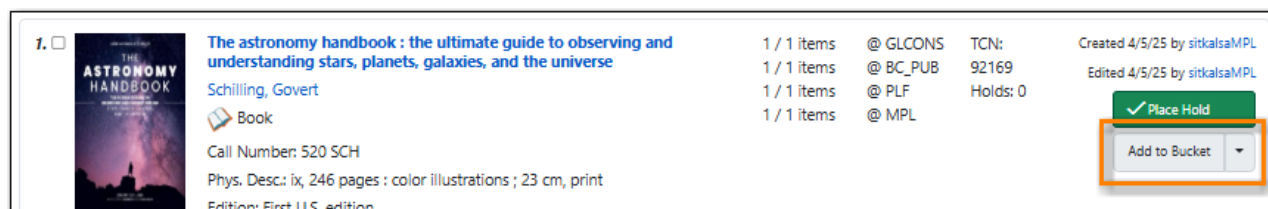
Records can be added to new, existing, or shared record buckets via the staff catalogue, the item status interface, the MARC Batch Import/Export, and report output.

### 24.3.1. Adding Records to a Record Bucket via the Staff Catalogue

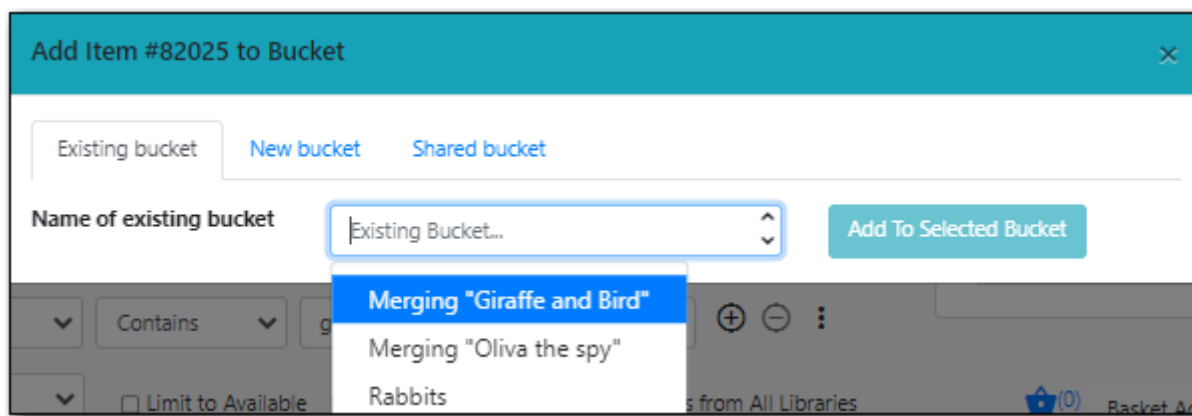
- [Search Results](#)
- [Staff Catalogue Basket](#)
- [Record Summary](#)

#### Search Results

1. Search the catalogue for the records you would like to add to a bucket, as described in [Searching the Database for Cataloguing Purposes](#).
2. Click **Add to Bucket** on the result. Clicking on the arrow beside will give a drop down menu of existing buckets.



3. On the pop-up that appears records can be added to:
  - an existing bucket.



- a new bucket.



**Add Item #90842 to Bucket** ✕

Existing bucket   New bucket   Shared bucket

**Name of new bucket**   Add To New Bucket

**New bucket description**  

- a shared bucket.

**Add Item #82025 to Bucket** ✕

Existing bucket   New bucket   Shared bucket


**ID of shared bucket**   Add To Shared Bucket

4. Enter the required information and click the appropriate button.
5. The record is added to the record bucket.

OR


6. Select the titles you would like to add to the bucket.

☐ Select 1 - 8   **Show Fewer Details**   **Hide Facets**

1. ☒  **The astronomy handbook : understanding stars, planets, and the universe**  
Schilling, Govert  
Book  
Call Number: 520 SCH  
Phys. Desc.: ix, 246 pages : color illustrations  
Edition: First U.S. edition.  
Publisher: New York, NY : Blackwell, 2006.  
ISBN: 0762486503, 9780762486503

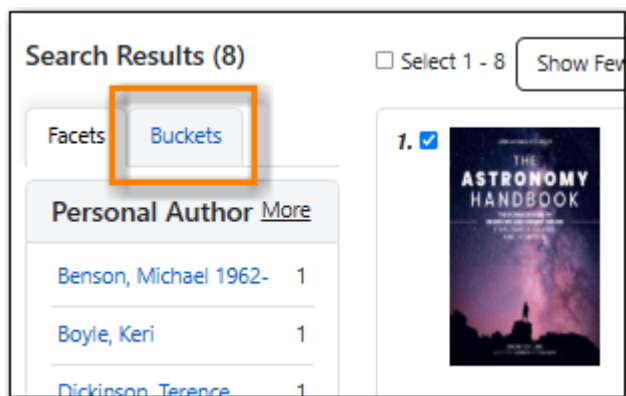
**Shelving Locations for The astronomy handbook : understanding stars, planets, and the universe - Schilling, Govert**

Library	Shelving location
MPL	Adult Non-Fiction

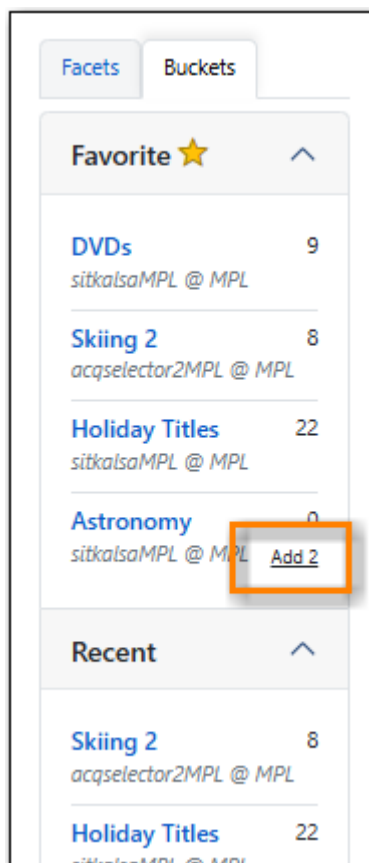
2. ☒  **The black hole debate**  
Bosman, Kees

7. Click on the *Buckets* tab.





8. Hover below the bucket count and click on the *Add X* link that appears.

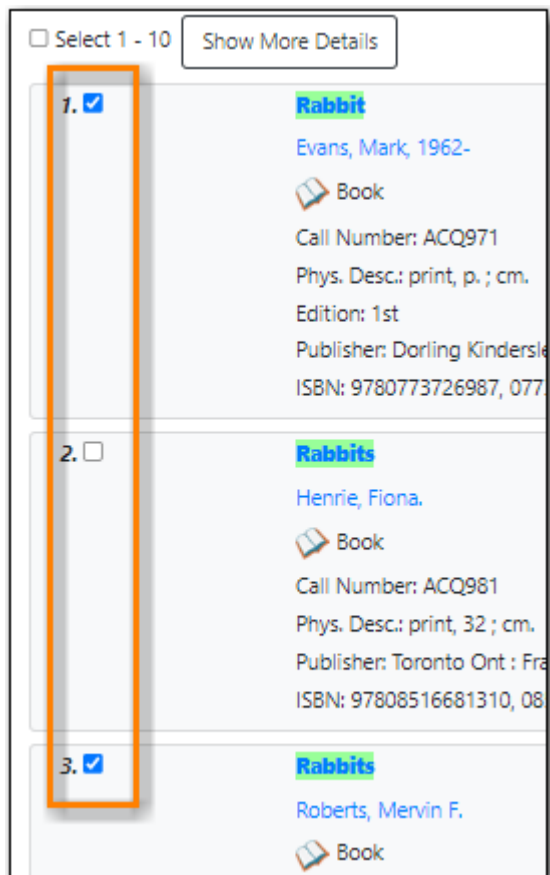


9. The record is added to the record bucket.

### Staff Catalogue Basket

1. Search the catalogue for the records you would like to add to a bucket, as described in [Searching the Database for Cataloguing Purposes](#).
2. Select the titles you would like to add to the basket.





3. Once all desired titles have been added to the basket choose **Add Basket to Bucket** from the **Basket Actions** drop down menu.



4. On the pop-up that appears records can be added to:
- an existing bucket.







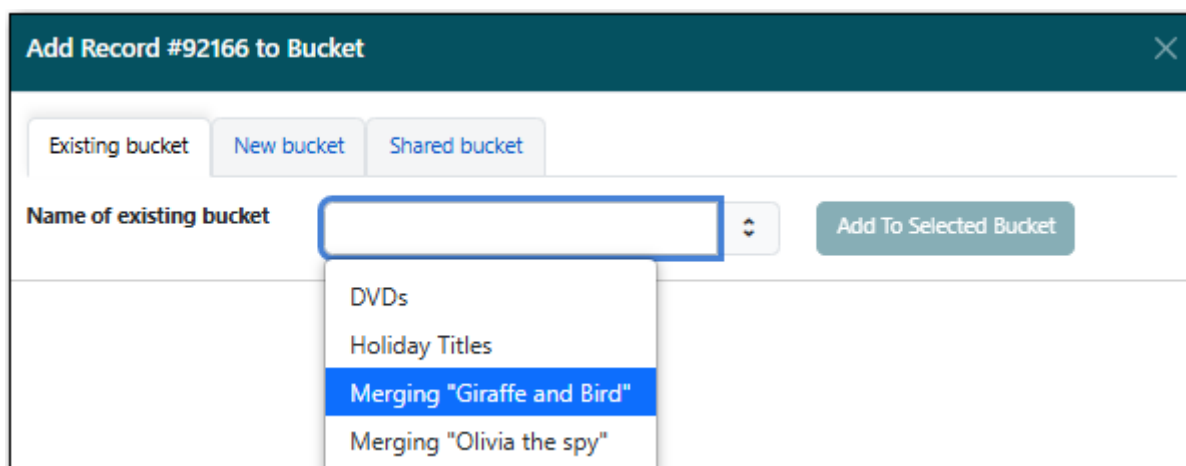


3. Choose **Other Actions** → **Add to Bucket**.

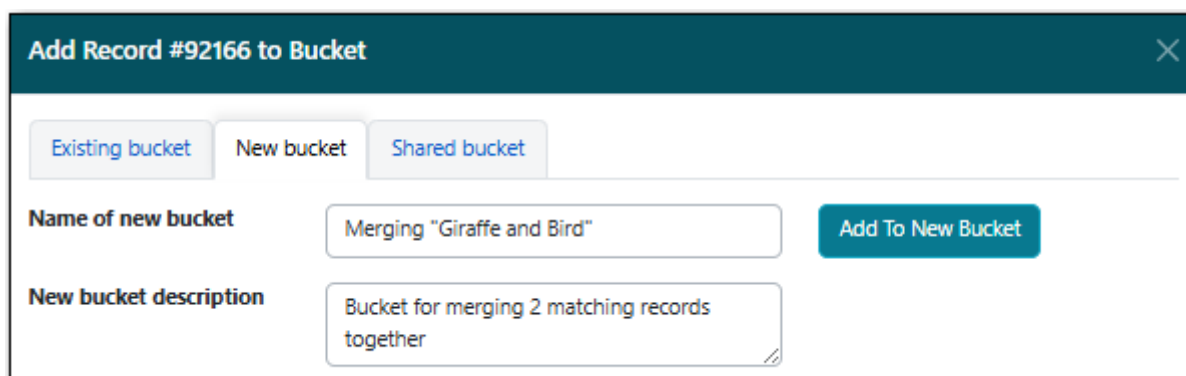


4. On the pop-up that appears records can be added to:

- an existing bucket.



- a new bucket.





- a shared bucket.

5. Enter the required information and click the appropriate button.
6. The record is added to the record bucket.

### 24.3.2. Adding Records to a Record Bucket via Item Status

1. Scan the items whose records you wish to add to a bucket into the *Item Status* interface.
2. Select the items and from the **Actions** menu choose **Add to Record Bucket**.

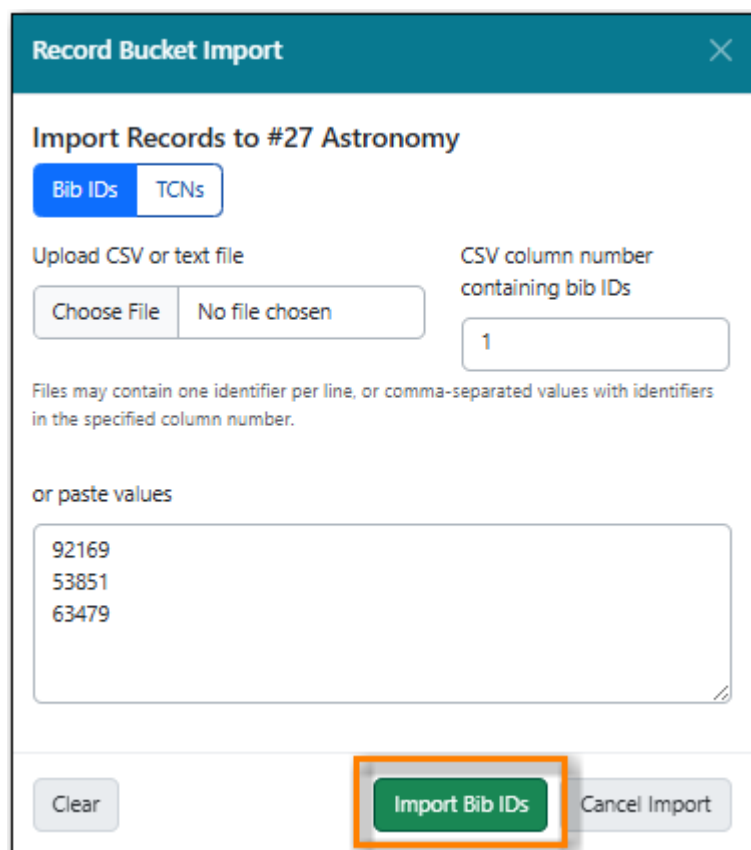
3. On the pop-up that appears the records can be added to an existing bucket or new bucket. Make your choice and select the appropriate button.

4. The records are added to the record bucket.

### 24.3.3. Adding Records to a Record Bucket via Upload Records

1. Create your bucket. See [Creating Record Buckets](#).
2. Select your bucket and choose **Upload Records** from the **Actions** menu or from within the record bucket click on the **Upload** button.
3. On the pop-up that appears choose your file and indicate which column includes the bibliographic/record IDs. Alternatively, you can paste bibliographic/record IDs into the text box.
4. Click **Import Bib IDs**.





**Record Bucket Import**

Import Records to #27 Astronomy

**Bib IDs** | TCNs

Upload CSV or text file

Choose File | No file chosen

CSV column number containing bib IDs

1

Files may contain one identifier per line, or comma-separated values with identifiers in the specified column number.

or paste values

92169  
53851  
63479

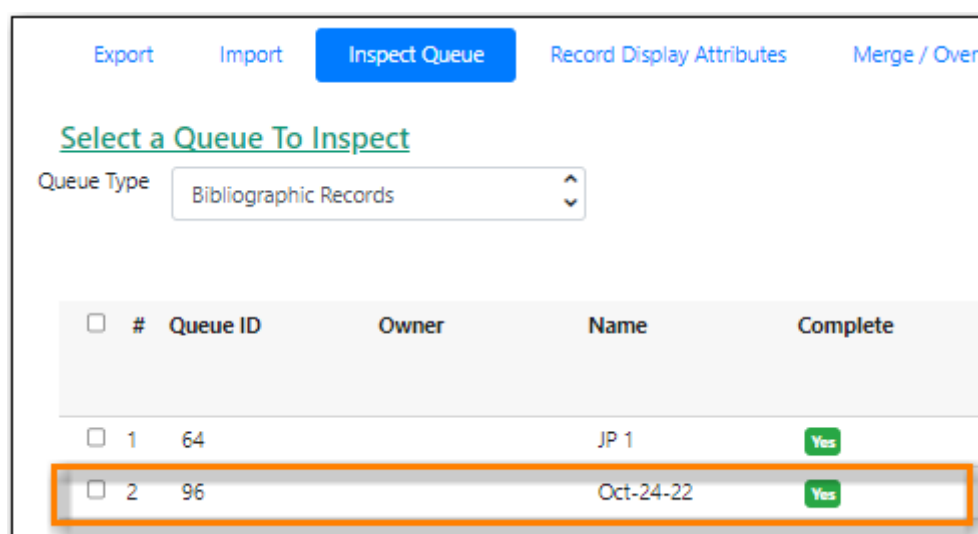
Clear | **Import Bib IDs** | Cancel Import

5. The records are uploaded into the bucket and a confirmation appears. Click **OK**.

#### 24.3.4. Adding Records to a Record Bucket via MARC Batch Import

MARC records that have already been imported via MARC Batch Import/Export can be added to a bucket.

1. Go to **Cataloguing** → **MARC Batch Import/Export**.
2. Click on the **Inspect Queue** tab.
3. Double-click on the queue you'd like to open.



Export | Import | **Inspect Queue** | Record Display Attributes | Merge / Over

Select a Queue To Inspect

Queue Type: Bibliographic Records

<input type="checkbox"/>	#	Queue ID	Owner	Name	Complete
<input type="checkbox"/>	1	64		JP 1	<b>Yes</b>
<input type="checkbox"/>	2	96		Oct-24-22	<b>Yes</b>

4. Click **Copy Queue to Bucket**.



**Queue Oct-24-22**

Queue Summary			
Records in Queue:	3	Items in Queue:	0
Records Imported:	3	Items Imported:	0
Records Import Failures:	0	Item Import Failures:	0

☐ Select All
 ☐ Records With Matches
 ☐ Non-Imported Records
 ☐ Records with Import Errors

0 selected

**Queue Actions**

Import Selected Records	Import All Records
View Import Items	Export Non-Imported Records
<b>Copy Queue To Bucket</b>	Delete Queue

Rows 10

5. On the pop-up that appears records can be added to:

- an existing bucket.

**Add Item #82025 to Bucket**

Existing bucket   **New bucket**   Shared bucket

**Name of existing bucket**

Existing Bucket...

**Add To Selected Bucket**

Merging "Giraffe and Bird"

Merging "Oliva the spy"

Rabbits

- a new bucket.

**Add Item #90842 to Bucket**

Existing bucket   **New bucket**   Shared bucket

**Name of new bucket**

Merging "Giraffe and Bird"

**Add To New Bucket**

**New bucket description**

Bucket for merging 2 matching records together

- a shared bucket.

**Add Item #82025 to Bucket**

Existing bucket   New bucket   **Shared bucket**

**ID of shared bucket**

7

**Add To Shared Bucket**

6. Enter the required information and click the appropriate button.

7. The record is added to the record bucket.



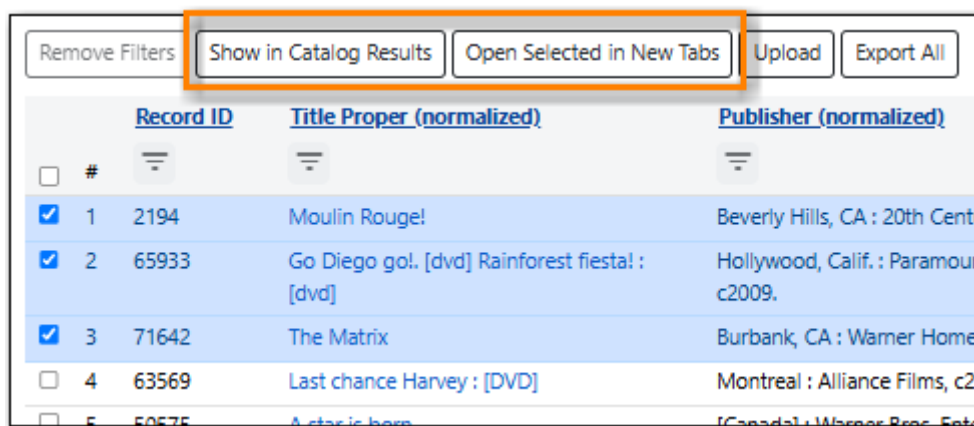
## 24.4. Working with Records in a Record Bucket

Once records have been [added to a record bucket](#), there are several functions that can be performed.

### 24.4.1. Viewing Record Bucket Contents

In addition to viewing records within a bucket, records in a bucket can be listed as search results or opened in a new tab.

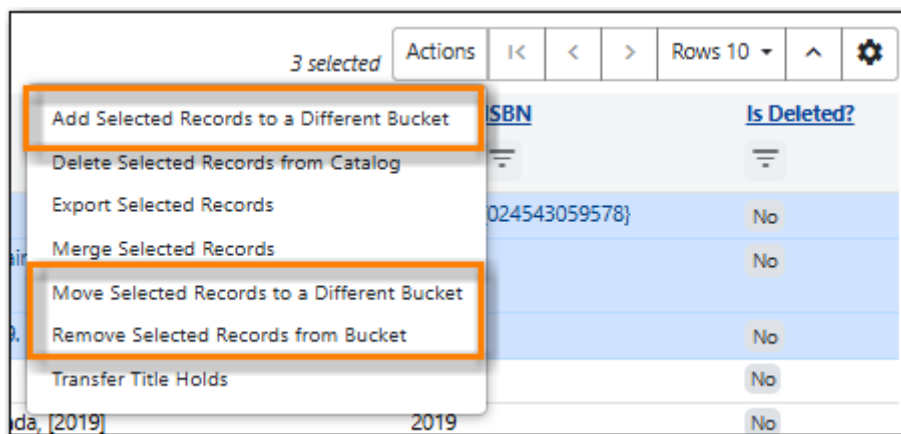
Select the records you wish to view and click **Show in Catalog Results** or **Open Selected in New Tabs**.



	Record ID	Title Proper (normalized)	Publisher (normalized)
<input type="checkbox"/>	#		
<input checked="" type="checkbox"/>	1 2194	Moulin Rouge!	Beverly Hills, CA : 20th Centu
<input checked="" type="checkbox"/>	2 65933	Go Diego go!. [dvd] Rainforest fiesta! : [dvd]	Hollywood, Calif. : Paramour c2009,
<input checked="" type="checkbox"/>	3 71642	The Matrix	Burbank, CA : Warner Home
<input type="checkbox"/>	4 63569	Last chance Harvey : [DVD]	Montreal : Alliance Films, c2
<input type="checkbox"/>	5 50575	Atlas is born	(Canada) : Warner Rec. Fete

### 24.4.2. Managing Record Bucket Contents

Several options on the **Actions** menu allow staff to manage the contents of their bucket.



3 selected	Actions	I<	<	>	Rows 10	^	⚙
	Add Selected Records to a Different Bucket	SBN	Is Deleted?				
	Delete Selected Records from Catalog						
	Export Selected Records	024543059578}	No				
	Merge Selected Records		No				
	Move Selected Records to a Different Bucket		No				
	Remove Selected Records from Bucket		No				
	Transfer Title Holds		No				
da, [2019]	2019		No				

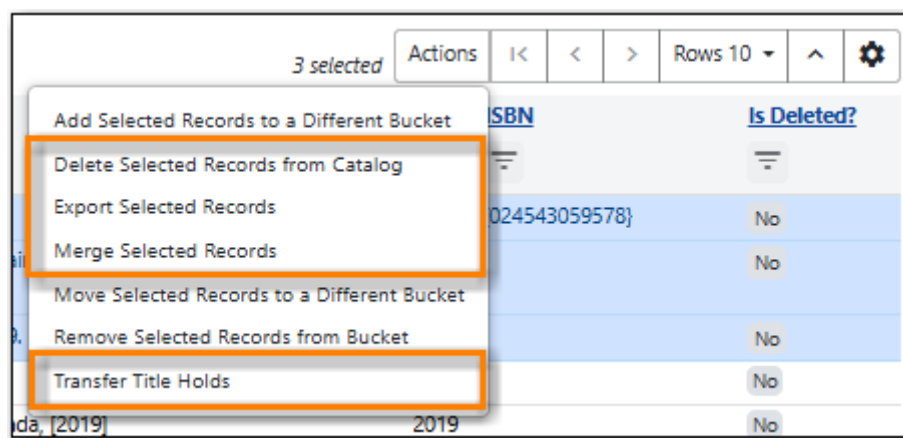
- Add Selected Records to a Different Bucket
  - This action will open the selected records in the staff catalogue in new tabs.
- Move Selected Records to a Different Bucket
  - This action will move the selected records to the **Pending Records** tab so they can be added to a different record bucket.
- Remove Selected Records from Bucket
  - This action will remove the records from the bucket; this does not delete the records from



the catalogue.

### 24.4.3. Managing Records in a Record Bucket

Several options on the **Actions** menu allow staff to manage the records in their bucket.



- Delete Selected Records from Catalog
  - This action deletes the selected records from the catalogue. Records remain in a bucket after they are marked as deleted in the database.
  - See [Deleting Records via a Record Bucket](#).
- Export Selected Records
  - This action allows staff to export the records from a bucket.
  - See [Exporting MARC Records via a Record Bucket](#).
- Merge Selected Records
  - This action allows staff to merge multiple records into a single record.
  - See [Merging Bibliographic Records](#).
- Transfer Title Holds
  - This action should never be used as it will transfer title holds for all libraries.
  - See [Transferring Title Holds](#) for information on transferring title holds for your library.



# Public Catalogue



# Chapter 25. Library Information

Evergreen generates a page in the public catalogue which pulls together information about your library and branches for your patrons. What information displays depends on whether or not you have entered the applicable information into the Evergreen staff client.

The page is accessed by clicking on the library or branch name in the *Location* column of your search results.

Search results 1 - 10 of 163 (page 1 of 17)

1

2

3

4

5

Next ▶

☐ Select all on page (1 - 10)

0 selected

☐ 1



**Weather**

Book

Call number: J551.6 WEA

Publisher: New York, NY : DK Publishing, 2022.

ISBN: 9780744052312

Edition: American edition, Revised edition.

Phys. Desc.: 72 pages : illustrations (chiefly colour) ; 29 cm

Location	Shelving Location	Call Number	Status
<a href="#">Maple Library</a>	Juvenile Non-Fiction	J551.6 WEA	Available

1 of 1 copy available at Maple Library.

Multi-branch libraries will have pages for their system and each branch.

[Co-op Support](#) can also add it as a link on your public catalogue. Libraries can choose what link text is used.



# Maple Library

[Library Home](#) [Library Information](#)

[Basic Search](#) [Browse the Catalogue](#) [Advanced Search](#)

Search:  Type:  Format:

If you would like a link to your library's website on the library information page, you can add it using the library setting *Library information URL* (such as "<http://example.com/about.html>").

## Maple Library

[Library web site](#)

### Opening hours

Day	Hours
-----	-------

See [Editing Library Settings](#) for information on updating library settings.

## 25.1. Opening Hours

The hours of operation for your library or branch will display based on what has been entered for the organizational unit.



Opening hours	
Day	Hours
Monday	Closed
Tuesday	10:00 AM - 6:00 PM
Wednesday	10:00 AM - 6:00 PM
Thursday	10:00 AM - 8:00 PM (Closed for lunch from noon to 1:00pm)
Friday	10:00 AM - 6:00 PM
Saturday	11:00 AM - 5:00 PM
Sunday	11:00 AM - 5:00 PM

See [Library Hours of Operation](#) for information on updating your hours of operation.

## 25.2. Upcoming Closures

Irregular closures of the library will display based on what has been entered in the Closed Dates Editor. The next 10 upcoming closures will be shown.

Upcoming closures	
Date	Reason for Closure
2025-04-18	Good Friday
2025-04-21	Easter Monday
2025-05-05	Staff Training
2025-05-19	Victoria Day
2025-07-01	Canada Day
2025-08-04	BC Day
2025-09-01	Labour Day
2025-10-13	Thanksgiving Day
2025-11-11	Remembrance Day
2025-12-25	Christmas Day

See [Closed Dates Editor](#) for information on adding closed dates.



## 25.3. Contact Information

The email address and phone number will display based on what has been entered in the main library settings.

### Contact information

Email address: [info@fakemaplelibrary.ca](mailto:info@fakemaplelibrary.ca)  
Telephone: 111-222-4321

See [Library Main Settings](#) for information on adding and updating the email address and phone number.

Multi-branch libraries can enter this information at the branch level to have different contact information for different branches.

## 25.4. Mailing Address

The address will display based on what has been entered as the mailing address for the library or branch.

### Mailing address

11-1234 Main Street  
Maple  
BC  
Canada  
V1V 1V1

See [Library Addresses](#) for information on adding and updating the addresses for the library or branch.

Multi-branch libraries can enter this information at the branch level to have different addresses for different branches.

## 25.5. Branch Relationship

The branch relationship shows a link to the organization above in the organizational unit tree. This is most relevant for multi-branch libraries as patrons can navigate up to the system level.

### Branch relationship

Parent library: [Public Library Federation](#)



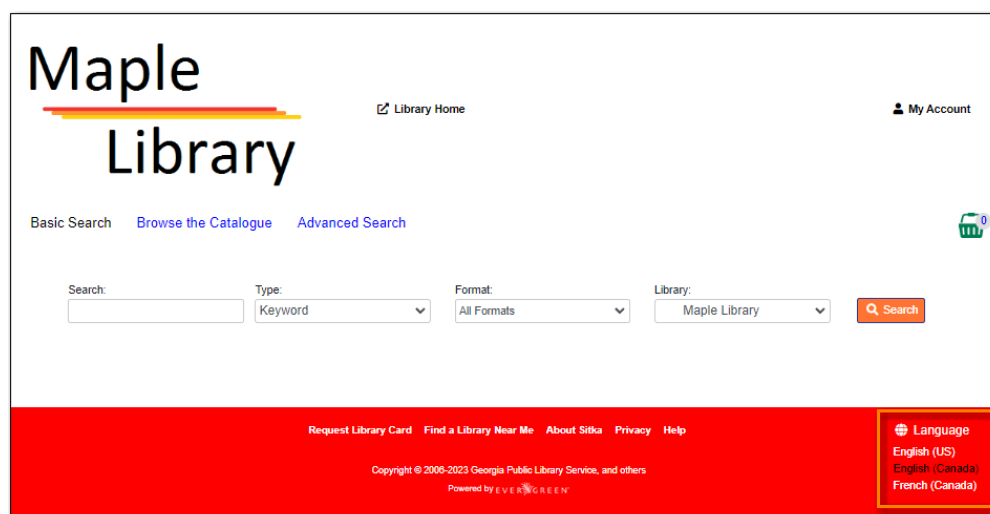
# Chapter 26. Search the Public Catalogue

## NOTE

A patron friendly version of this section can be found at <https://help.libraries.coop/catalogue>. The **Help** link in the footer of your public catalogue will also take users to this site.

The public catalogue can be accessed online from any location via the Internet and is available in English and French.

The language selector in the bottom-right allows your users to switch between English and French as desired.



The screenshot shows the homepage of the 'Maple Library' public catalogue. The header features the 'Maple Library' logo on the left, a 'Library Home' link in the center, and a 'My Account' link on the right. Below the header, there are three search options: 'Basic Search' (selected), 'Browse the Catalogue', and 'Advanced Search'. A search bar is located below these options, with fields for 'Search:', 'Type:' (set to 'Keyword'), 'Format:' (set to 'All Formats'), and 'Library:' (set to 'Maple Library'). A 'Search' button is to the right of the search bar. At the bottom, there is a red footer bar containing links for 'Request Library Card', 'Find a Library Near Me', 'About Sitka', 'Privacy', and 'Help'. On the right side of the footer, there is a 'Language' selector with options for 'English (US)', 'English (Canada)', and 'French (Canada)'. The footer also includes copyright information: 'Copyright © 2006-2023 Georgia Public Library Service, and others' and 'Powered by EVERGREEN'.

## NOTE

In order for a library's shelving locations to be translated in the public catalogue the library must first provide Co-op Support with a list of the library's shelving locations with the translations so the translations can be entered into Evergreen.

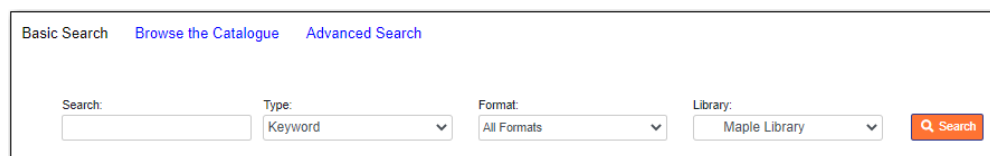
The generic public catalogue which searches all of Sitka is <https://catalogue.libraries.coop>.

Each library has a public catalogue using their logo and colours. The default URL for all library specific public catalogues is <https://LIBRARYCODE.PROVINCECODE.catalogue.libraries.coop>.

## 26.1. Basic Search

The public catalogue defaults to the Basic Search where you can search for books and other items at your library or other libraries in the consortium.

Basic Search contains a single search box for you to enter a search term.



This screenshot shows the 'Basic Search' interface, which is a subset of the full catalogue homepage. It includes the same search bar with fields for 'Search:', 'Type:' (set to 'Keyword'), 'Format:' (set to 'All Formats'), and 'Library:' (set to 'Maple Library'), along with a 'Search' button. The interface also shows the 'Basic Search', 'Browse the Catalogue', and 'Advanced Search' links at the top.



You can select to search by:

- Keyword — finds the terms you enter anywhere in the entire record for an item, including title, author, subject, and other information.
- Title — finds the terms you enter in the title of an item.
- Journal Title — finds the terms you enter in the title of a serial bibliographic record.
- Author — finds the terms you enter in the author of an item.
- Subject — finds the terms you enter in the subject of an item. Subjects are categories assigned to items according to a system such as the Library of Congress Subject Headings.
- Series — finds the terms you enter in the title of a multi-part series.

### 26.1.1. Formats

You can limit your search by format. Some of the more popular formats in the list are the following:

- For Books, you can choose *All Books*, which includes regular print books, large print books, and e-books, *All Audiobooks*, which includes audiobooks on physical media and e-audiobooks, OR you can choose the individual format. The individual choices are: *Books (physical)*, *Books (large print)*, *Books (electronic)*, *Audiobooks (physical)* or *Audiobooks (electronic)*.
- For Videos, you can choose *All Videos* which includes video formats such as DVD, VHS, Blu-ray, and E-video. OR you can choose the individual format. The individual choices are: *Videos (electronic)* or *Videos (physical)*.
- *Music* will search music on CD or other media.
- *Serials/Magazines* will search for physical magazine, serial, or journal titles only.
- *Serials/Magazines (electronic)* will search for electronic magazine, serial, or journal titles only.
- *Software/Video Games* will search on games, databases, and other software.

#### TIP

The format filter uses values from the Leader, 007, and 008 fields of the MARC record to determine which records to include in your search results. More information can be found in [Search Filters and Format Icons](#).

### 26.1.2. Library

The current search library is displayed in the *Library* box.

The default search library is your library or borrowing zone. If your library system has multiple branches or a borrowing zone that includes multiple libraries you can use the *Library* box to select different branches or libraries.

If your library has multiple branches, your search results will display items available at your branch and all branches of your library system separately. If your library participates in Interlibrary Connect resource sharing, the results may display items available across the larger borrowing zone.

If you access the catalogue from <https://catalogue.libraries.coop> you may scope your search result to



Sitka, regional libraries, a library system, or a library branch by clicking into the *Library* box on the catalogue homepage and selecting the target library from the drop down list. You will then be able to see how many copies of a title are available in all Sitka member libraries across Sitka, or within the regional libraries, or within the library system, or within the branch, depending on search scope selected.

## 26.2. Advanced Search

You can access the Advanced Search by clicking **Advanced Search** on the catalogue homepage or search results screen.

The available search options are the same as in Basic Search, but you may use one or more of them simultaneously. If you want to combine more than three search options, use the **Add Search Row** button to add more search input rows. Clicking the **X** button will close the search input row.

Basic Search Browse the Catalogue Advanced Search

Advanced Search Numeric Search Expert Search

### Advanced Search

Refine your search by filling out one or more fields to search by below.

Keyword	Contains	rabbit	X	
And	Title	Contains		X

Add Search Row

Submit Clear Form

### 26.2.1. Search Filters

You can filter your search by:

- Format
- Language
- Audience
- Literary Form
- Shelving Location

Click on a filter bar to see the available options.



Search Filters

Format

☐ All Audiobooks
☐ All Books
☐ All Electronic Resources
☐ All Videos
☐ Audiobooks (electronic)
☐ Audiobooks (physical)
☐ Books (electronic)
☐ Books (large print)
☐ Books (physical)
☐ Braille
☐ Kits & Mixed Material
☐ Maps
☐ Music (CD, cassette)
☐ Music Scores
☐ Pictures
☐ Preloaded Audio
☐ Serials/Magazines
☐ Serials/Magazines (electronic)
☐ Software/Video Games
☐ Toys, Puzzles & Equipment
☐ Videos (electronic)
☐ Videos (physical)

Language

Audience

Literary Form

Shelving Location

### TIP

All the search filters, with the exception of Shelving Location, rely on values entered into the Leader, 007, 008, or 041 fields of the MARC record. Records with incorrect coding will not filter correctly.

## 26.2.2. Search Library

The current search library is displayed in the *Search Library* box.

The default search library is your library or borrowing zone. If your library system has multiple branches or a borrowing zone that includes multiple libraries you can use the *Search Library* box to select different branches or libraries.

If your library has multiple branches, your search result will display items available at your branch and all branches of your library system separately. If your library participates in Interlibrary Connect the results may display items available across the larger borrowing zone.

If you access the catalogue from <https://catalogue.libraries.coop>, your default search library is Sitka or the library you have selected on the homepage. You may use the *Search Library* box to select a different library or regional libraries, or all libraries in Sitka to search.

## 26.2.3. Publication Year

For publication year you can filter for items published before, after, in-between, or during a particular year.

Publication year is inclusive. For example, if you set Publication Year Between 2005 and 2007, your result items will be published in 2005, 2006 and 2007.

### TIP

The publication year filter relies on the values in characters 07-10 in the 008 field of the MARC record. Records with incorrect coding will not filter correctly.

## 26.2.4. Sort Results

By default, the search results are in order of greatest to least relevance. In the *Sort Results* box you may select to order the search results by relevance, title, author, publication date, or popularity.



For more information see [Order of Results](#).

### 26.2.5. Exclude Electronic Resources

When the *Exclude Electronic Resources* checkbox is checked electronic resources are not included in the search results.

### 26.2.6. Group Formats and Editions

When the *Group Formats and Editions* checkbox is checked all formats and editions of the same title are grouped as one result. For example, the DVD and the print editions of *Pride and Prejudice* will appear together.

### 26.2.7. Limit to Available

When the *Limit to Available* checkbox is checked search results are limited based on an item's current circulation status. Titles without available items in the selected search library will not be displayed.

Item statuses that show as available are: *Available*, *On Display*, *Onsite Consultation*, *Reserves*, and *Reshelving*.

## 26.3. Numeric Search

You can access the Numeric Search by clicking on the **Numeric Search** tab on the *Advanced Search* screen.

1. Use the drop-down menu to select ISBN, UPC, ISSN, Call Number, LCCN, TCN, or Item Barcode.
2. Enter the information and click **Search**.

Advanced Search   Numeric Search   Expert Search

### Numeric Search

Search by a field and numeric identifier.

Field:  
ISBN

Identifier:  
Identifier

Search Library:  
Maple Library

**Search**

**TIP**   Searching by Call Number will take you to the Shelf Browser.

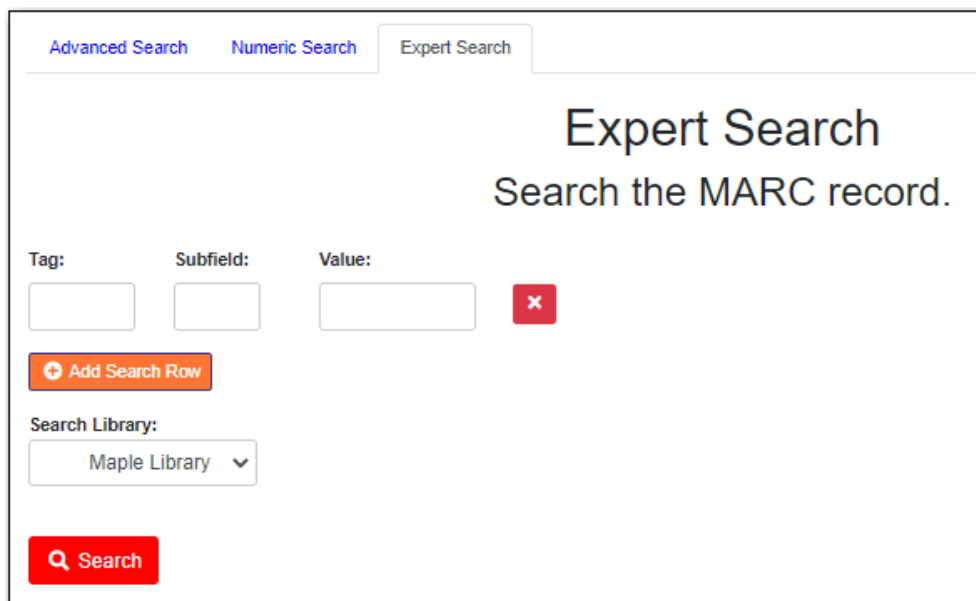


## 26.4. Expert Search

You can access the MARC Expert Search by clicking on the **Expert Search** tab on the Advanced Search screen.

If you are familiar with the MARC standard, you may search by specific MARC tags in the Expert Search.

1. Enter the three-digit tag number, the subfield (if relevant), and the value or text that corresponds to the tag. For example, to search by publisher name, enter 264 b Random House.
  - a. To search several tags simultaneously, use the **Add Search Row** button.
2. Click **Search** to run the search.



### TIP

The value in the MARC record must exactly match the value you enter as your search term or it will not be included in the results.

## 26.5. Browse the Catalogue

You can access the browse search by clicking **Browse the Catalogue** on the Basic Search or search results screen.



[Basic Search](#)   [Browse the Catalogue](#)   [Advanced Search](#)


Browse for

Subjects ▼

starting with

in

Maple Library ▼

 **Browse**

The following fields are browsable:

- title
- author
- subject
- series

The browse is constructed by the term *starting with*.

1. Click **Browse the Catalogue**.
2. Select a field to browse, enter a keyword, and click **Browse**.
3. A list of results will appear.
4. Click on the bolded text to view bibliographic records.





Click **Back** or **Next** to move through results. Note results are alphabetical, with results prior to the search term, and after, listed.

## 26.6. Search Tips

You do not need to enter an author's last name first, nor do you need an exact title or subject heading as all searches are keyword search. Evergreen is also forgiving about plurals and alternate verb endings, so if you enter *dogs*, Evergreen will also find items with *dog*.

- Do not use an AND operator to join search terms.
  - An AND operator is automatically used to join all search terms. So, a search for *golden compass* will search for entries that contain both *golden* and *compass*.
  - Boolean operators such as *and*, *or*, *not* are not considered special and are searched for like any other word. So, a title search for *golden and compass* will not return the title *golden compass*. Putting it another way, there are no stop words that are automatically ignored by the search engine. So, a title search for *the, and, or, not* (in any order) yields a list of titles with those words.
- Don't worry about white space, exact punctuation, or capitalization.
  - White spaces before or after a word are ignored. So, search for *golden compass* gives the same results as a search for *goldencompass*.
  - A double dash or a colon between words is reduced to a blank space. So, a title search for *golden:compass* or *golden—compass* is equivalent to *golden compass*.
  - Punctuation marks occurring at the front or end of a word are removed.
  - Diacritical marks, &, or | located anywhere in the search term but not within a word are



removed. Words linked together by . (dot) are separated into two words. So, a search for |*golden.compass*& is equivalent to *golden compass*.

- Upper and lower case letters are equivalent. So, *Golden Compass* is the same as *golden compass*.
- Enter your search words in any order. A search for *compass golden* gives the same results as a search for *golden compass*. Adding more search words gives fewer and more specific results.
  - This is also true for author searches. Both *David Suzuki* and *Suzuki, David* will return results for the same author.
- Use specific search terms. Evergreen will search for the words you specify, not the meanings, so choose search terms that are likely to appear in an item description. For example, the search *luxury hotels* will produce more relevant results than *nice places to stay*.
- Search for an exact phrase using double-quotes. For example, “golden compass”.
  - The order of words is important for an exact phrase search. “*golden compass*” is different than “*compass golden*”.
  - White space, punctuation and capitalization are removed from exact phrases as described above. So a phrase retains its search terms and its relative order, but not special characters, such as a + (plus), and not case.
  - Two phrases are joined by AND, so a search for “*golden compass*” “*dark materials*” is equivalent to “*golden compass*” and “*dark materials*”.
  - To prevent stemming, use double quotes around a single word or a phrase. So, a search for *parenting* will also return results for *parental* but a search for “*parenting*” will not. See [Stemming in](#).
- Use \* (asterisk) as a wildcard to truncate search terms, e.g. *comp\* golden* may return the same results for *compass golden* and more.
- Exclude a term from the search, using - (minus) . For example, *vacations -britain* will search for materials on vacations that do not make reference to Britain.
  - Two excluded words are joined by AND. So, a search for *-harry -potter* is equivalent to *-harry* and *-potter*.
  - A + (plus) leading a term has no role and is removed. So, *+golden +compass* is equivalent to *golden compass*.

You can form more complex searches using the Advanced Search features.

### 26.6.1. Improving a Search With No Results

If no results were returned from your search, you will see Keyword Search Tips for expanding or altering your search.

## 26.7. Search Methodology



### 26.7.1. Stemming

A search for *dogs* will also return results with the word *dog* and a search for *parenting* will return results with the words *parent* and *parental*. This is because the search uses stemming to help return the most relevant results. That is, words are reduced to their stem (or root word) before the search is performed.

The stemming algorithm relies on common English language patterns - like verbs ending in *ing* - to find the stems. This is more efficient than looking up each search term in a dictionary and usually produces desirable results. However, it also means the search will sometimes reduce a word to an incorrect stem and cause unexpected results. To prevent a word or phrase from stemming, put it in double-quotes.

Understanding how stemming works can help you to create more relevant searches, but it is usually best not to anticipate how a search term will be stemmed. For example, searching for gold compass does not return for *golden compass* because the search does not recognize *gold* as a stem of *golden*.

### 26.7.2. Truncation

Use the wildcard \* (asterisk) at the end of the word to truncate search term.

### 26.7.3. Order of Results

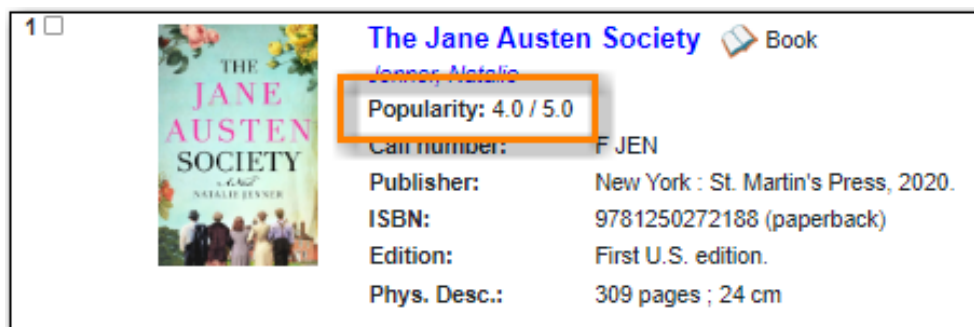
By default, the results in the Sitka catalogue are listed in order of relevance, similar to a search engine like Google. The relevance is determined using a number of factors, including how often and where the search terms appear in the item description, and whether the search terms are part of the title, subject, author, or series. The results that best match your search are returned first rather than results appearing in alphabetical or chronological order.

In the Advanced Search screen, you may select to order the search results by relevance, title, author, publication date or popularity before you start the search. You can also re-order your search results using the *Sort by* dropdown list on the search result screen.

### 26.7.4. Popularity

The popularity sort options can use factors such as circulation and hold activity, record and item age, and item ownership counts to generate popularity badges for bibliographic records. Each badge has a five-point scale, where more points indicates a more popular record. The average of the badge points earned by each record constitutes a "popularity rating". The number and types of badges break ties for average popularity, and relevance sorts items with like popularity.





## NOTE

Currently popularity badges have been set up in Sitka based on hold and circulation counts over the last 3 years.

## 26.8. Search Results

The search results are a list of relevant works from the catalogue. If there are many results, they are divided into several pages. At the top of the list, you can see the total number of results and go back and forth between the pages by clicking the Next or Previous at the top or bottom of the list or click the page number to go to that page directly.

Your search terms will be highlighted in both the search results and title details screens. The checkbox **Disable Highlighting** will turn this off.



Information about the title, such as author, edition, publication date, call number, shelving location, status, etc., is displayed under each title. The icons beside the title link indicate formats such as books, audiobooks, video recordings, and other formats.

Clicking a title goes to the title details. Clicking an author searches all works by the author. If you want to place a hold on the title, click **Place Hold** to the right of the title information.

Above the results list there are *Limit to Available*, *Group By Formats and Editions*, and *Exclude Electronic Resources* checkboxes. Checking *Limit to Available* will filter out those titles with no available copies in the library or libraries at the moment. Checking *Group By Formats and Editions* will group all formats and editions of the same title as one result. Checking *Exclude Electronic Resources* will filter out titles for electronic resources. Usually you will see your search results re-

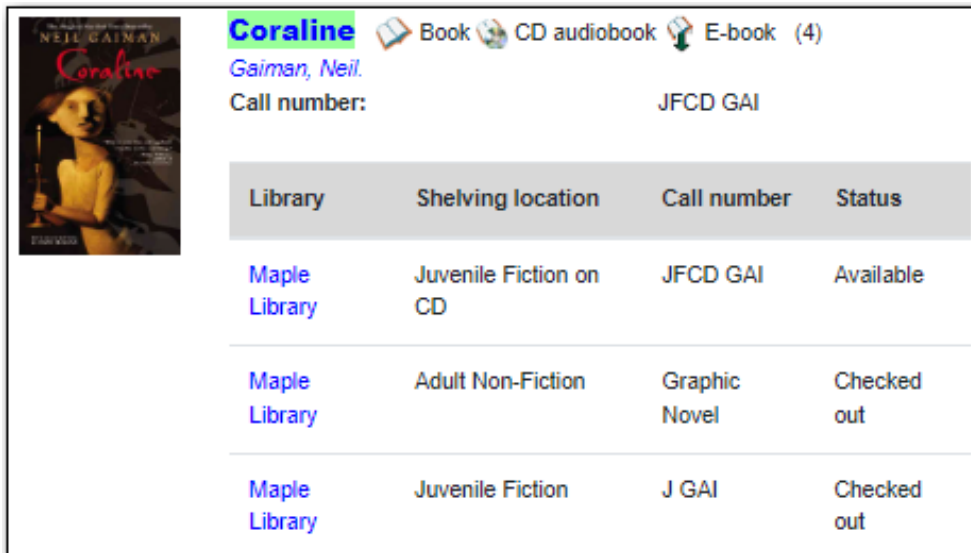





displayed with fewer results.

The *Sort by* dropdown list is above the checkboxes. Clicking an entry on the list will re-sort your search results accordingly.

### 26.8.1. Formats and Editions

If you have selected *Group Formats and Editions* with your search, your search results are grouped by various formats and editions of the same title. Multiple format icons may be lit up.



**Coraline**  Book  CD audiobook  E-book (4)  
Gaiman, Neil.  
Call number: JFCD GAI

Library	Shelving location	Call number	Status
Maple Library	Juvenile Fiction on CD	JFCD GAI	Available
Maple Library	Adult Non-Fiction	Graphic Novel	Checked out
Maple Library	Juvenile Fiction	J GAI	Checked out

### 26.8.2. Refine Your Search

You may refine your search results by using the facets. Selecting one of these facet links on the left side of search results page narrows down the search results to your selected term. You may also refine your search by clicking the **Refine My Original Search** button at top of search results. Refining a search this way allows you to add search filters such as Publication Date, Format, Language, etc., to your original search.



Sort Results  
Sort by Relevance 

☐ Disable Highlighting ☐ Limit to Available Items ☐ Group By Formats and Editions ☐ Exclude Electronic Resources

1 2 3 4 5 Next ▶  
Results 1 - 10 of 469 (page 1 of 47)

☐ Select 1 - 10 0 selected

**Topic**  
Cats (152)  
Friendship (31)  
Fiction (26)  
Murder (24)  
Dogs (22)  
More  
**Place**  
United States (16)

**Cat**  Book  
Clutton-Brock, Juliet  
Call number: J636.8 CLU  
Publisher: New York : DK Pub., 2004, c1991.  
ISBN: 9780756606619  
Edition: Rev. ed.  
Phys. Desc.: 72 p. : col. ill. ; 29 cm.

☐ 

Library	Shelving location	Call number	Status
Maple Library	Juvenile Non-Fiction	J636.8 CLU	Available

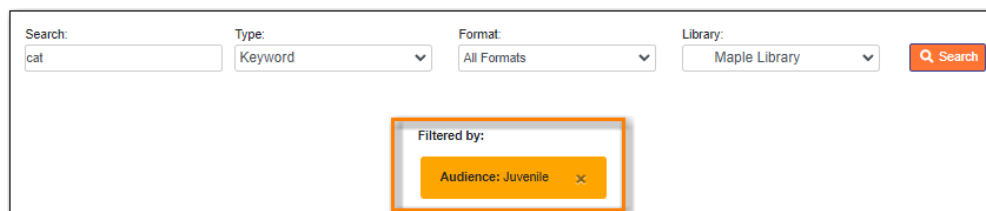
1 of 1 copy available at Maple Library.

☐ Place Hold  
☐ Add to basket  
[★ Reviews & More](#)



### 26.8.3. Expand Your Search

You may expand your search results by removing search limiters that you applied in your initial search. You can remove a limiter by clicking on the X beside it.



Search:  Type:  Format:  Library:

Filtered by:

**Audience: Juvenile**

### 26.8.4. Availability

The number of available copies and total copies are displayed below the title details.

The availability will be scoped depending on your search library. If your library is a multi-branch system you can see how many copies are available in all branches. If your library participates in a larger borrowing zone you will see the available copies at your search library and the larger zone.



**How to catch a falling star** Book  
*Howarth, Heidi.*  
Call number: E HOW  
Publisher: Mankato, Minn. : QEB Pub., 2011.  
ISBN: 9781595668356 (hc.)  
Phys. Desc.: 1 v.(unpaged) : col. ill. ; 29 cm.

[★ Reviews & More](#)


Library	Shelving location	Call number	Status
<a href="#">Maple Library</a>	Juvenile Picture Books	E HOW	Available
<a href="#">Maple Library</a>	Juvenile Picture Books	E HOW	Checked out

1 of 2 copies available at Maple Library.

### 26.8.5. View a Title Record

Click on a title to view a detailed record of the title, including descriptive information, location and availability, and options for placing holds. Publicly visible notes and statistical categories will display with the applicable item.





## How to catch a falling star

Howarth, Heidi, (Author). Howarth, Daniel, (ill.).

Summary: As Bear watches for the last **leaf** of autumn to fall, he is joined by other animals who do not know why the **leaf** is so special to him.

[More Details](#)

[Place Hold](#)

[Add to basket](#)

[Add to my list](#)

[Print](#)

[Email](#)

[Permalink](#)

[Disable Highlighting](#)

**Available copies**

- 1 of 2 copies available at Maple Library.

**Holds**

- 0 current holds with 2 total copies.

[Show Only Available Copies](#)

Location	Call Number / Copy Notes	Barcode	Shelving Location	Holdable?	Status	Due Date
<a href="#">Maple Library</a>	E HOW (Text) Adopt a Book: Donated on behalf of the Frances family.	33987000686666	Juvenile Picture Books	<a href="#">Volume hold</a>	Available	-
<a href="#">Maple Library</a>	E HOW (Text) Staff Picks: Storytime	33987002224466	Juvenile Picture Books		Checked out	2023-11-04

[Summaries & More](#)

[Additional Content](#)

[Shelf Browser](#)


[MARC Record](#)

- Click **More Details** to see more bibliographic details including subjects.
- Click **Show Only Available Copies** to limit view to available items of that title. Click **Show All Copies** to see all items.
- Click **Text** beside the call number to send the item's call number by text message.
- Click the library name to see details about the library such as address and open hours.
- Click **Summaries & More** to see the book's summaries and reviews, if available.
- Click **Additional Content** to see any additional content for the title.
- Click **Shelf Browser** to view items appearing near the current item on the library shelves.
- Click **MARC Record** to display the record in MARC format.
- Click **Awards, Reviews, & Suggested Reads** to see additional information including read-alikes. This will only appear as an option if your library subscribes to a 3rd party service which provides this content.

## 26.8.6. Search Additional Items by Author, Subject or Series

You can search for additional items by an author, one of the subjects in the record or other works in the same series. Click the author, subject, or series link to start a new search in the catalogue. You can do this from the results page or from within the record details view.





## How to catch a falling star

Howarth, Heidi. (Author). Howarth, Daniel, (ill.).

Summary: As Bear watches for the last leaf of autumn to fall, he is joined by other animals who do not know why the leaf is so special to him.

[Fewer Details](#)

### Record details

ISBN: 9781595668356 (hc.)  
ISBN: 9781848353688 (pb)  
Physical Description: print  
1 v.(unpaged) : col. ill. ; 29 cm.  
Publisher: Mankato, Minn. : QEB Pub., 2011.

### Search for related items by subject


Subject: [Friendship -- Fiction](#)  
[Autumn -- Fiction](#)  
[Animals -- Fiction](#)

[Place Hold](#)  
[Add to basket](#)  
[Print](#)  
[Email](#)  
[Permalink](#)  
[Enable Highlighting](#)

## 26.8.7. Go Back

When you are viewing a specific record, you can always go back to your title list by clicking the **Back to Results** button.

[Back To Results](#)  
Showing Item 1 of 2



## How to catch a falling star

Howarth, Heidi. (Author). Howarth, Daniel, (ill.).

Summary: As Bear watches for the last leaf of autumn to fall, he is joined by other animals who do not know why the leaf is so special to him.

[More Details](#)

### Available copies

- 1 of 2 copies available at Maple Library.

### Holds

- 1 current hold with 2 total copies.

[Place Hold](#)  
[Add to basket](#)  
[Print](#)  
[Email](#)  
[Permalink](#)  
[Enable Highlighting](#)

If you have selected *Group Formats and Editions* with your search, your search results are grouped by various formats and editions of the same title under *My Search Results*. You can always go back to this page by selecting the link to **Return to Grouped Search Results**.

Viewing Results for Grouped Record:
[Return to Grouped Search Results](#)

Results 1 - 4 of 4 (page 1 of 1)

Topic

☐ Select 1 - 4    0 selected

☐



### Coraline

Gaiman, Neil.

Publisher: [New York] : HarperCollins e-books, 2012.  
ISBN: 9780062205728 (electronic bk.)  
Edition: 10th anniversary ed.  
Phys. Desc.: 1 online resource  
Electronic resource: [Click to access e-item \(Maple Public Library card required\)](#)

[Add to basket](#)  
[Add to my list](#)  
[Reviews & More](#)

Paranormal fiction (3)  
Young adult fiction (3)  
Girls (1)  
Parallel worlds (1)  
Parent and child (1)

You can start a new search at any time by entering new search terms in the search box at the top of the page or by selecting the **Basic Search**, **Browse the Catalogue**, or **Advanced Search** links at the top of the search results page.

340



# Chapter 27. Public Catalogue Holds

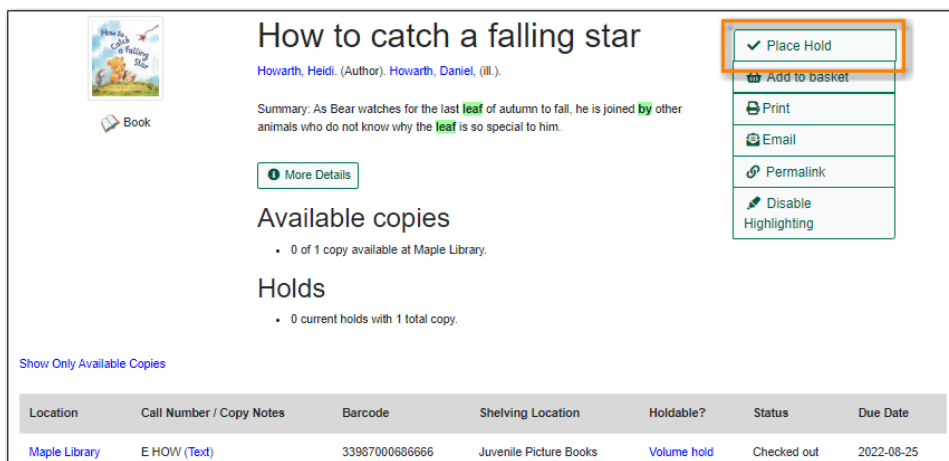
Holds can be placed for a particular title or a specific volume through your public catalogue.

Available items will appear on the library's holds pull list. If the item is not available, the patron is placed on a waiting list and notified when the item become available.

**NOTE** Some libraries do not allow holds to be placed on available items.

## 27.1. Placing Holds

1. Click the **Place Hold** button to the right of the record on the search result list, or on the record summary screen.



The screenshot shows a library catalog record for the book "How to catch a falling star" by Heidi Howarth, illustrated by Daniel Howarth. The record includes a book cover, a summary, and a sidebar with action buttons. The "Place Hold" button is highlighted with an orange box. Below the record details, there is a table showing available copies and holds.

**How to catch a falling star**  
Howarth, Heidi. (Author). Howarth, Daniel, (ill.).

Summary: As Bear watches for the last **leaf** of autumn to fall, he is joined **by** other animals who do not know why the **leaf** is so special to him.

[More Details](#)

**Available copies**

- 0 of 1 copy available at Maple Library.

**Holds**

- 0 current holds with 1 total copy.

[Show Only Available Copies](#)

Location	Call Number / Copy Notes	Barcode	Shelving Location	Holdable?	Status	Due Date
Maple Library	E HOW (Text)	33987000686666	Juvenile Picture Books	<a href="#">Volume hold</a>	Checked out	2022-08-25

2. You will be prompted to log in with your library account, if you have not already done so.
3. If your library is multi-branch, or participates in reciprocal borrowing, you can choose the pickup location.
4. Choose the method of notification. The notification method will be selected automatically if it is set in account preferences, but can be overridden on this screen.
  - a. The phone number and email in your account will be used to populate the notification options, but you can use a different phone number for phone or text notification when placing the hold.



## Place Hold

How to catch a falling star / by Heidi Howarth ; illustrated by Daniel Howarth.

Pickup location:

Maple Library

Notify when hold is ready for pickup?

☒ Yes, by Email : example.user@bc.libraries.coop

☐ Yes, by Phone

Phone Number:

111-222-3333

☐ Yes, by Text Messaging

Mobile carrier: Please select your mobile carrier Note: carrier charges may apply

Mobile number: Hint: use the full 10 digits of your phone #, no spaces, no dashes

☐ Suspend this hold?

Set activation date

Advanced Hold Options

✓ Submit

⌂ Cancel

- Click **Submit**. A message will appear either confirming the hold was successfully placed or indicating that the hold could not be placed.

## Place Hold

✓ **Hold was successfully placed for:**

How to catch a falling star / by Heidi Howarth ; illustrated by Daniel Howarth.

Back To Search

- You can view and cancel your holds at anytime through *Holds in My Account* and can edit, suspend, or activate your holds until they are captured for pick up.

## 27.2. Unsuccessful Hold Messages

If a hold cannot be placed Evergreen will return the message "Hold was not successfully placed". This will be accompanied by a reason why the hold cannot be placed and in some cases the option to override.

**Problem: The patron has reached the maximum number of holds** - This indicates the patron has reached the maximum number of items they can have on hold at a time based on the library's hold policies.

**Problem: All available copies are temporarily unavailable at your pickup library. Placing this hold could result in longer wait times.** - This indicates that the item is under age-based hold protection set through the Holdings Editor and cannot currently fill holds at your library. If you



override and place the hold it will eventually be filled when the item is no longer protected.

**Problem: Holds are not allowed on this item by library's policy** - This indicates that the item is under age-based hold protection set through the Hold Policies and cannot currently fill holds at your library. It can also indicate that the library has blocked holds placed by a particular patron type or on items using a particular circulation modifier through their hold policies.

## 27.3. Additional Hold Options

### 27.3.1. Volume/Issue Holds

If you want a specific issue of a magazine or a specific DVD in a set, select **Volume Hold** in the item details grid.

Canadian living

Serial/magazine

More Details

Available copies

- 22 of 26 copies available at Maple Library.

Holds

- 0 current holds with 26 total copies.

Show Only Available Copies

Location	Call Number / Copy Notes	Barcode	Shelving Location	Holdable?	Status	Due Date
Maple Library	2019.01 (January/February) (Text)	33987001139350	Magazines	Volume hold	Available	-
Maple Library	2019.03 (March) (Text)	33987001142743	Magazines	Volume hold	Available	-

### 27.3.2. Placing Holds on All Formats of the Same Title

If *Group Formats and Edition* is selected when doing a search, you can place a hold on all formats and editions of the title by clicking **Place Hold** to the right of the search result.

Finger lickin' fifteen

Audiobook Book (2)

Evanovich, Janet

Call number: CD EVA

Place Hold

Review & More

Library	Shelving location	Call number	Status
Maple Library	Adult Fiction on CD	CD EVA	Available
Maple Library	Adult Fiction	FIC EVA	Available

Select the acceptable formats on the *Place Hold* screen.

Select your desired format(s).

Audiobook (format unknown)  
Book

English

Select your desired language(s).

If none are selected, any available formats may be used.

If none are selected, any available languages may be used.

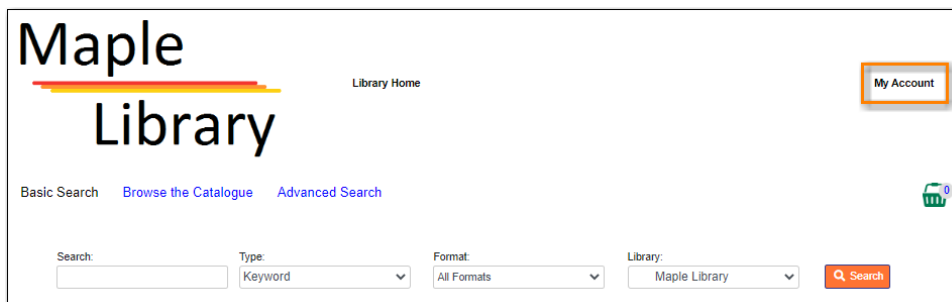


# Chapter 28. My Account

Patrons and staff can access information about their account from any page in the public catalogue by clicking the **My Account** link at the top right of the page. Account information includes contact information, items checked out or on hold, fines, account preferences, notes left by the library (if any) and lists. For library staff accounts, editing information in their account in the public catalogue is the same as editing their account in the staff catalogue.

## 28.1. Logging into My Account


1. Click on the **My Account** link on any search page.



2. Enter your username or your library barcode.
  - a. If this is your first time logging in, your username will likely be your library card number. You have the option to change your username on the *Account Preferences* screen.
3. Enter your password.
  - a. You should have been given a password when you received your library card.
  - b. If you do not have or cannot recall your password please contact your local library to have the password reset or use the **Forgot Your Password?** link.
  - c. You can use the password visibility button to see what you have entered for your password.



## Pin Number or Password



If this is your first time logging in use the PIN number provided by your library, or contact your library for assistance with PIN.

[Forgot Your Password?](#)

4. Click **Log in**.

## Log in to Your Account

### Library Card Number or Username


MPL12345678901

If you are using your library barcode number please include all digits and no spaces.

[Request A Card](#)

### Pin Number or Password


.....




If this is your first time logging in use the PIN number provided by your library, or contact your library for assistance with PIN.

[Forgot Your Password?](#)

☐ Stay logged in?

 Close

 Log in

#### NOTE

All patron and staff accounts in Evergreen can access *My Account* through the public catalogue.

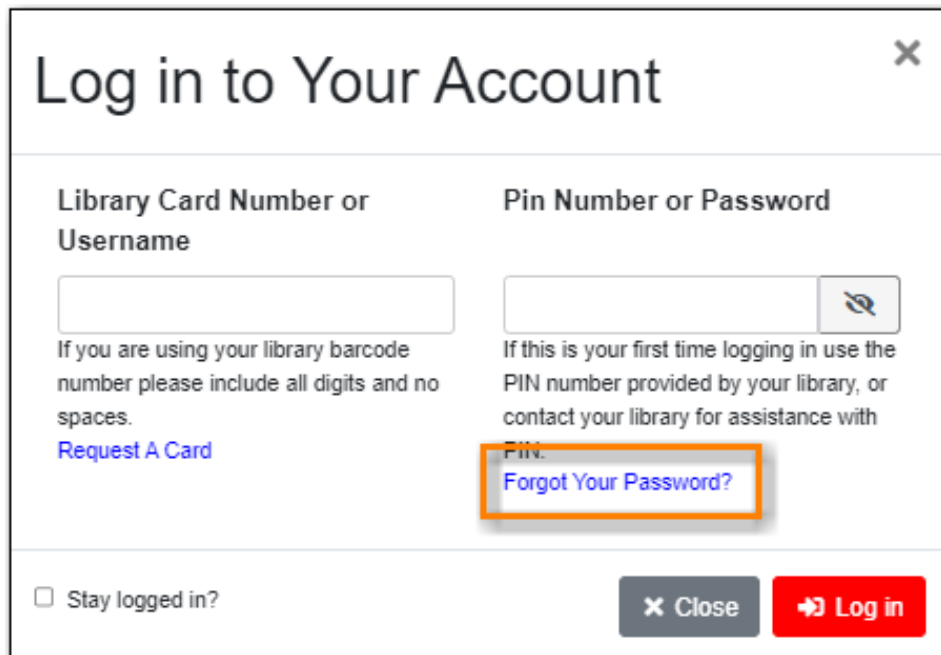
## 28.2. Resetting Your Password

[Sitka Snippet Video - Resetting a Forgotten Password \(2:54\)](#)



If you have an email address recorded in your library account you can use the **Forgot Your Password?** link in the event that you forget your password.

1. Click on the **Forgot Your Password?** link.



**Log in to Your Account**

**Library Card Number or Username**

If you are using your library barcode number please include all digits and no spaces.  
[Request A Card](#)

**Pin Number or Password**

If this is your first time logging in use the PIN number provided by your library, or contact your library for assistance with PIN.  
[Forgot Your Password?](#)

☐ Stay logged in?

**Close** **Log in**

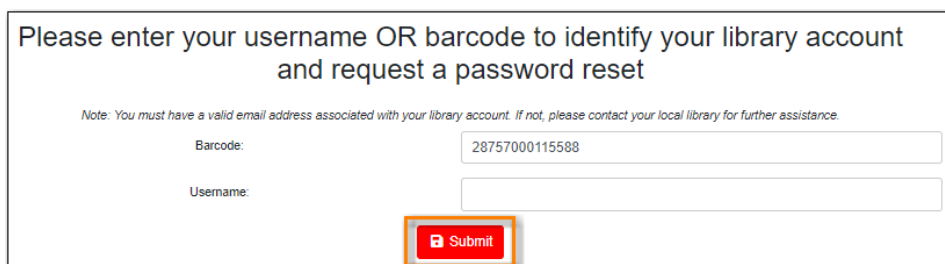
2. Enter your username or barcode into the appropriate field.

#### NOTE

You must enter only one value, this is an either or choice, as some people only use their barcode to access their account, while others only ever use a username.

Some libraries also require that you enter the email address associated with the account. This is controlled by the library setting *Require matching email address for password reset requests*.

3. Click **Submit**.



Please enter your username OR barcode to identify your library account and request a password reset

Note: You must have a valid email address associated with your library account. If not, please contact your local library for further assistance.

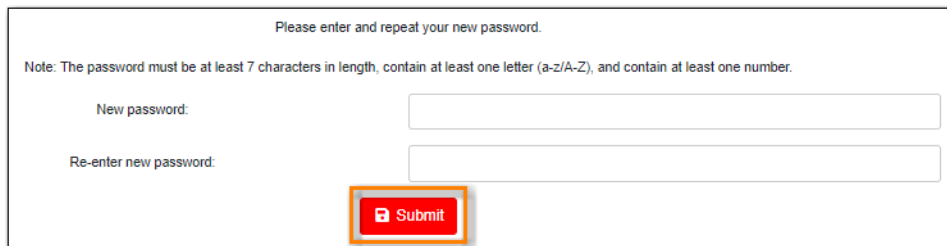
Barcode:

Username:

**Submit**

4. Check your email account for the *Library Account Password Reset Request* email.
  - a. Reset emails are sent every two minutes.
5. Open the link provided in the *Library Account Password Reset Request* email.
6. Enter your new password in the password reset form in the browser and click **Submit**.





Please enter and repeat your new password.

Note: The password must be at least 7 characters in length, contain at least one letter (a-z/A-Z), and contain at least one number.

New password:

Re-enter new password:

[Submit](#)

- a. You must enter the password twice to ensure that you do not make a mistake. If the passwords match, you will then be able to log in to your library account with the new password.
7. Please contact your local library if you do not receive the *Library Account Password Reset Request* email or if you continue to be unable to login to your account.

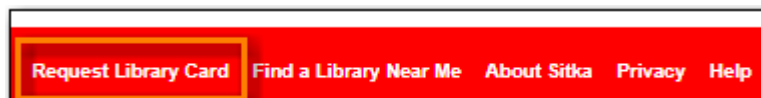
**TIP**

Library staff can reset the password for their staff account using this method if there is an email address recorded in their account.

## 28.3. Request a Library Card

If your library allows self-registration, prospective patrons can request a card through your public catalogue.

1. In the footer of the public catalogue, click on the **Request Library Card** link.



2. Fill out the form to request a library card and click **Submit Registration**.



## Request a Library Card

★ indicates Required Field

Home Library	<input type="text" value="Maple Library"/>	
First Name ★	<input type="text" value="Simon"/>	
Middle Name	<input type="text"/>	
Last Name ★	<input type="text" value="Paul"/>	
Preferred First Name	<input type="text"/>	
Preferred Middle Name	<input type="text"/>	
Preferred Last Name	<input type="text"/>	
Street Address ★	<input type="text" value="2244 Willow Lane"/>	
Street Address (2)	<input type="text"/>	
City ★	<input type="text" value="Maple"/>	
Postal Code ★	<input type="text" value="V1V 1V2"/>	(Example: V1V 1V1)
Date of Birth ★	<input type="text" value="1998"/> <input type="text" value="05"/> <input type="text" value="14"/>	(Example: YYYY-MM-DD)
	Year Month Day	
Phone Number	<input type="text" value="111-222-3344"/>	(Example: 111-222-3333)
Email Address	<input type="text" value="simon.paul@fakeemail.ca"/>	
Requested Username	<input type="text" value="spaul11"/>	

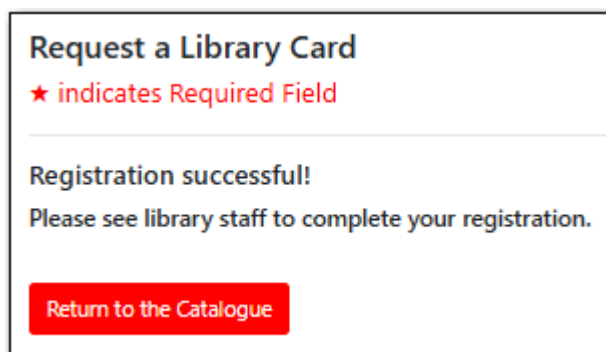
[Go Back](#)[Submit Registration](#)

3. The form is validated and any errors are flagged.

City ★	<input type="text" value="Maple"/>	✓	
Postal Code ★	<input type="text"/>	ⓘ	(Example: V1V 1V1)
	Please enter a Postal Code		
Date of Birth ★	<input type="text" value="1998"/> ✓	<input type="text" value="111"/> ⓘ	<input type="text" value="14"/> ✓
	Year	Month	Day



4. Once the form has been filled out and submitted, patrons will see a confirmation message: “Registration successful! Please see library staff to complete your registration.” This message is customizable per library.



5. A pending patron is created in Evergreen. See [Managing Pending Patrons](#).

#### NOTE

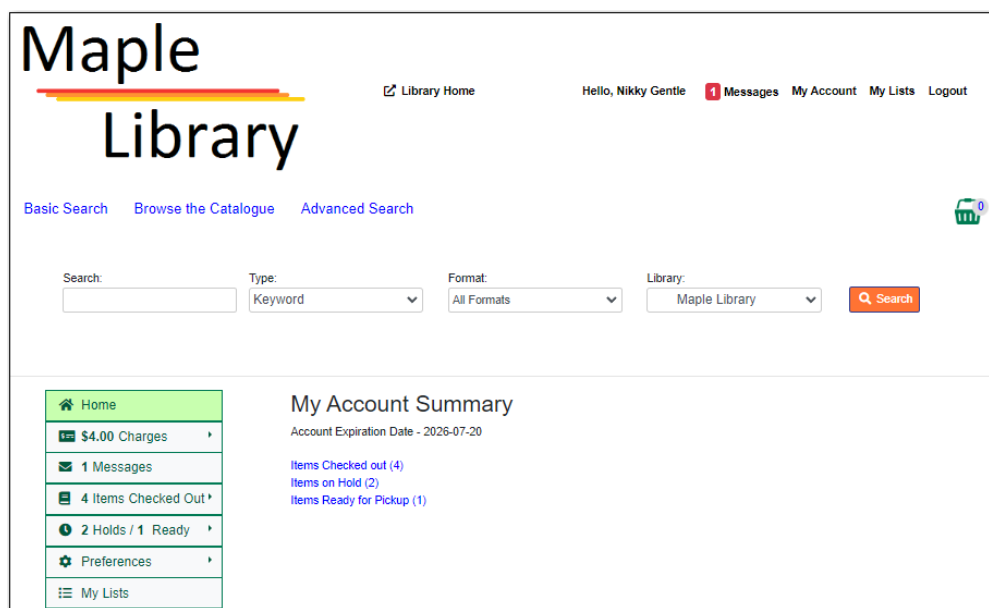
The patron self-registration form shares most settings with the staff client registration form.

Unique to the self-registration form are the library settings *Hide Username field in Patron Self-Reg.* and *Patron Self-Reg. Date of Birth Order*. Local system administrators can set values for these in the [Library Settings Editor](#).

For the settings shared with the staff client registration form see [Customizing the Display Fields](#) for information on customizing which fields display and which fields are required.

## 28.4. Account Summary

The default view when you login to your account is the *Account Summary* page. This view gives you an overview of items checked out, items on hold and any fines you may have. You can access any of these screens by clicking on the relevant menu option.





If your library subscribes to Overdrive additional information will display.

Home

\$4.00 Charges ▶

1 Messages

6 Items Checked Out ▶

3 Holds / 1 Ready ▶

Preferences ▶

My Lists

## My Account Summary

Account Expiration Date - 2024-09-03

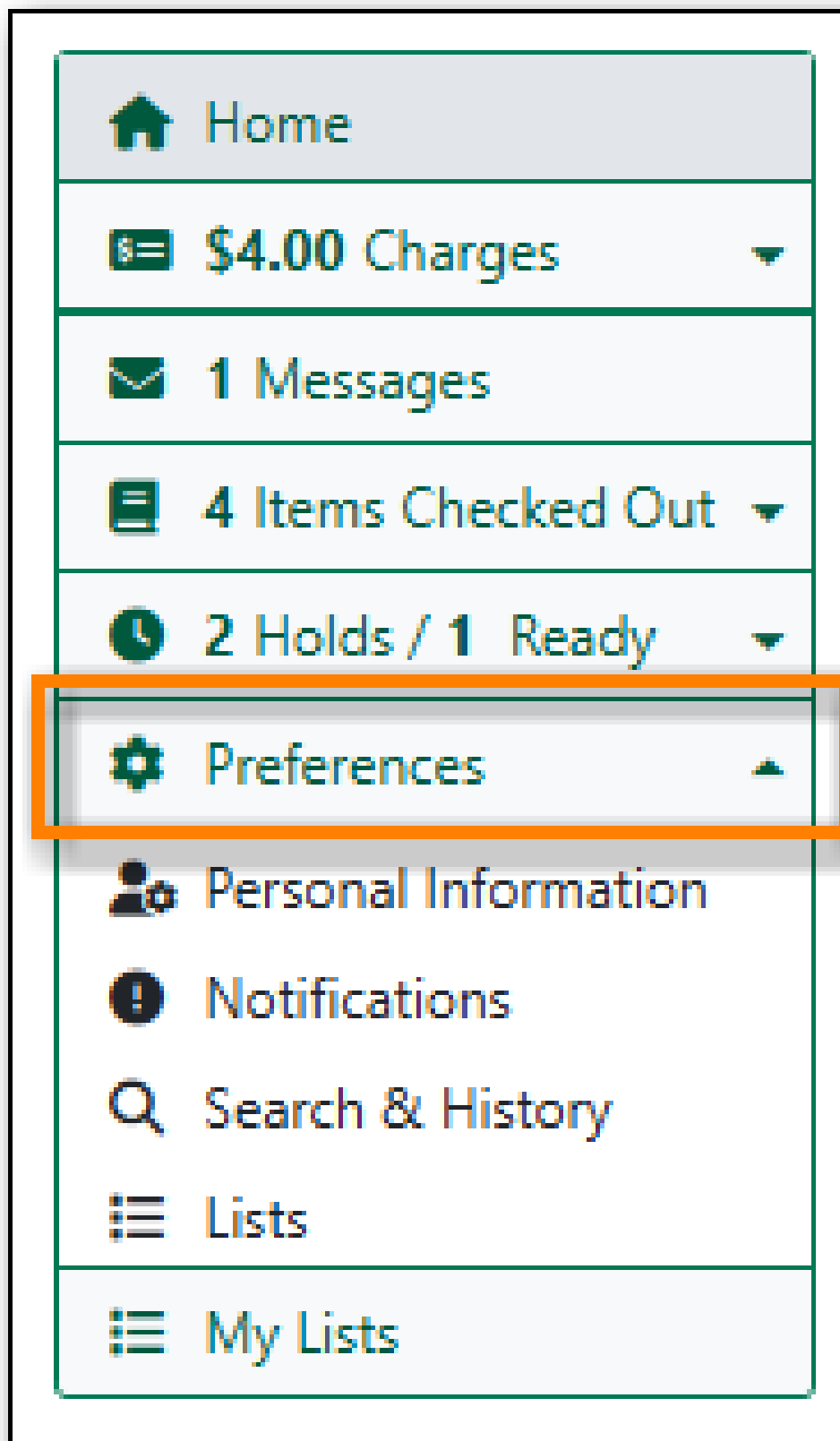
[Items Currently Checked out \(4\)](#)  
[Items Currently on Hold \(2\)](#)  
[Items ready for pickup \(1\)](#)

[E-Items Currently Checked out \(2\)](#)  
[E-Items Currently on Hold \(1\)](#)  
[E-Items ready for pickup \(0\)](#)

## 28.5. Account Preferences

Click **Preferences** to access your preferences. The options will display below.





### 28.5.1. Personal Information

You can change your username, preferred name, password, email address, and preferred language in *Personal Information*. Libraries using single sign-on or other 3rd party password services may restrict editing of some of these fields.



Click the **Change** button next to the information you'd like to update.

To test that your email address works, click **Send Test Email**. An automated message will be sent. If you do not receive it, first check your spam folder and then contact your library for further assistance.

Personal Information and Preferences	
Preferred Name	Nikky Gentle
Legal Name	Nicole Gentle
Day Phone	111-222-3333
Evening Phone	
Other Phone	
Username	28757000115588
Password	(not shown)
Email Address	fakeemail@fake.ca
Active Barcode	28757000115588
Preferred Language	English (Canada)
Home Library	Public Library Federation Maple Library 1234 Main Street Maple, BC V1V 1V1
	111-222-4321 info@fakemaplelibrary.ca <a href="http://maple.bc.libraries.coop/">http://maple.bc.libraries.coop/</a>
Account Creation Date	2025-02-27
Account Expiration Date	2028-02-27

Change

Change

Change

Change

Send Test Email

**NOTE**

Changing your username and password for a library staff account through *My Account* also changes it for logging into the staff client.

Depending on your library's policy, you may request a change to your address by submitting a new address in your account. This is controlled by the library setting *Allow pending addresses*. Library staff will verify it and update your account.



## Addresses

Address Type	Mailing
Street	1234 Maple Grove
Street	
City	Maple
County	
Province/Territory	BC
Country	Canada
Postal Code	V1V 1V1

 Edit Address

If you need to make a change to other information, such as your phone number, please contact your local library.

### 28.5.2. Notification Preferences

*Notification Preferences* is where you set your preferences for holds notification. You can choose to be contacted by email, phone, or text message.

Click **Send Test Text Message** to test your SMS/Text number.

To opt-out of receiving courtesy and overdue email notices use the *Receive Overdue and Courtesy Emails* setting. Un-checking this box means your library will not send you any emails for items coming due or overdue. You are still responsible for returning items on time and paying any applicable fines.

To receive emailed checkout receipts by default, select *Email checkout receipts by default*.



### Notification Preferences

☒ Notify by Email by default when a hold is ready for pickup?

☐ Notify by Phone by default when a hold is ready for pickup?

111-222-3333

Default Phone Number

☐ Notify by Text by default when a hold is ready for pickup?

Default Mobile Carrier Telus Mobility (Canada & USA) ▼

Note: carrier charges may apply

Default Mobile Number 111-222-3333 Send Test Text Message

Hint: use the full 10 digits of your phone #, no spaces, no dashes

☒ Receive Overdue and Courtesy Emails

☒ Email checkout receipts by default?

Save

### 28.5.3. Search and History Preferences

*Search and History Preferences* is where you configure settings around search results, history, and allowing others access to your account.

You can select how many search results are displayed per page on your catalogue searches as well as your preferred search location if your library is a multi-branch system or part of a larger borrowing zone.

You can also set your preferred pick up location if your library is a multi branch system or part of a larger borrowing zone.

You can choose whether or not to have search terms highlighted in your search results.

Check Out and Hold history can be enabled on this screen. The check out and holds history is not retroactive; it takes effect once you choose to retain your history.

You may also choose to disable a warning about adding items to a temporary list.

You can specify who, if anyone, can access your account and what access you wish them to have. This is useful if you'd like someone else to be able to pick up your holds for you, for example.



### Search and History Preferences

Search hits per page

*Change the number of results shown in a search while signed in.*

Preferred search location

Preferred pickup location

☐ Highlight search terms?

☒ Keep history of checked out items?

☒ Keep history of holds?

☐ Skip warning when adding to temporary book list?

#### Allow others to use my account

Name:	Name:
<input type="text" value="Jane Marple"/>	<input type="text"/>
<input type="checkbox"/> Place Holds	<input type="checkbox"/> Place Holds
<input checked="" type="checkbox"/> Pick Up Holds	<input type="checkbox"/> Pick Up Holds
<input checked="" type="checkbox"/> Check Out Items	<input type="checkbox"/> Check Out Items
<input type="checkbox"/> Obtain Circulation Information	<input type="checkbox"/> Obtain Circulation Information

Save

Ensure your account has a valid email address so that we can notify you about available holds, items that are about to be overdue, and overdue items!

## 28.5.4. My Lists Preferences

*My Lists Preferences* allows you to set how many lists you'd like to display per page, and how many items should be displayed per page in your lists.

### List Preferences

Lists per page

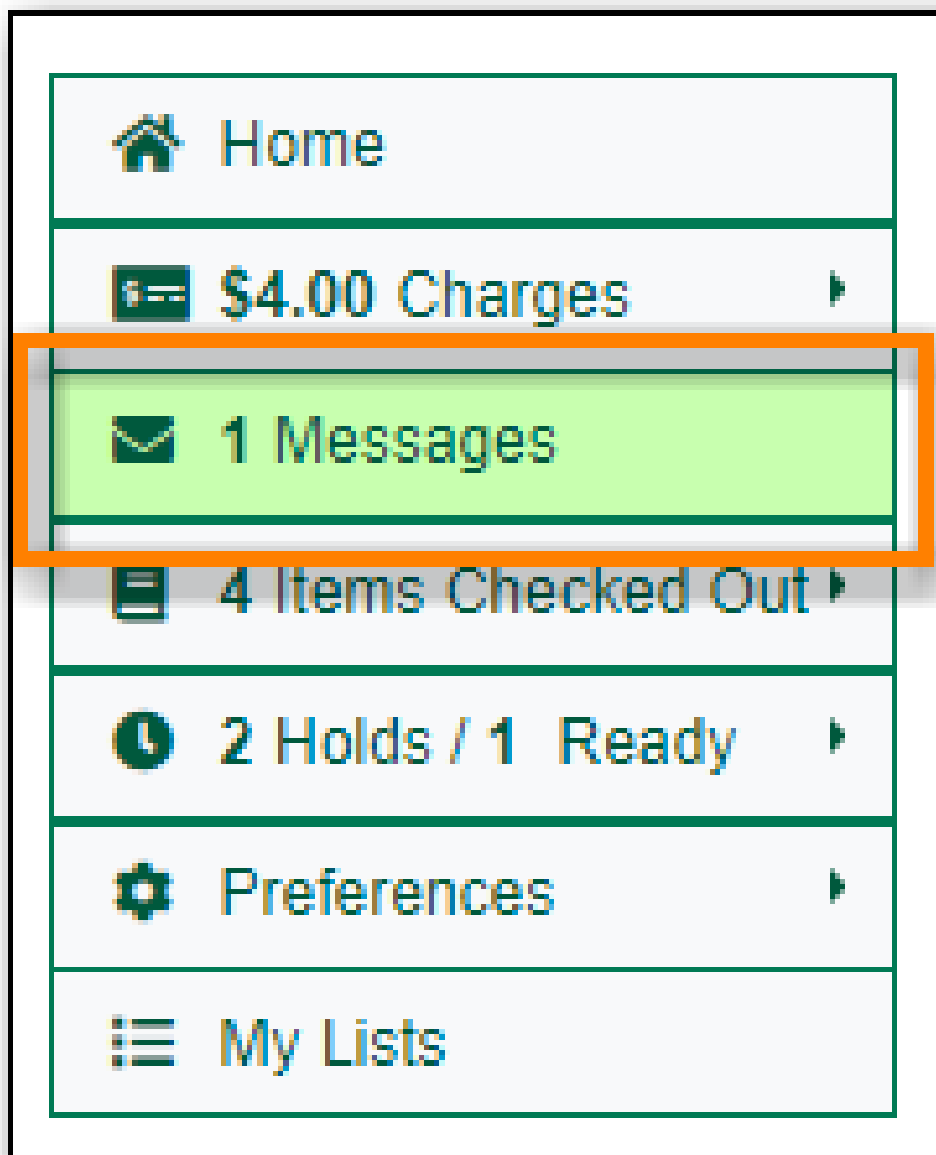
List items per page

Save

## 28.6. Messages

In *My Account* click **Messages** to display any messages library staff have added to your account.





You can set messages to read or unread, or delete them by selecting the message(s) and then choosing the appropriate button.

**Messages**

**Messages**

<input type="checkbox"/>	Date	Library	Subject
<input type="checkbox"/>	2025-03-25	Maple Library	<b>Snow Story Box</b>
<input checked="" type="checkbox"/>	2025-03-25	Maple Library	Umbrella

Unread messages display in bold. Click on the subject to read the message.



Messages

↶ Mark Read

🔍 Mark Unread

🗑 Delete

Messages

<input type="checkbox"/>	Date	Library	Subject
<input type="checkbox"/>	2025-03-25	Maple Library	<a href="#">Snow Story Box</a>
<input type="checkbox"/>	2025-03-25	Maple Library	<a href="#">Umbrella</a>

The message will display.

Messages

← Return to Message List

🔍 Mark Unread

🗑 Delete

**Date** 2025-03-25

**Library** Maple Library

**Subject** Snow Story Box



Message

The snow story box was returned to the library missing one of the snowflake puppets. Please return this to the library as soon as possible. [JP]

# 28.7. Items Checked Out

## 28.7.1. Current Items Checked Out

In *My Account* click **Items Checked Out** → **Items Checked Out** to display all of the items you currently have checked out.


Items Checked Out							
<div>⌂ Renew Selected</div>							
<input type="checkbox"/>	Cover	Title	Author	Renewals Left	Due Date	Barcode	Call Number
<input type="checkbox"/>		<a href="#">Snow</a>	<a href="#">Clark, Joan, 1934-</a>	100	2023-09-22	33987001298669	E CLA
<input type="checkbox"/>		<a href="#">Astronaut : living in space</a>	<a href="#">Hayden, Kate.</a>	100	2023-10-30	33987000636554	E629.477 HAY

By default the list will sort by due date. The due dates for overdue items will be indicated in red.







You can sort the list by Title, Author, Renewals Left, Due Date, Barcode, or Call number by clicking on the blue text. The first click sorts the list in ascending order and a second click sorts the list in descending order.

If you wish to renew items, select the items to renew and click **Renew Selected**. A pop-up will ask you to confirm you wish to renew; click **OK**. If the item cannot be renewed a message will indicate to the patron why the renewal was not possible.

Items Checked Out							
<a href="#">↻ Renew Selected</a>							
<input type="checkbox"/>	Cover	Title	Author	Renewals Left	Due Date	Barcode	Call Number
<input checked="" type="checkbox"/>		Snow	Clark, Joan, 1934-	100	2023-09-22	33987001298669	E CLA

## 28.7.2. Check Out History

In *My Account* click **Items Checked Out** → **Check Out History** to display a list of items that you have previously checked out.

History of Checked Out Items								
<a href="#">🗑 Delete Selected</a>								
<input type="checkbox"/>	Cover	Title	Author	Call Number	Checkout Date	Due Date	Date Returned	Barcode
<input type="checkbox"/>		Snow	Clark, Joan, 1934-	E CLA	2022-06-29	2022-06-22	Not Returned	33987001298669
<input type="checkbox"/>		Rivers of sunlight : how the Sun moves water around the Earth	Bang, Molly,	J551.48 BAN	2022-06-29	2022-07-27	2022-06-29	33987001184943
<input type="checkbox"/>		Exceptional treehouses		OVSZ 728.9 LAU	2022-06-29	2022-07-27	2022-06-29	33987000623784
<input type="checkbox"/>		Tree : a life story	Suzuki, David T., 1936-	SUS 582.2 SUZ	2022-06-29	2022-07-07	Not Returned	33987000088079
<a href="#">📄 Download CSV</a>								

Check out history will only display if it has been enabled in your [Search and History Preferences](#). History displays from the date you enabled it; items checked out prior will not be included in your



history.

You can sort the list by Title, Author, Checkout Date, Due Date, Date Returned, Barcode, or Call number by clicking on the blue text. The first click sorts the list in ascending order and a second click sorts the list in descending order.







Click Download CSV to download your list in a file that can be opened in a spreadsheet program.

If you wish to delete individual titles from the list select the items you wish to delete and click **Delete Selected**.

## 28.8. Holds

### 28.8.1. Items on Hold

In *My Account* click **X Holds / X Ready** → **Items on Hold** to display a list of items you have on hold.

Items on Hold										
<div><span>Suspend</span> <span>Activate</span> <span>Cancel</span></div> <div>Show all holds   Show only available holds ?</div>										
<input type="checkbox"/>	Cover	Title	Author	Format	Pickup Location	Cancel if not filled by	Status	Notify Method	Notes	Edit
<input type="checkbox"/>		Dream snow	Carle, Eric,		Maple Library		Available Expires 2023-10-14	Phone: 111-222-3333		 Edit
<input type="checkbox"/>		What are clouds?	Lawrence, Ellen, 1967-		Maple Library	2033-10-04	Waiting for copy You are Hold #1 on 1 copy	Phone: 111-222-3333		 Edit

You can sort the list by Title, Author, and Format by clicking on the blue text. The first click sorts the list in ascending order and a second click sorts the list in descending order.

You can use the checkbox beside each hold to select the hold and use the buttons to suspend, activate, or cancel the selected holds. You may set an activation date when you suspend your hold or leave the date blank and manually activate it later. A suspended hold will not lose its hold queue position.

The *Status* column shows whether or not your hold is currently available for pickup, if it has been suspended, and what your position is in the hold queue.

Your position in the hold queue is indicated by the first number in the status column. For example "Hold #3 on 1 copy" indicates you are third in the hold queue.



Clicking the **Edit** button will bring you to the hold editing screen. Here you can:

- change the pick up location if you're a multi-branch library.
- activate the hold or suspend it hold, if not already captured.
- change the activation date or cancellation date.
- change the method of notification for the hold.



## Edit Hold

# What are clouds?

Lawrence, Ellen, 1967-

Format: 

Status:

Waiting for copy

You are Hold #1 on 1 copy

Pickup library

Maple Library ▼

Cancel unless filled by

2027-06-26

Active?

Yes, this hold is active now ▼

If suspended, activate on

☒ Email notification: fakeemail@fake.ca

Phone notification - Enter phone number

SMS notification - Enter mobile phone number

Mobile carrier

Please select your mobile carrier ▼









← Go Back

Save Changes



## 28.8.2. Holds History

In *My Account* click **X Holds / X Ready** → **Holds History** to display a list of items that you have previously had on hold. History displays from the date you enabled it; holds placed prior will not be included in your history.

Holds History					
Cover	Title	Author	Format	Pickup Location	Status
	<a href="#">The well of lost plots</a>	<a href="#">Fforde, Jasper.</a>	 Book	Maple Library	Waiting for copy You are Hold #1 on 1 copy
	<a href="#">What are clouds?</a>	<a href="#">Lawrence, Ellen, 1967-</a>	 Book	Maple Library	Waiting for copy You are Hold #1 on 1 copy
	<a href="#">Weather.</a>		 Book	Maple Library	Fulfilled 2022-06-29
	<a href="#">What are clouds?</a>	<a href="#">Lawrence, Ellen, 1967-</a>	 Book	Maple Library	Cancelled 2022-06-27

Holds history will only display if it has been enabled in your [Search and History Preferences](#).

## 28.8.3. Hold Groups

In *My Account* click **X Holds / X Ready** → **Hold Groups** to display a list of Hold Groups you are included in.

Current Hold Groups		
Group Name	Description	Actions
Thursday Bookclub	Group for patrons participating in Thursday Bookclub	<a href="#">Remove me</a>

Click **Remove me** to remove yourself from the Hold Group.

## 28.9. Reservations

Patrons of libraries using the Booking Module will have a Reservations option on the menu in their account. On the reservations tab patrons can view items they have reserved or borrowed through



the Booking Module.

Reservations				
Resource type	Start time	End time	Pickup location	Status
Hotspot	2022-08-04 10:00 AM	2022-08-10 05:00 PM	<a href="#">Warhol Art Academy</a>	Reserved

## 28.10. Charges



### 28.10.1. Current Charges

In *My Account* click **Charges** → **Current Charges** to display any outstanding charges.

Charges On Your Account			
Owed	Billing Type	Note	Date
<b>\$4.00</b>	Damaged	"Olivia the spy" returned ripped and missing barcode. JP	2022-06-28

### 28.10.2. Payment History

In *My Account* click **Charges** → **Payment History** to display any payments that have been made.

Payment History			
Payment Date	Payment For	Amount	Receipt
2022-06-27	Rain forest animals	\$14.95	 Print  Email

You can email or print a payment receipt.



# Chapter 29. Baskets and Lists

The basket feature in your public catalogue enables patrons to add titles in batch to a temporary basket. From the basket, you can place holds, print and email title details, and add the titles to a new or existing list.

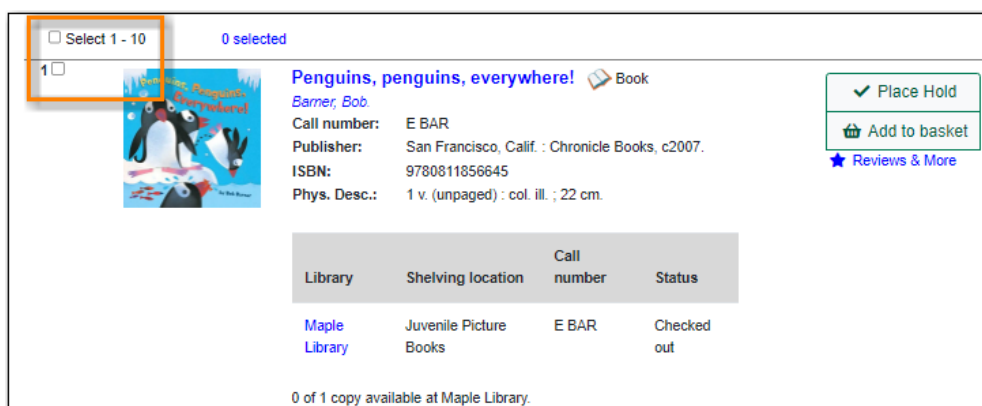
Lists are maintained in My Account and you must be logged in to use this feature. Lists can be used to keep track of what books have been read, to maintain a class reading list, to maintain a reading list for a book club, and more. Lists can also be used for maintaining publicly visible lists such as staff picks or themed lists that can be posted on a library's website.

Lists are accessed via the *My Lists* section of *My Account*.

## 29.1. Adding Titles to the Basket

Titles can be added to the basket in three ways:

- by checking the box beside the search result. The entire page of results can be added by checking the select all box at the top of the results.



- by clicking **Add to basket** in the search results view.




- by clicking **Add to basket** on the title details page.



[Back To Results](#)
[Next ►](#)

Showing Item 1 of 20



**Penguins, penguins, everywhere!**

Barner, Bob. (Author).

Summary: Color illustrations and rhyming text describe the life of penguins.

[More Details](#)

✓ Place Hold

🛒 Add to basket

🖨 Print

✉ Email

🔗 Permalink

🚫 Disable Highlighting

**Available copies**

- 0 of 1 copy available at Maple Library.

When titles are added to the basket the count at the top of the search results increases as does the count beside the basket icon.

[the Catalogue](#)
[Advanced Search](#)

🛒 2

Type:

Format:

Library:

[Search](#)

Sort Results

[Refine My Original Search](#)

☐ Disable Highlighting
 ☐ Limit to Available Items
 ☐ Group By Formats and Editions
 ☐ Exclude Electronic Resources

1

2

Next ►


Results 1 - 10 of 20 (page 1 of 2)


☐ Select 1 - 10
 

2 selected

[Clear basket](#)

1 ☒



**Penguins, penguins, everywhere!** 

Barner, Bob.

Call number: E BAR

Publisher: San Francisco, Calif. : Chronicle Books, c2007.

ISBN: 9780811856645

Phys. Desc.: 1 v. (unpaged) : col. ill. ; 22 cm.

✓ Place Hold

🗑 Remove from basket

[★ Reviews & More](#)

## 29.2. Removing Titles from the Basket

Titles can be removed from the basket in a number of ways:


- un-checking the box beside the search results. The entire page of results can be removed by un-checking the select all box at the top of the results.


☐ Select 1 - 10
 

2 selected

[Clear basket](#)

1 ☒



**Penguins, penguins, everywhere!** 

Barner, Bob.

Call number: E BAR

Publisher: San Francisco, Calif. : Chronicle Books, c2007.

ISBN: 9780811856645

Phys. Desc.: 1 v. (unpaged) : col. ill. ; 22 cm.

✓ Place Hold

🗑 Remove from basket

[★ Reviews & More](#)

Library	Shelving location	Call number	Status
Maple Library	Juvenile Picture Books	E BAR	Checked out

0 of 1 copy available at Maple Library.



- by clicking **Remove from basket** in the search results view.

Select 1 - 10    2 selected    Clear basket



**Penguins, penguins, everywhere!**  Book

*Barner, Bob.*

Call number: E BAR

Publisher: San Francisco, Calif. : Chronicle Books, c2007.

ISBN: 9780811856645

Phys. Desc.: 1 v. (unpaged) : col. ill. ; 22 cm.

✓ Place Hold

**Remove from basket**


★ Reviews & More

Library	Shelving location	Call number	Status
Maple Library	Juvenile Picture Books	E BAR	Checked out

0 of 1 copy available at Maple Library.

- by clicking **Remove from basket** on the title details page.

Back To Results    Showing Item 1 of 20    Next ►



**Penguins, penguins, everywhere!**

*Barner, Bob.* (Author).

Summary: Color illustrations and rhyming text describe the life of penguins.

[More Details](#)

**Available copies**

• 0 of 1 copy available at Maple Library.

✓ Place Hold

**Remove from basket**

View My Basket

Print

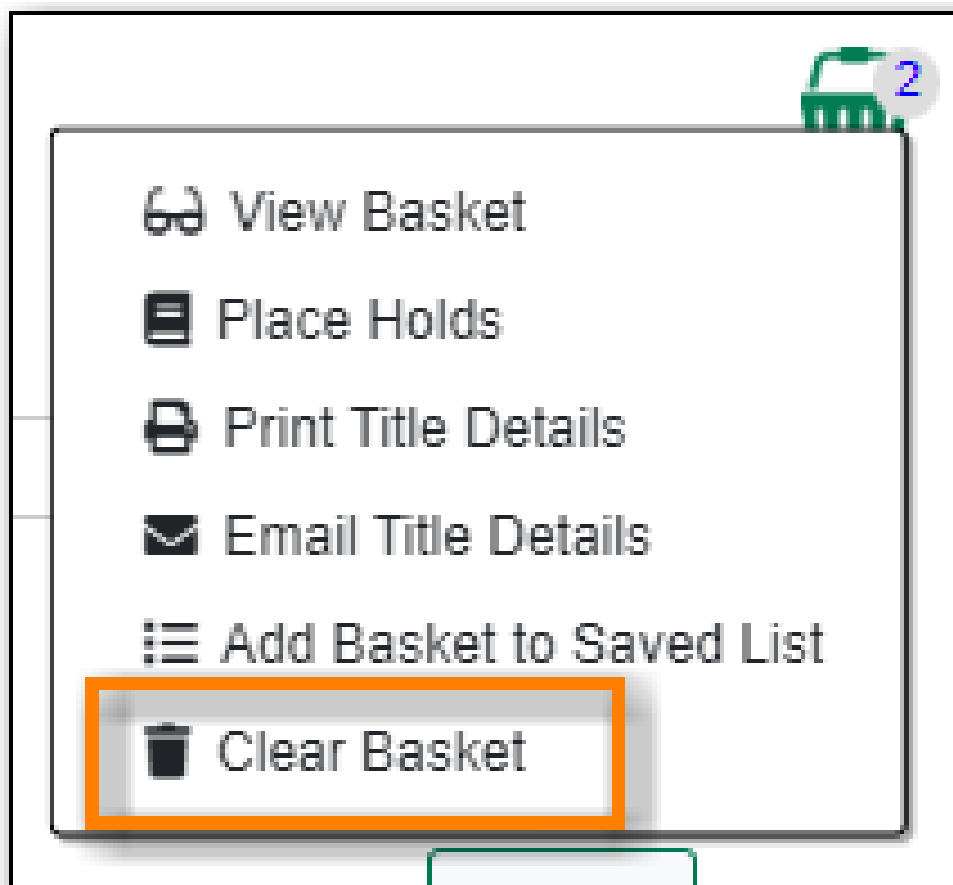
Email

Permalink

Disable Highlighting

- by using the **Clear Basket** action from the basket icon drop down menu.





- by selecting the titles you wish to remove and using the **Delete** button in the basket view.

**Basket**

☐ Clear entire basket when the above action is complete.

<input checked="" type="checkbox"/>	Title	Author(s)
<input checked="" type="checkbox"/>	Penguins	Simon, Seymour.
<input checked="" type="checkbox"/>	Penguins, penguins, everywhere!	Barner, Bob.

- by checking the box for **Clear entire basket when actions complete** before performing an action.

**Basket**

☐ Clear entire basket when the above action is complete.

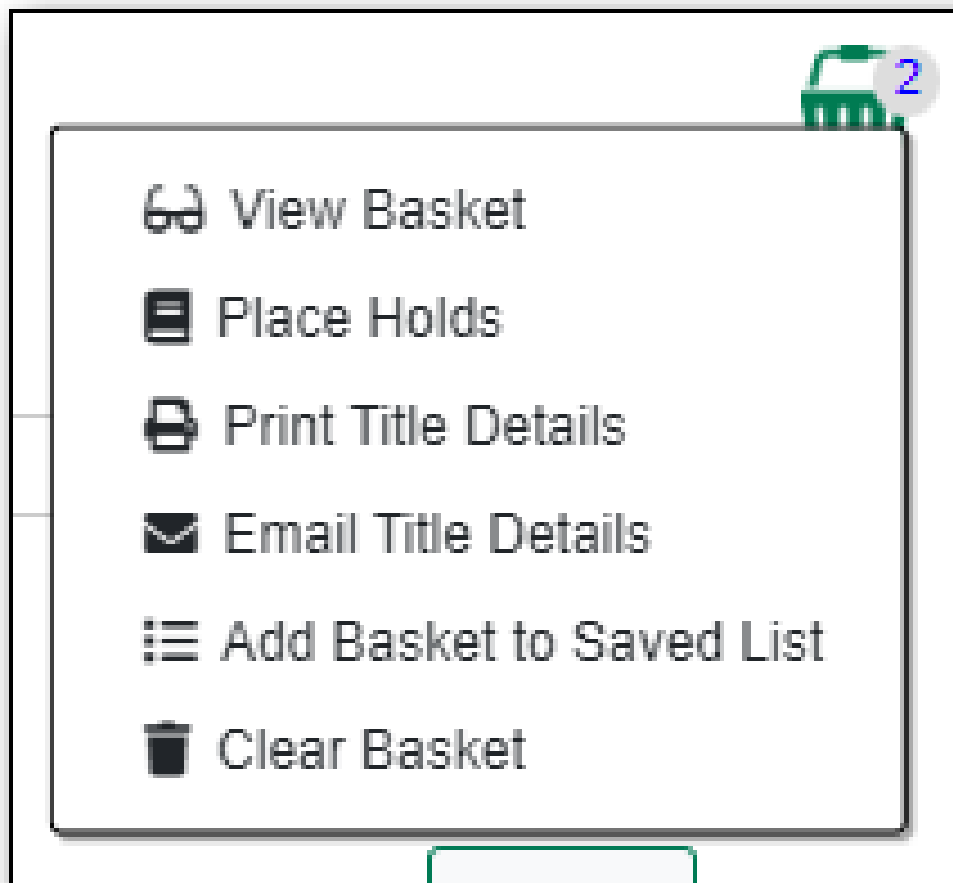
<input checked="" type="checkbox"/>	Title	Author(s)
<input checked="" type="checkbox"/>	Penguins	Simon, Seymour.
<input checked="" type="checkbox"/>	Penguins, penguins, everywhere!	Barner, Bob.



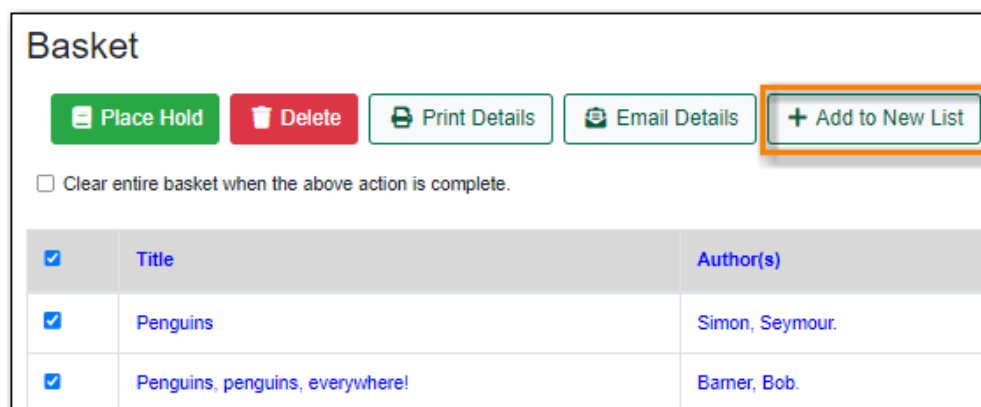
Additionally, the contents of the basket are cleared when you log out of your account.

## 29.3. Batch Actions Through the Basket

The **Basket Actions** menu, found by clicking on the basket icon, lets you view the contents of the basket, batch place holds, print or email the title details for all titles, add the contents of the basket to a saved list, and clear the basket.



In the basket view there is also a button that allows you to add the contents of the basket to a new list.



### 29.3.1. Print from the Baskets

1. Select the titles you'd like included.



2. Click the **Print Details** button.

Basket

☐ Clear entire basket when the above action is complete.

<input checked="" type="checkbox"/>	Title	Author(s)	Local Call Number
<input checked="" type="checkbox"/>	Penguins	Simon, Seymour.	J598.47 SIM (Maple Library)
<input type="checkbox"/>	Penguins, penguins, everywhere!	Barner, Bob.	E BAR (Maple Library)

3. The print preview and format editor opens.
4. From the **Format** drop down menu, choose **Full** and click **Update**. This ensures the local call number and shelving information will be included.

**Format:**

Full ▼

**Sort by:** Author ▼ Ascending ▼

**Holdings Library:**

Maple Library ▼

**Update**

5. If there are multiple libraries copies in the preview, choose required library in **Holdings Library** field, and click **Update** again.



**Format:**

Full ▼

**Sort by:** Author ▼ Ascending ▼

**Holdings Library:**

Maple Library ▼

**Update**

6. The preview is presented.

7. Click **Print Now**.

**Print Now** **Return**

1. Bib ID# 10771  
 ISBN: 9780060283957 (trade bdg.), 9780060283964 (lib. bdg.), 0060283955 (trade bdg.), 0060283963 (lib. bdg.)  
 Title: Penguins /  
 Author: Simon, Seymour.  
 Publication Info: Smithsonian/Collins, 2007  
 Item Type: Language material

- Library: Maple Library
- Location: Juvenile Non-Fiction
- Call Number: J598.47 SIM
- Status: Checked out
- Barcode: 33987000366541

8. Follow any prompts from your browser to print the details.

### 29.3.2. Email from the Baskets

1. Select the titles you'd like included.
2. Click the **Email Details** button.



Basket

Place Hold

Delete

Print Details

Email Details

+ Add to New List

☐ Clear entire basket when the above action is complete.

<input checked="" type="checkbox"/>	Title	Author(s)	Local Call Number
<input checked="" type="checkbox"/>	Penguins	Simon, Seymour.	J598.47 SIM (Maple Library)
<input type="checkbox"/>	Penguins, penguins, everywhere!	Barner, Bob.	E BAR (Maple Library)

3. You must be logged into **My Account** in order to email, and are prompted to do so if not.
4. The email preview and format editor opens.
5. Update the email address and add a custom email subject if needed.



Email Address:

Custom Email Subject:

Format:  

Brief ▼

Sort by:  

Author ▼

Ascending ▼

Update

6. From the **Format** drop down menu, choose **Full** and click **Update**. This ensures the local call number and shelving information will be included.



**Email Address:**

example.user@bc.libraries.

**Custom Email Subject:**

Penguins!

**Format:**

Full

**Sort by:**

Author

Ascending

**Holdings Library:**

Maple Library

**Update**



7. If there are multiple libraries copies in the preview, choose required library in **Holdings Library** field, and click **Update** again.



**Email Address:**

example.user@bc.libraries.

**Custom Email Subject:**

Penguins!

**Format:**

Full ▼

**Sort by:**

Author ▼

Ascending ▼

**Holdings Library:**

Maple Library ▼

**Update**



8. The preview is presented.
9. Click **Email Now**.



10. A message appears letting you know your email has been queued.
11. The email is sent to the user.

## 29.4. Creating Lists

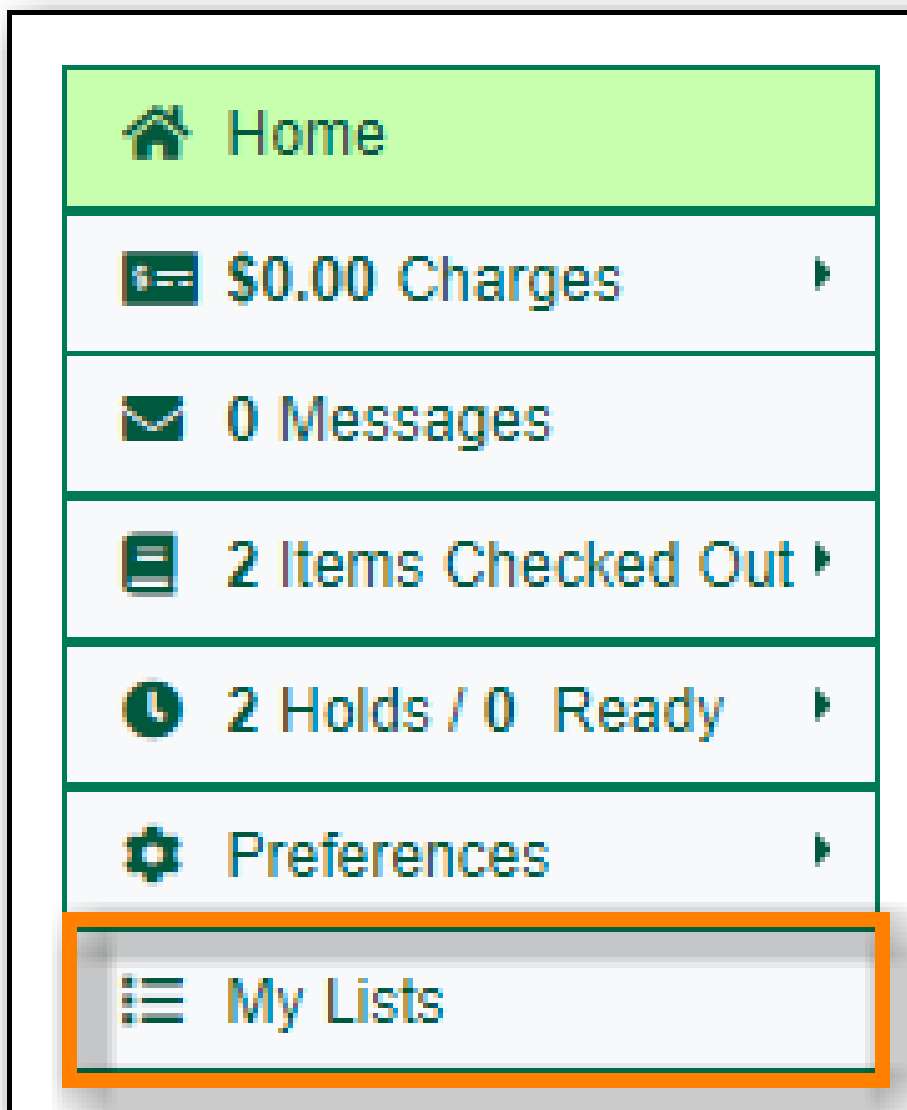
Libraries can use the list functionality in the public catalogue to create lists which can be shared with your patrons directly, or by including the link on your website, social media, etc.

**TIP** Co-op Support recommends creating a patron account specifically for managing lists. This way, the lists are not attached to a particular staff member's account and continue to be accessible if a staff member leaves the library. The username and password for the patron account can be shared with any staff needing to create or maintain lists.

### 29.4.1. Creating a List via My Account

1. Select *My Lists* from the menu.





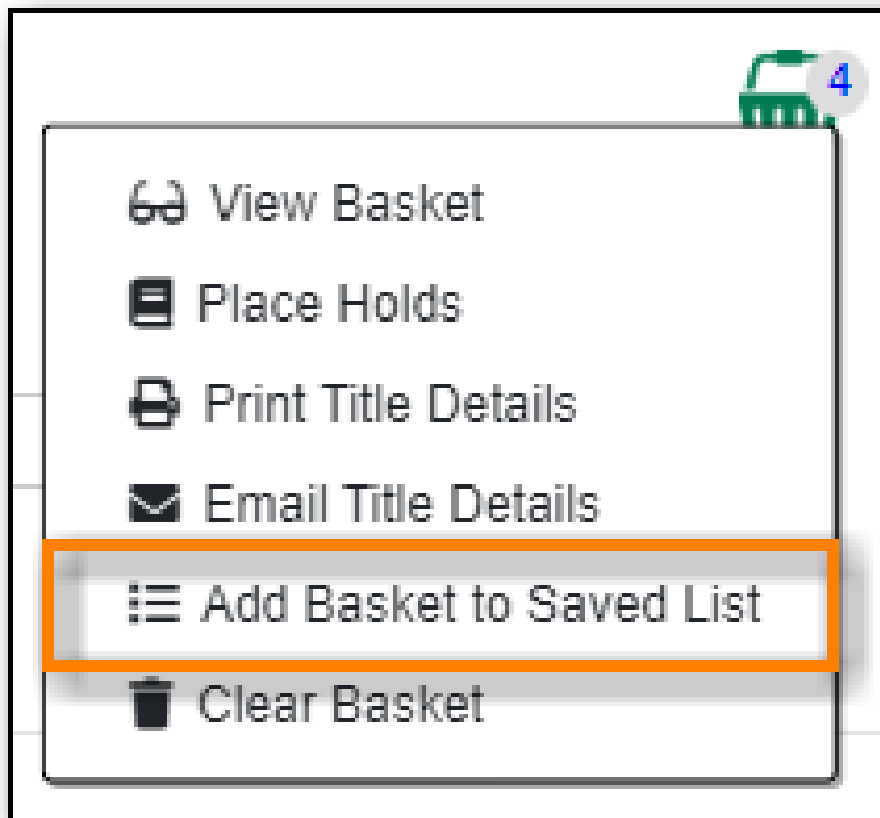
2. In the *Create New List* section, enter a name and optional description for the list.
3. Click **Share** if you'd like to share the contents of the list with other users.
4. Click **Create List**.

## 29.4.2. Creating a List from the Basket

1. Add titles to the basket.



2. Select **Add Basket to Saved List** from the basket action menu.
  - a. If not logged in, a prompt appears.



3. In the *Create New List* section, enter a name and optional description.
4. Click **Share** if you'd like to share the contents of the list with other users.
5. By default *Move contents of basket to this list?* is set to YES.
  - a. The contents of the basket displays below.
6. Click **Create List**.



Create New List

Enter the name of the new list:

List description (optional):

Share this list? No ?

Move contents of basket to this list? Yes

Create List

Cancel

... from basket

### Basket

Place Hold

Delete

Print Details

Email Details

+ Add to New List

Move selected items to list:

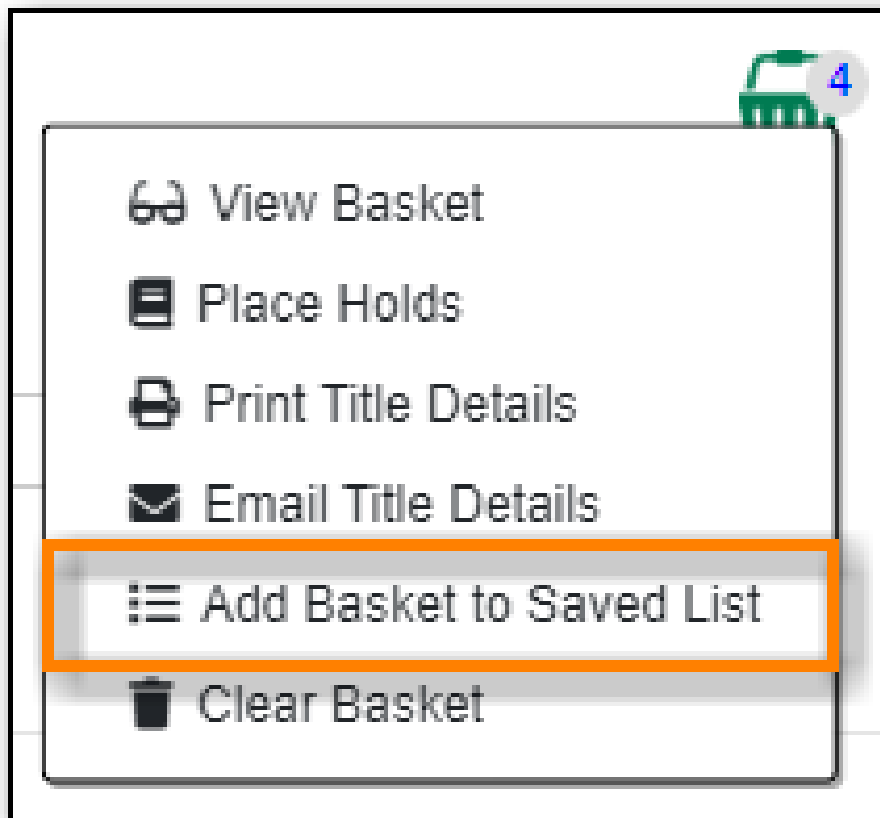
☐ Clear entire basket when the above action is complete.

<input checked="" type="checkbox"/>	Title	Author(s)	Local Call Number
<input checked="" type="checkbox"/>	The bookish life of Nina Hill	Waxman, Abbi,	FIC WAX (Maple Library)

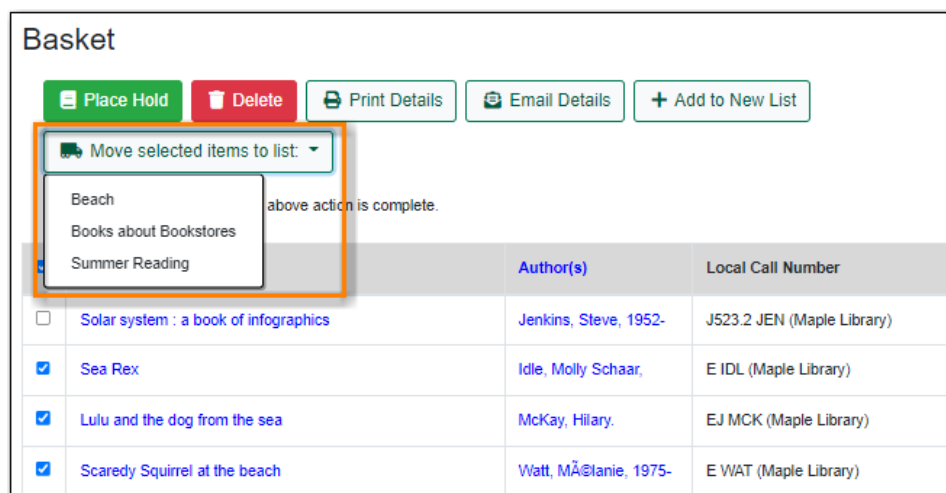
## 29.5. Adding Titles to a List

1. Titles are added to a list by first adding them to the basket. Refer to [Adding Titles to the Basket](#).
2. Select **Add Basket to Saved List** from the basket action menu.
  - a. If not logged in, a prompt appears.





3. Un-check the box beside any titles you don't want added to the list.
4. Click **Move selected items to list** and choose the list you want from the drop down.



5. The items are moved to your list and removed in your basket. Any titles you de-selected will still be in the basket unless you selected **Clear entire basket when the above action is complete.**



### Basket

Place Hold

Delete

Print Details

Email Details

+ Add to New List

Move selected items to list:

☐ Clear entire basket when the above action is complete.

<input checked="" type="checkbox"/>	Title	Author(s)	Local Call Number
<input checked="" type="checkbox"/>	Solar system : a book of infographics	Jenkins, Steve, 1952-	J523.2 JEN (Maple Library)
<input checked="" type="checkbox"/>	Jupiter	Landau, Elaine.	J523.45 LAN (Maple Library)

## 29.6. Managing Titles in a List

You can place holds, print the title details, and remove titles from your list by selecting the relevant titles and using the appropriate button.

### Saved Lists

#### Beach

Books about the beach

Share

Download CSV

Make Default List

Delete List


List Items

Place hold

Print title details

Email title details

Remove from list

<input type="checkbox"/>	Cover	Title	Author(s)	Local Call Number	Publication Date	Format	Notes   Edit
<input type="checkbox"/>		Sea Rex	Idle, Molly Schaar,	E IDL (Maple Library)	[2015]	Book	

Information on placing holds can be found in [Placing Holds](#).

Printing from a list works the same as printing from a basket. See [Print from the Baskets](#).

Emailing from a list is currently not functional.

## 29.7. Managing Lists

### 29.7.1. Sharing a List

1. In *My Lists*, click on **Share** beside the list you would like to share.

### Saved Lists

#### Beach

Books about the beach

Share

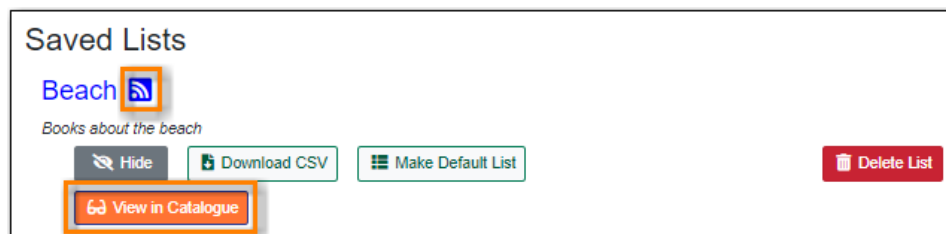
Download CSV

Make Default List

Delete List

2. The list will now have an icon for RSS and a **View in Catalogue** button. Share the relevant link with the person you'd like to share the list with or include the link on a webpage.





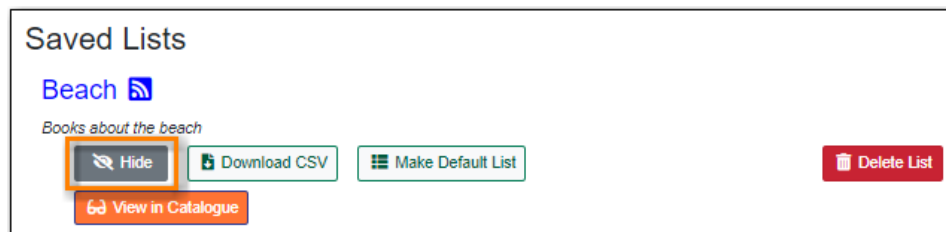
#### NOTE

Libraries can use shared lists for sharing staff picks and other lists with patrons by creating a list and posting the URL on the library's website.

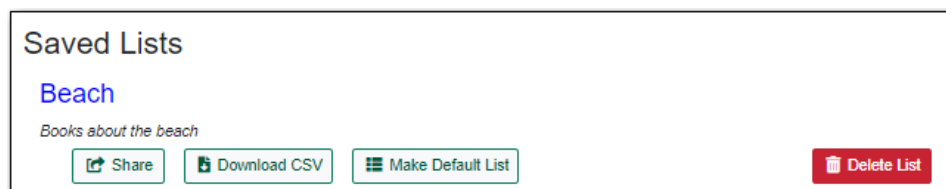
Co-op Support recommends libraries set up a patron account specifically to use for this instead of having staff use their own accounts.

### 29.7.2. Hiding a List

1. In *My Lists*, click on **Hide** beside the list you would like to hide.

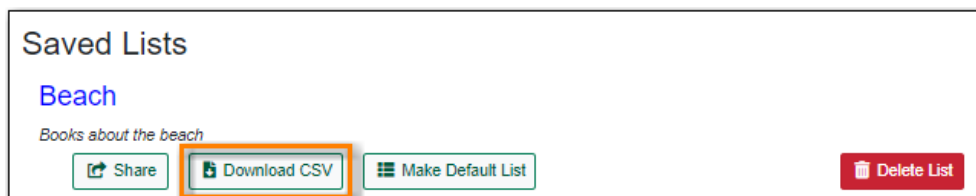


2. The RSS icon and **View in Catalogue** button are removed. Anyone with the link for the list will no longer be able to view it.



### 29.7.3. Downloading a List

You can export your list to a comma delimited file by selecting **Download CSV** and following your computer's prompts to save the file on your computer.



### 29.7.4. Deleting a List

If you no longer need a list you can delete it by clicking **Delete List**.



Saved Lists

Beach

Books about the beach

Share

Download CSV

Make Default List

Delete List

29.7.5. Annotating a List

- 1. Click on a list to open it and display the contents.
- 2. In the *Notes* column click **Edit**.

Saved Lists

Beach

Books about the beach

Share

Download CSV

Make Default List

Delete List


List Items

Place hold

Print title details

Email title details

Remove from list

<input type="checkbox"/>	Cover	Title	Author(s)	Local Call Number	Publication Date	Format	Notes   Edit
<input type="checkbox"/>		Sea Rex	Idle, Molly Schaar,	E IDL (Maple Library)	[2015]	Book	

- 3. Enter the note beside the relevant title(s) and click **Save Notes**.

☐



Magic beach

Lester, Alison.

E LES (Maple Library)

2004.

Book

This one is great!

☐



How will we get to the beach? = C  mo iremos a la playa?

Luciani, Brigitte.

SPANISH E LUC (Maple Library)

c2003.

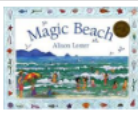
Book


Save Notes

- 4. The note will display in the patron’s view of the list. If the list is shared, the note will also display on the webpage used to access the shared list.



6



**Magic beach / Alison Lester.**  Book

*Lester, Alison.*


Call number: E LES


Publisher: Crows Nest, N.S.W. : Allen & Unwin, 2004.

ISBN: 1741144884

Phys. Desc.: [32] p. : col. ill. ; 22 x 28 cm.

✓ Place Hold

 Add to basket

 Add to my list

★ [Reviews & More](#)

Library	Shelving location	Call number	Status
<a href="#">Maple Library</a>	Juvenile Picture Books	E LES	Reshelving
<a href="#">Maple Library</a>	Juvenile Picture Books	E LES	Available

2 of 2 copies available at Maple Library.

This one is great!




# Chapter 30. Integrated E-Items

Electronic resources are usually hosted by separate providers outside the library. Most of these resources have records in the library catalogue. Links leading to the provider's website are provided in these records. Some electronic resources can be integrated into the library catalogue, which allows users not only to view the records, but also to borrow and place holds on the resources on the library catalogue directly. Currently eBooks and eAudiobooks from OverDrive are integrated. Users can borrow or place holds on these E-Items, and view their borrowed or on-hold items in their library account.

When your search result includes an integrated eBooks and eAudiobooks from OverDrive, you may see the record is marked as electronic resource with a link going to the provider's website. You will see columns for *Available Formats* and *Status*. There will also be a button to **Check Out E-Item** or **Place Hold on E-Item**, depending on whether there is an available copy.

26



**Pride and prejudice** E-book

[Austen, Jane 1775-1817](#)

**Publisher:** New York : Signet Classic, 2008.

**ISBN:** 9781101084212 (electronic bk. : Adobe Digital Editions)

**Phys. Desc.:** 379 p. ; 18 cm.

**Electronic resource:** [Click to access e-item \(Maple Public Library card required\)](#)

Check Out E-Item

Add to basket

Add to my list

★ Reviews & More

Available Formats	Status
<ul style="list-style-type: none"><li>Adobe EPUB eBook</li><li>OverDrive Read</li></ul>	1 of 2 available


## NOTE

OverDrive allows users to keep some preference settings, such as preferred loan period. These preferences can be set up or updated through OverDrive's website or app.

## 30.1. Checking Out E-Items

1. If there is an available copy under a title, click on **Check Out E-Item** on the search result list or record details screen.

26



**Pride and prejudice** E-book

[Austen, Jane 1775-1817](#)

**Publisher:** New York : Signet Classic, 2008.

**ISBN:** 9781101084212 (electronic bk. : Adobe Digital Editions)

**Phys. Desc.:** 379 p. ; 18 cm.

**Electronic resource:** [Click to access e-item \(Maple Public Library card required\)](#)

Check Out E-Item

Add to basket

Add to my list

★ Reviews & More

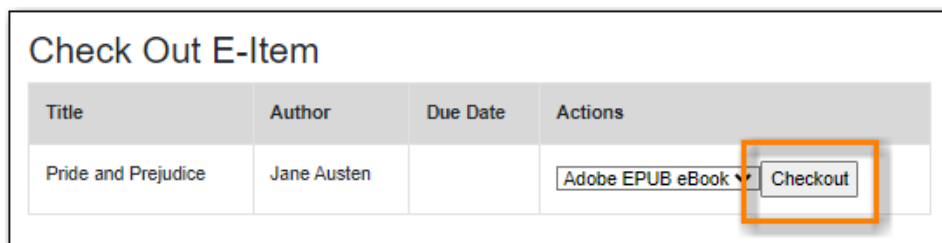
Available Formats	Status
<ul style="list-style-type: none"><li>Adobe EPUB eBook</li><li>OverDrive Read</li></ul>	1 of 2 available

## NOTE

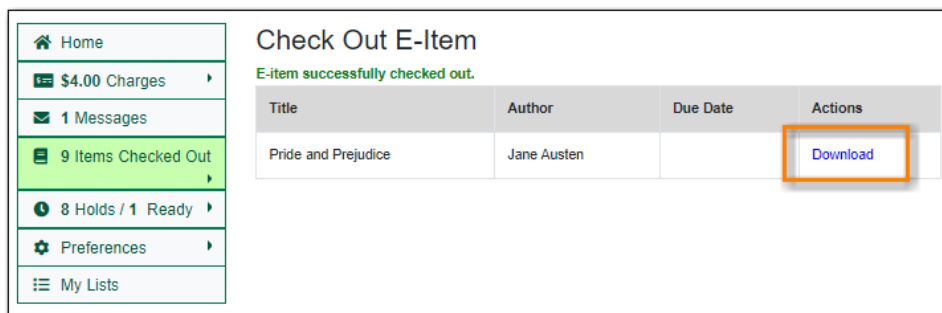
You will be prompted to log in with your library account, if you have not already done so.

2. Choose a format type from the *Actions* menu and click the **Checkout** button.



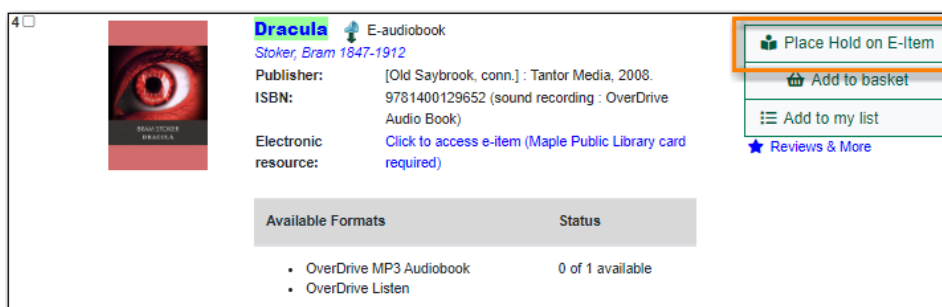


3. Click **Download**. The item will be downloaded in the chosen format.



## 30.2. Placing Holds on E-Items

1. If all copies under a title are checked out, click on **Place Hold on E-Item** on the result list or record details screen.



### NOTE

You will be prompted to log in with your library account, if you have not already done so.

2. Click **Place Hold**.





## NOTE

You must have an email address recorded in your account in order to successfully place a hold.

3. The hold is placed and you will receive an email when it is ready to be checked out.

[Home](#)  
[\\$4.00 Charges](#)  
[1 Messages](#)  
[10 Items Checked Out](#)  
[8 Holds / 2 Ready](#)  
[Preferences](#)  
[My Lists](#)

## Place Hold on E-Item

E-item is now on hold.

Title	Author	Expire Date	Status	Actions
Dracula	Bram Stoker			

## 30.3. Checked Out and On Hold E-Items in My Account

You may view E-Items currently checked out to or on hold for you after you log into your account.

[Home](#)  
[\\$4.00 Charges](#)  
[1 Messages](#)  
[6 Items Checked Out](#)  
[3 Holds / 1 Ready](#)  
[Preferences](#)  
[My Lists](#)

## My Account Summary

Account Expiration Date - 2024-09-03

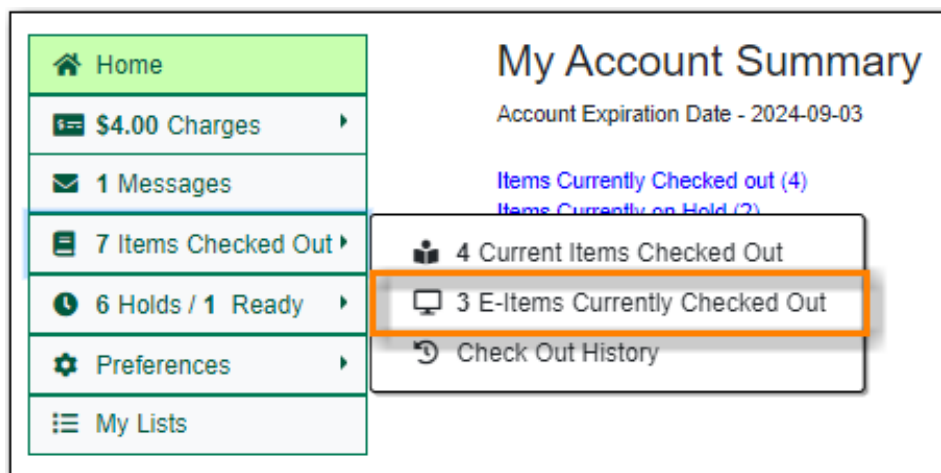
Items Currently Checked out (4)  
Items Currently on Hold (2)  
Items ready for pickup (1)

E-Items Currently Checked out (2)  
E-Items Currently on Hold (1)  
E-Items ready for pickup (0)

### 30.3.1. E-Items Currently Checked Out

1. In *My Account* click **Items Checked Out** → **E-Items Currently Checked Out** to display all of the items you currently have checked out.



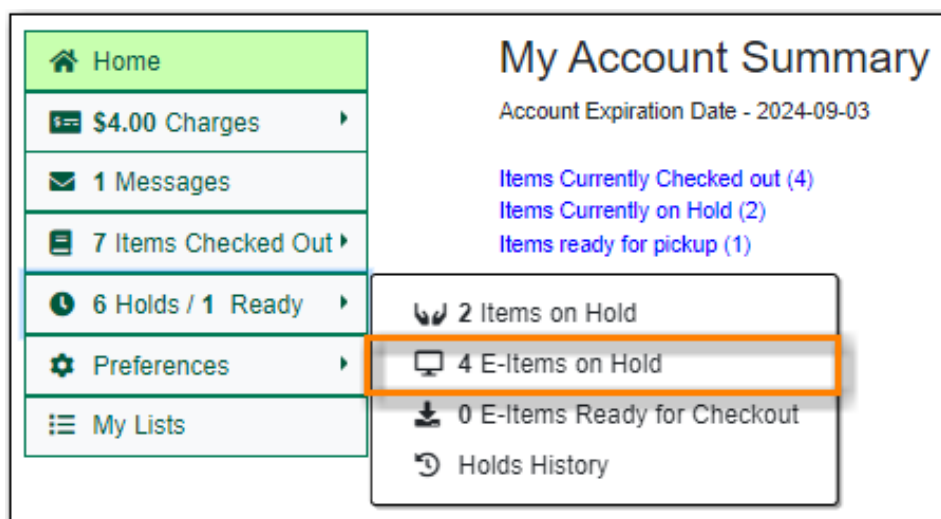


2. Your E-Items will display and can be downloaded.

E-Items Currently Checked Out			
Title	Author	Due Date	Actions
Pride and Prejudice	Jane Austen	2022-08-25T16:57:05Z	<a href="#">Download</a>
Persuasion	Jane Austen	2022-08-25T01:31:35Z	<a href="#">Download</a>
Northanger Abbey	Jane Austen	2022-08-25T01:31:04Z	<a href="#">Download</a>

### 30.3.2. E-Items on Hold

1. In *My Account* click **X Holds / X Ready** → **E-Items on Hold** to display a list of items you have on hold.



2. Your E-Items on hold will display. Here you can cancel unwanted holds and check where you are in the hold queue.



Home

\$4.00 Charges

1 Messages

7 Items Checked Out

6 Holds / 1 Ready

Preferences

My Lists

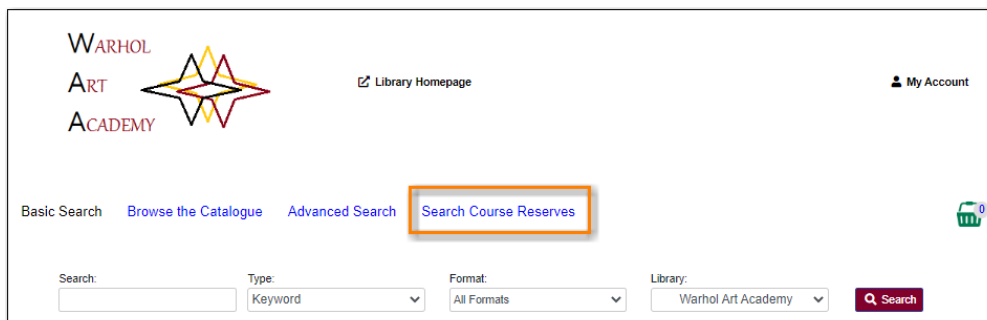
My E-Item Holds

Title	Author	Expire Date	Status	Actions
Dracula	Bram Stoker	-	1 / 1	Cancel Hold
Red Rabbit	Tom Clancy	-	1 / 1	Cancel Hold
Turtle in Paradise	Jennifer L. Holm	-	2 / 2	Cancel Hold
The Wild Silence	Raynor Winn	-	15 / 16	Cancel Hold



# Chapter 31. Course Reserves

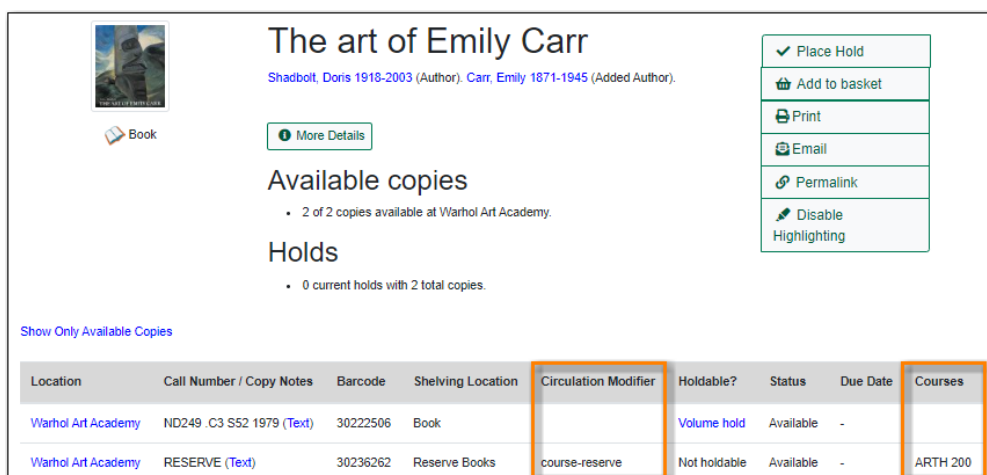
When the course reserves module is enabled an option for searching course reserves displays in the public catalogue.



Associated courses are displayed as part of the search results.



Additional fields for circulation modifier and course also display in the item information on the record view.



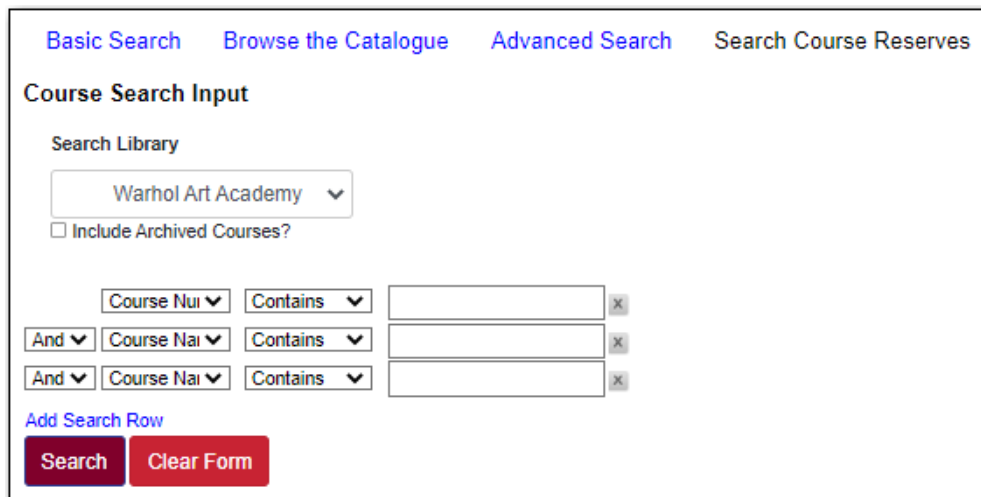
The display of course reserves in the public catalogue is controlled by the library setting *Opt Org Unit into the Course Materials Module*.



## 31.1. Search Course Reserves

You can access the course reserves search by clicking **Search Course Reserves**.

The Course Reserves Search enables users to search for courses by course name, course number, and instructor. Patrons can search by a particular branch at multi-branch libraries and archived courses can be included in the search results.



The screenshot shows the 'Search Course Reserves' interface. At the top, there are four tabs: 'Basic Search', 'Browse the Catalogue', 'Advanced Search', and 'Search Course Reserves'. Below the tabs is the 'Course Search Input' section. It includes a 'Search Library' dropdown menu with 'Warhol Art Academy' selected. There is a checkbox for 'Include Archived Courses?'. Below this are three search rows, each with a 'Course Num' dropdown, a 'Contains' dropdown, and a text input field. The first row has a small 'x' icon next to the input field. Below the search rows is a link 'Add Search Row'. At the bottom are two buttons: 'Search' and 'Clear Form'.

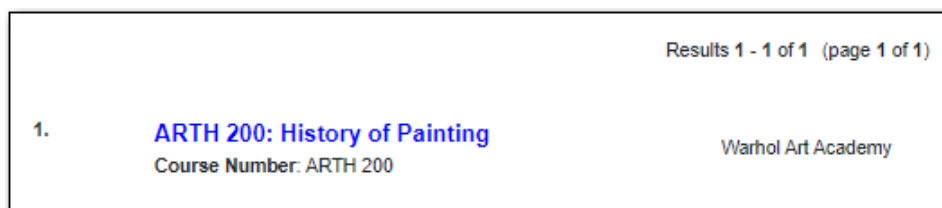
### TIP

The library setting *Allow users to browse Courses by Instructor* must be set to TRUE to have instructor included as a search option.

## 31.2. Course Lists

When searching for a course your search results will display.

1. Click on the course you would like to see the reserve list for.



The screenshot shows the search results for 'ARTH 200: History of Painting'. At the top right, it says 'Results 1 - 1 of 1 (page 1 of 1)'. Below this is a list of results. The first result is '1. ARTH 200: History of Painting' with the course number 'ARTH 200' and the library 'Warhol Art Academy'.

- a. If a course has multiple sections, choose the appropriate section.



1. [ART 100: Introduction to Art](#)  
Course Number: ART 100 Warhol Art Academy  
Section Number: 001
2. [ART 100: Introduction to Art](#)  
Course Number: ART 100 Warhol Art Academy  
Section Number: 002
3. [ART 100: Introduction to Art](#)  
Course Number: ART 100 Warhol Art Academy  
Section Number: 003
4. [ART 100: Introduction to Art](#)  
Course Number: ART 100 Warhol Art Academy  
Section Number: 004

2. The course reserves list will display.

a. Clicking on the title of any of the course materials will open the record in the catalogue.

### History of Painting (ARTH 200)

Course Instructors: Munday, Tina (Instructor), Morton, Elias (Teaching assistant), Bass, Terrence (Teaching assistant).

#### Course Details

Course Title: History of Painting

Course Number: ARTH 200

Owning Library: Warhol Art Academy

#### Course Materials

Location	Call Number	Title	Barcode	Relationship	Status	Shelving Location	Circulation Modifier
Warhol Art Academy	RESERVE	<a href="#">"The art of Emily Carr"</a>	30236262	Required	Available	Reserve Books	course-reserve
Online		<a href="#">"River drawings, river notes"</a>		Supplemental			
Warhol Art Academy	RESERVES	<a href="#">"The figure in Canadian painting"</a>	30191505	Supplemental	Available	Reserve Books	course-reserve
Warhol Art Academy	RESERVES	<a href="#">"Seven prairie painters"</a>	30188766	Supplemental	Available	Reserve Books	course-reserve
Warhol Art Academy	RESERVES	<a href="#">"Copper as canvas : two centuries of masterpiece paintings on copper, 1575-1775"</a>	30204501	Supplemental	Available	Reserve Books	course-reserve
Warhol Art Academy	RESERVES	<a href="#">"The triumph of French painting : 17th century masterpieces from the museums of FRAME"</a>	30201185	Supplemental	Available	Reserve Books	course-reserve
Online		<a href="#">"History of Painting Course Package"</a>		Required			



# Reports



# Chapter 32. Reporter Overview

It is possible to report on almost every field in every table in the Evergreen database. In accordance with Sitka's privacy policy and owing to the nature of Sitka's shared Evergreen database any staff needing access to the reporter must sign and submit the [Full Reporter Privacy Waiver](#). Once the waiver is completed, if the staff account meets the [required criteria](#), Co-op Support will grant reporter permissions to the account.

There are three main components used by the reporter:

- report template
- report definition
- report output

These components are saved in [folders](#) specific to the library account. Users can [share their folders](#) to allow others to clone templates and view report definitions and output but only the owning staff account can manage the contents of their folders.

## NOTE

The following videos demonstrate running Reports in Evergreen. The presentation features the older version of the Reporter interface; the reporter was updated in 2025. The videos will still be helpful in understanding how to run reports.

[Sitka Continuing Training Webinar - Reports for Beginners: Fun With Sitka Templates \(42:16\)](#)

## TIP

Know which library staff at your library have recurring reports set up and make sure to stop those reports when the staff member leaves your library.

Once a [library staff account is closed](#) it is no longer possible to access the reporter via the staff client and you will require assistance from Co-op Support to stop any recurring reports run by the library staff account.

Report templates tell Evergreen what fields are to be displayed in the report output and what conditions to filter on in the database. These templates allow you to run a report more than once, without building it anew every time. Co-op Support has created [shared Sitka templates](#) for commonly needed reports. These templates can be [cloned](#) and used as is or [modified](#) by library staff. Library staff can also [create new report templates](#); successfully creating a new template generally requires a solid understanding of Evergreen and the [Evergreen database](#).

When a [report is run](#) Evergreen looks at the values defined for the filters in the report definition and then goes through the database and gathers the records that meet the conditions into an output file. The output file can be viewed [via the reporter within the staff client](#) or via the [link in the report completion email](#).

Any staff needing to view report output, but not run reports, must sign and submit the [All Staff Reporter Privacy Waiver](#). Once the waiver is completed, if the staff account meets the [required](#)

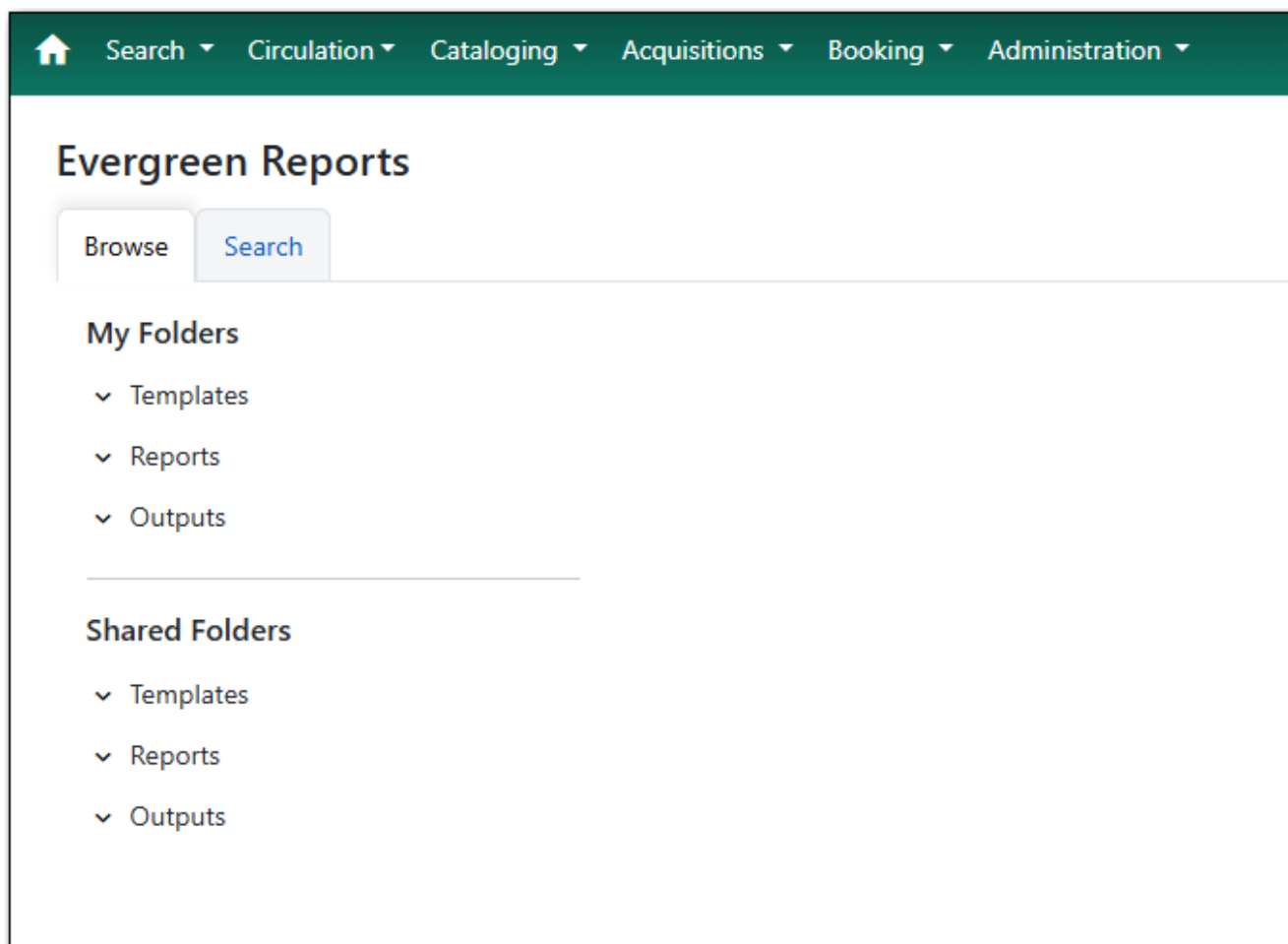


[criteria](#), Co-op Support will grant report output viewing permissions to the account.

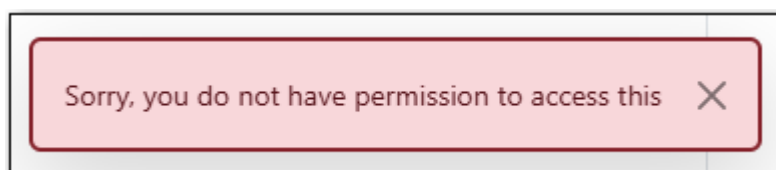


# Chapter 33. Accessing the Reporter

The Reports interface is accessed in Evergreen by going to **Administration** → **Reports**.



Users without reporter permissions granted to their staff account will see the message *Sorry, you do not have permission to access this.*



Any staff needing access to the reporter must sign and submit the [Full Reporter Privacy Waiver](#). Once the waiver is completed, if the staff account meets the [required criteria](#), Co-op Support will grant reporter permissions to the account.

Staff with reporter permissions can use the Sitka report templates *Staff Assigned to Selected Permissions Group(s)* and *Staff Assigned to Supplementary Permission Group(s)* to check who at their library has reporter permissions. Both report templates are found under *Shared Folders* → *Templates* → *Sitka\_templates* → *Patrons* → *Other*.

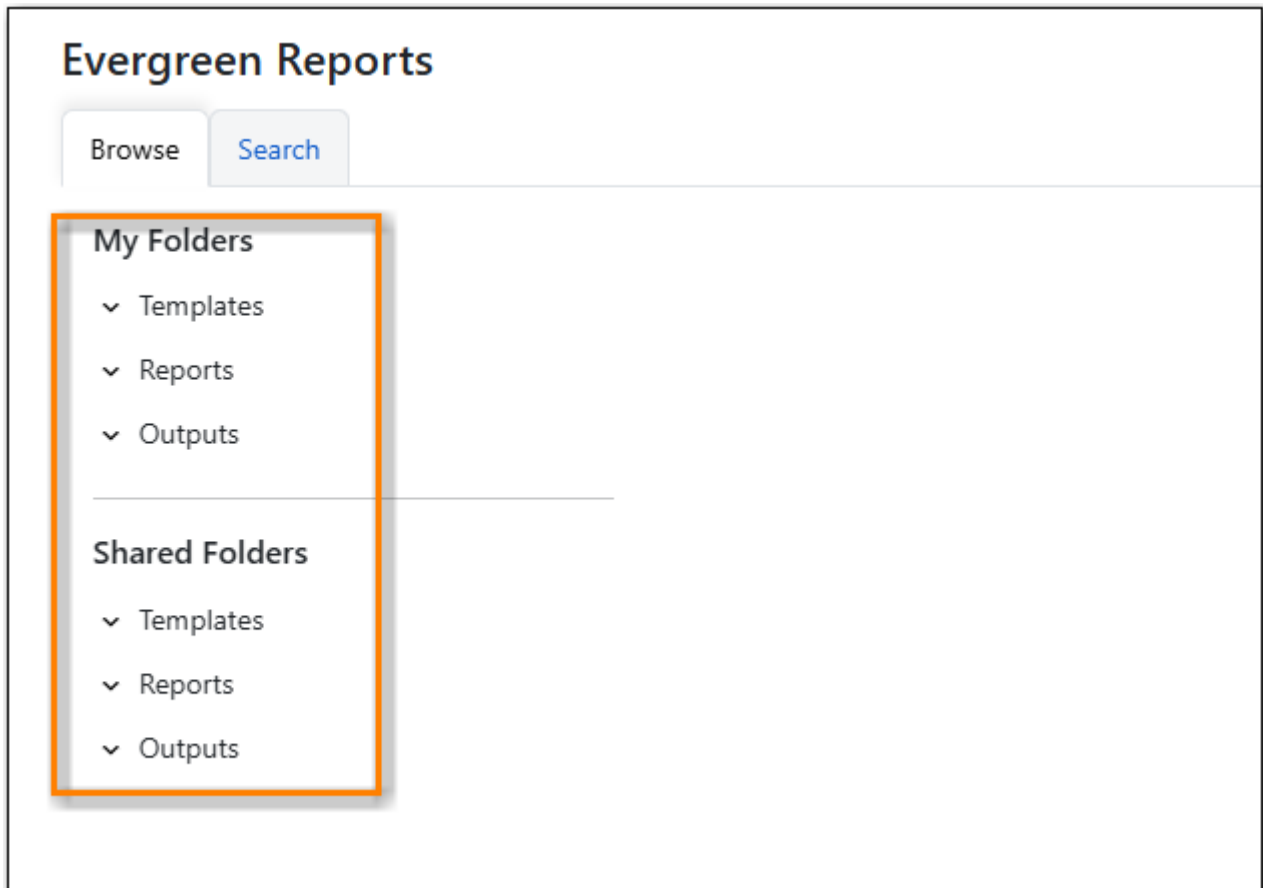


# Chapter 34. Folders

## Sitka Training Video - Setting Up Report Folders (3:10)

The folders pane in the reporter is divided into two sections:

- *My Folders* which contains the folders created with your Evergreen account.
- *Shared Folders* which contains folders shared with you by other users.



There are three main components used by the reporter which each must be stored in a separate folder:

- *Templates* which tell Evergreen what fields to offer as filters and what columns to display in the results file.
- *Reports* which tell Evergreen what values to filter on, how often to run the report, and what file formats to output the results in.
- *Output* which is the final results file from Evergreen with the information from the database.

In order to work with templates, reports, and output in the reporter you must have at least one folder created under each component. See [Creating Folders](#).



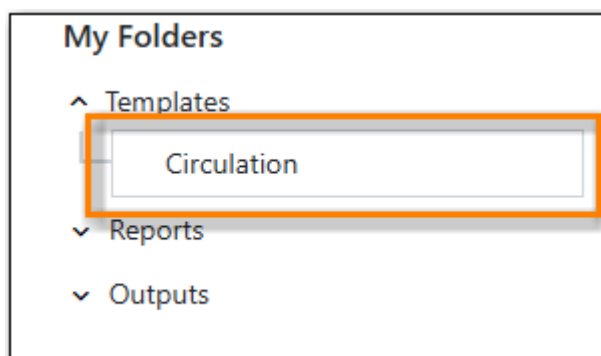
## 34.1. Creating Folders

### TIP

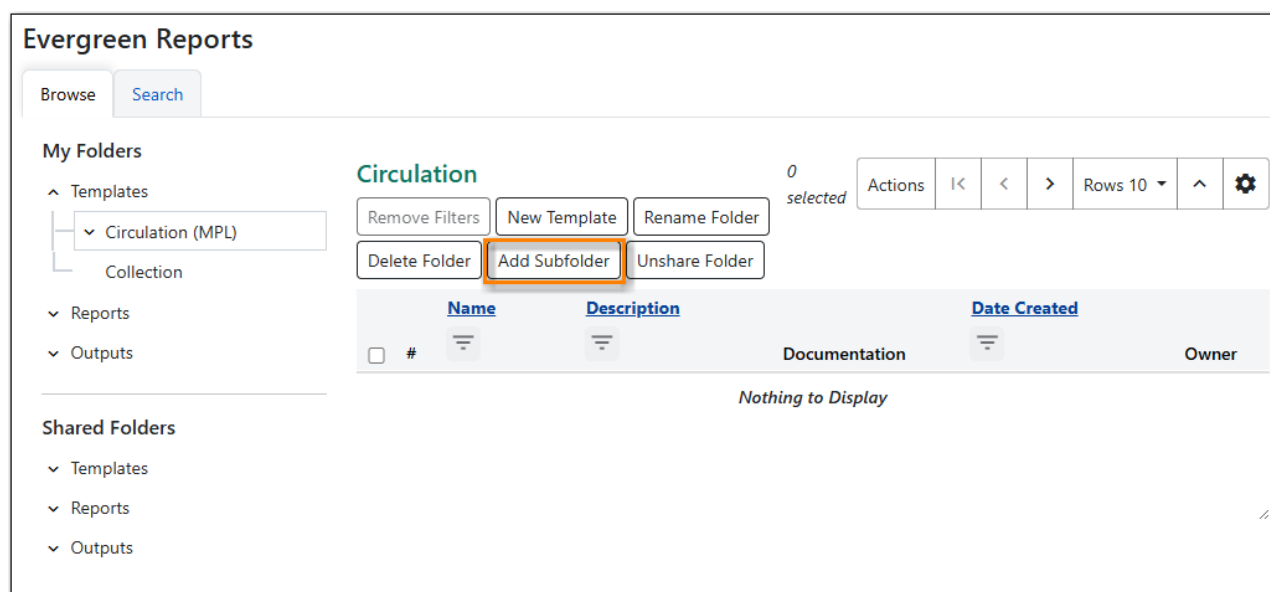
Co-op Support recommends using a parallel naming scheme for folders in Templates, Reports, and Output to help keep your reports organized and easier to find.

To create a folder within *Templates*, *Reports*, or *Output*:

1. Go to **Administration** → **Reports**.
2. In the *My Folders* section click on the folder you would like to create a sub-folder in. You may need to click on the caret(s) to expand the relevant folder tree.

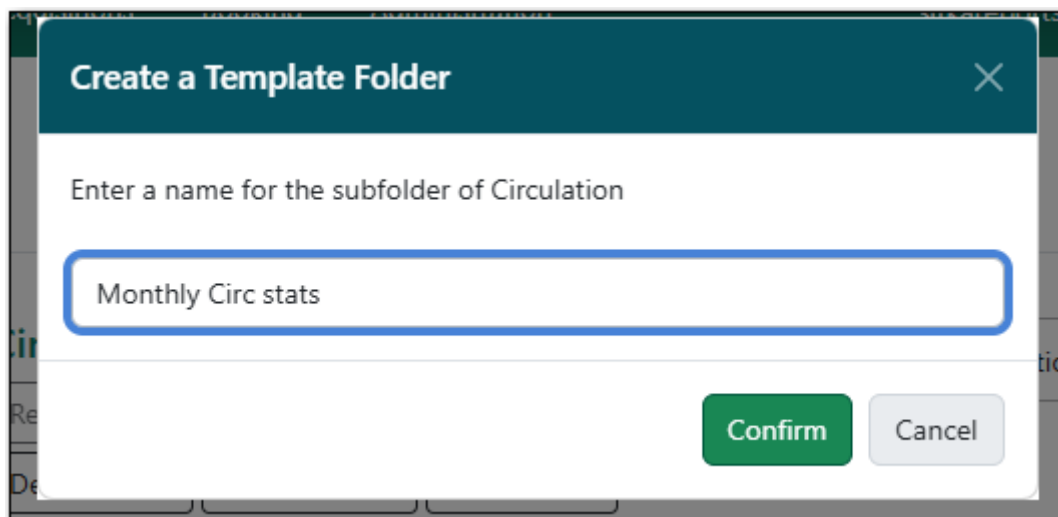


3. Select the button **Add Subfolder**.

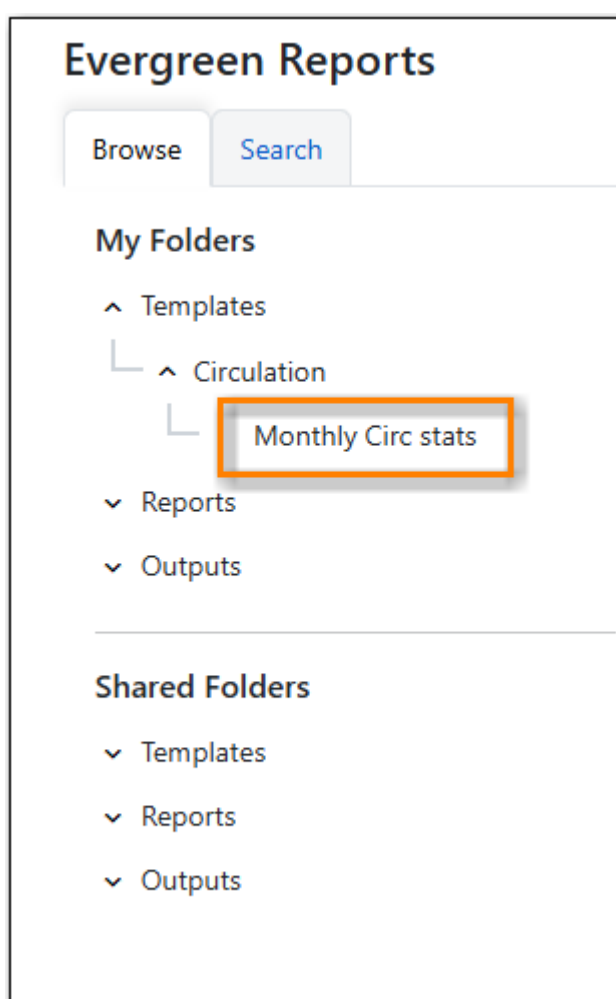


4. Enter a name for the folder.
5. Select the **Confirm** button.





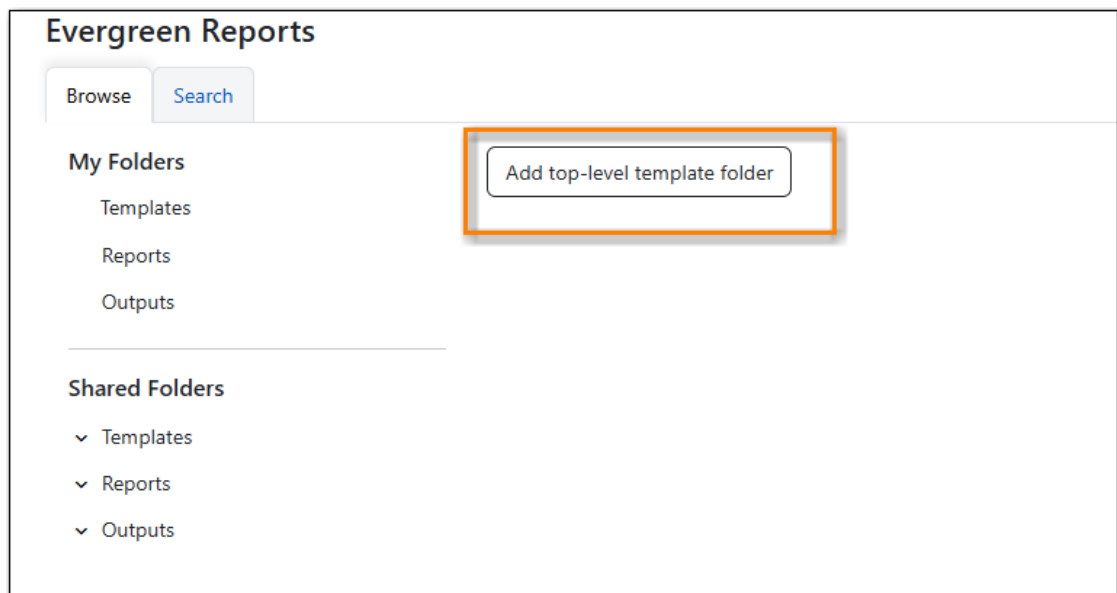
6. The folder can now be seen in the appropriate folder tree.



When creating folders at the top level (directly under *Templates*, *Reports*, or *Output*) Evergreen will only display a button to add a top-level folder.

#### NOTE





## 34.2. Managing Folders

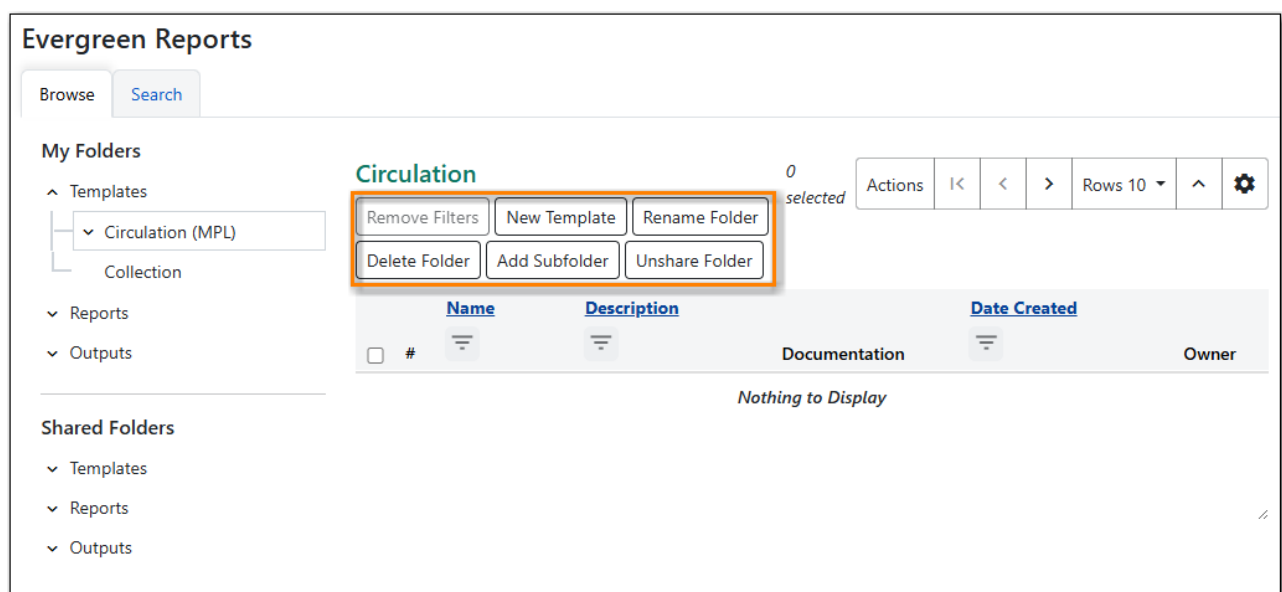
### TIP

Clicking the folder name displays the contents of the folder in the right pane.

Clicking the caret in front of a folder name displays its sub-folders.

Once a folder has been created, you can change the name, delete the folder, create a new sub-folder, or change the sharing settings.

1. Go to **Administration** → **Reports**.
2. In the *My Folders* section click on the name of the folder that you wish to manage.
3. Use the buttons at the top of the righthand pane to perform actions.



4. You can:



- Remove filters
- Create a new template
- Rename the folder.
- [Create a new sub-folder.](#)
- [Share or hide the folder.](#)
- Delete the folder.

5. Follow the prompts for the option you choose.

### 34.2.1. Sharing Folders

#### Sitka Training Video - Sharing Report Folders (3:56)

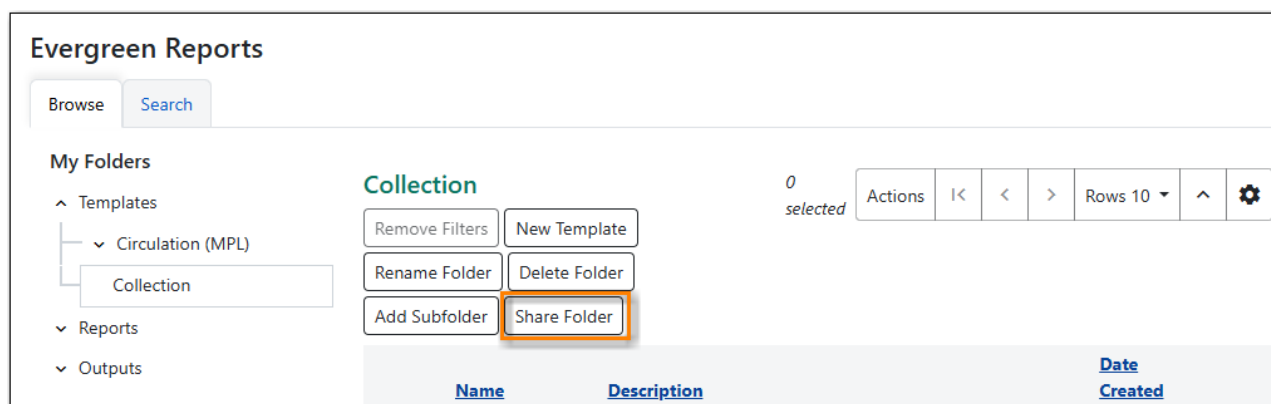
*Template*, *Report*, and *Output* folders can be private (accessible only to the user who created the folder) or shared with other staff at the library or other libraries in your federation or lending zone who have reporter permissions.

A folder must be shared with at least your library in order for Co-op Support to be able to view it to assist with troubleshooting.

Shared output must be stored in a shared folder. Multibranches should share folders at the system level. If you have recurring reports set up to be sent to other staff at your library, please make sure the output folder is shared with your library (Multibranch libraries should share at the System level)

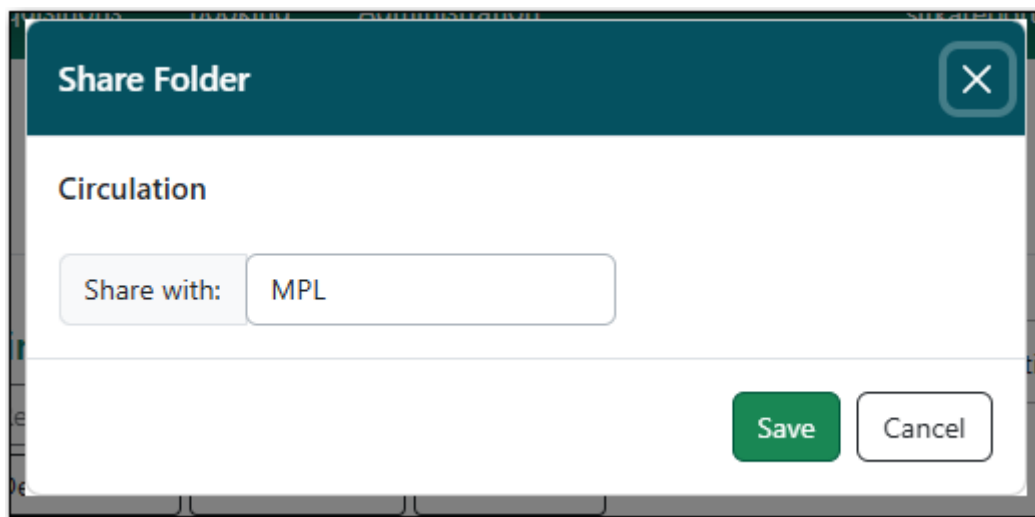
Folders can be shared at any time after they are created.

1. Go to **Administration** → **Reports**.
2. In the *My Folders* section click on the name of the folder that you wish to share.
3. Select the **Share Folder** button.

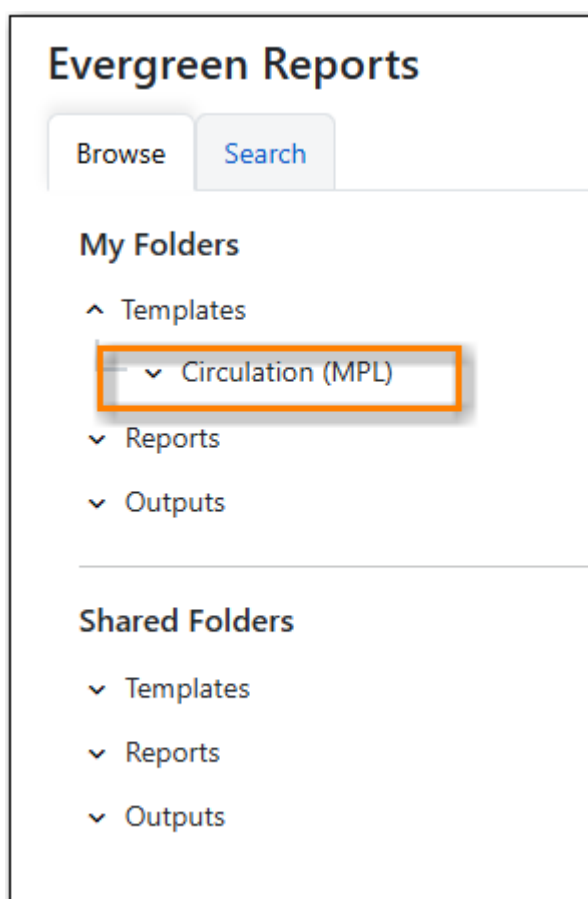


4. Select the level at which you would like to share your folder. Please choose your library, do not choose SITKA.
5. Click **Save**.





6. The folder will now show under *My Folders* with the library code of the organizational unit it is shared with in parentheses.

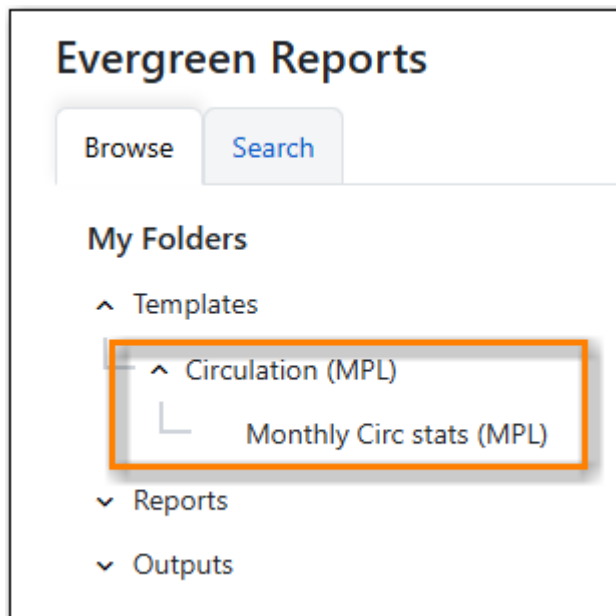


7. If you wish to change the share scope for the folder you must [hide the folder](#) and then re-share it with the new share scope.

#### CAUTION

A shared sub-folder must be created in a shared folder. The shared sub-folder must have the same share scope or a narrower share scope than the parent folder.





Sub-folders created within unshared folders or folders that are shared with a wider scope than the parent folder may result in folders not displaying at all.

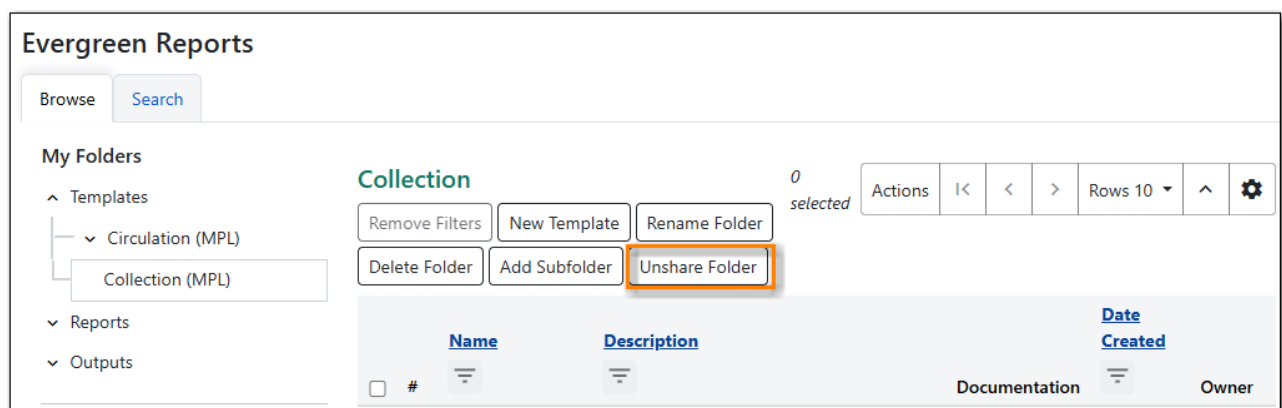
If you have recurring reports set up to be sent to other staff at your library, please make sure the output folder is shared with your library (Multibranch libraries should share at the System level)

Please be cautious when creating shared subfolders and contact [Co-op Support](#) for assistance if you encounter this issue.

## Hiding Your Folders

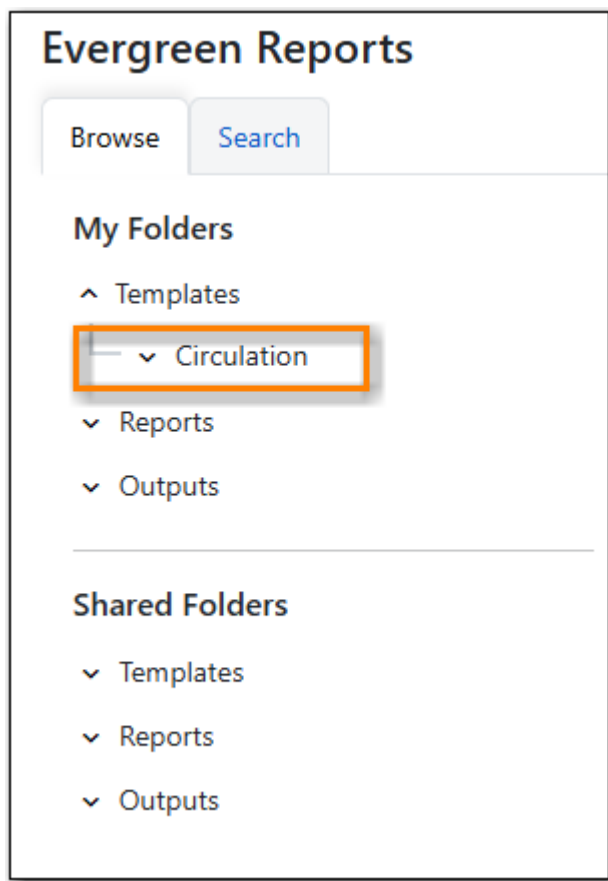
Folders are hidden (unshared) by default. Folders that have been shared can be hidden (unshared).

1. Go to **Administration** → **Reports**.
2. In the *My Folders* pane click on the name of the folder that you wish to hide.
3. Select the **Unshare Folder** button.



4. The folder will now show under *My Folders* without a library code in parentheses.





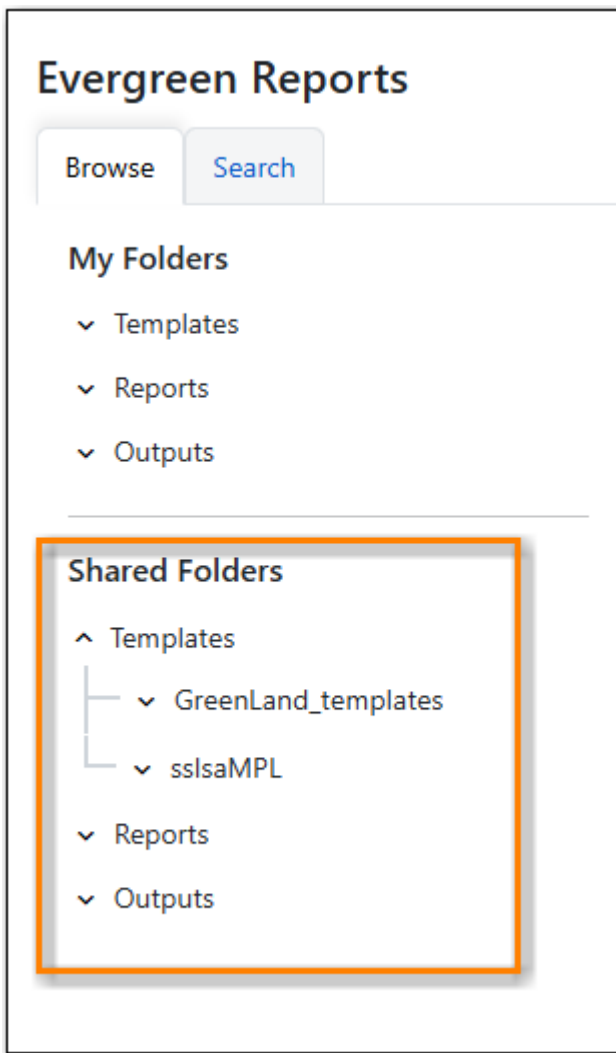
**CAUTION**

If the folder you wish to hide has shared sub-folders you need to hide the sub-folders first or your folders may no longer display at all.

## Viewing Shared Folders

Folders that are shared with your library, federation, or lending zone display in the *Shared Folders* section.





The top level of shared folders displays the username of the account that has shared the folder.

You can only view the contents of the shared folders or clone the templates into your own folders.



# Chapter 35. Using the Reporter

The basic steps to using Evergreen's reporter are:

1. Find the template
  - a. Clone it into your folders if it was created by another user
2. Run the report, also referred to as creating a report definition
3. View your output either through the staff client or via your email

## 35.1. Cloning a Report Template

### CAUTION

Cloning templates created in previous versions of Evergreen may not work perfectly. You may need to remove, then put back some fields during cloning.

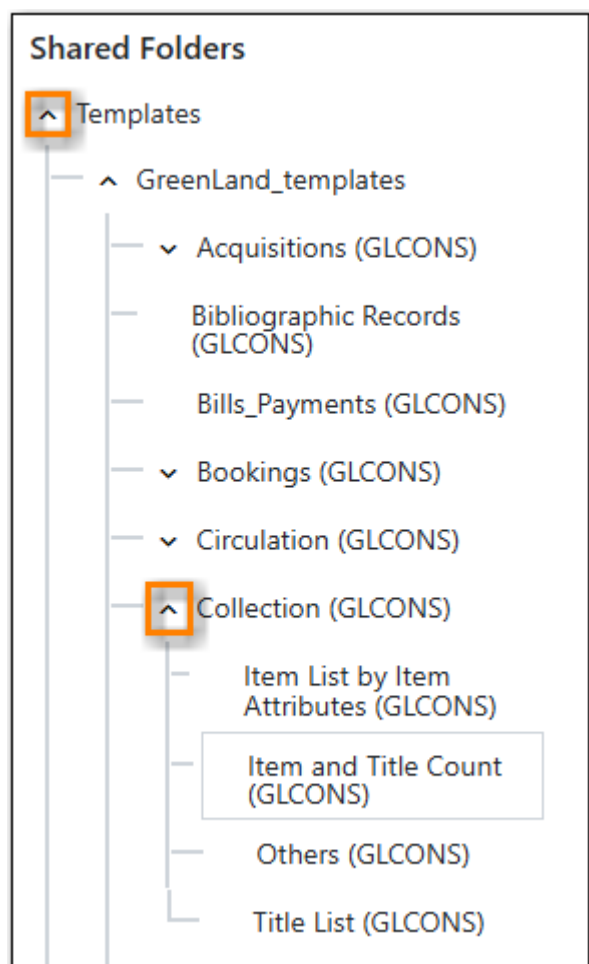
### [Sitka Training Video - Cloning Shared Templates and Sitka Templates \(3:32\)](#)

In Evergreen reports are run from templates that can be used multiple times. Library staff can create their own templates or clone templates from other users.

The steps below assume you have already created at least one folder in *Templates*. If you have not done so, please see [Creating Folders](#).

1. Go to **Administration** → **Reports**
2. In the *Shared Folders* section click on the caret beside the *Templates* folder to see the shared template folders. Use the carets to expand the folder tree until you find the folder containing the template you would like to clone.





3. Select the folder name to display the contents.



Evergreen Reports

Browse

Search

My Folders

Templates

Reports

Outputs

Shared Folders

Templates

GreenLand\_templates

Acquisitions (GLCONS)

Bibliographic Records (GLCONS)

Bills\_Payments (GLCONS)

Bookings (GLCONS)

Circulation (GLCONS)

Collection (GLCONS)

Item List by Item Attributes (GLCONS)

Item and Title Count (GLCONS)

Others (GLCONS)

Title List (GLCONS)

Item and Title Count

0 selected

Actions

I<

<

>

Rows 10

^

⚙

Remove Filters

		Name	Description	Date Created	
<input type="checkbox"/>	#				Documentation
<input type="checkbox"/>	1	Count of Electronic Records	Based on 856\$9=library code, excluding deleted bibs.	2025-02-27 12:55	GreenLand_templates
<input type="checkbox"/>	2	Count of Titles & Copies	Based on item's Active Date. Exclude deleted and pre-cat items.	2025-02-27 12:55	GreenLand_templates
<input type="checkbox"/>	3	Count of Titles & Copies catalogued Within Selected Month	Count individual items (barcodes) and titles (unique bib ids) added in the selected month (based on item's Active date). Include items that have since been deleted. Exclude pre-cat items.	2025-02-27 12:55	GreenLand_templates
<input type="checkbox"/>	4	Count of Titles & Copies catalogued Within Time Frame	Count individual items and titles (unique bib ids) added in the selected month (based on item's Active date). Include items that have since been deleted. Exclude pre-cat items.	2025-02-27 12:55	GreenLand_templates
<input type="checkbox"/>	5	Count of Titles with Selected Value in Selected	Multiple tags and subfields may be used. Search terms may be in any tag and subfield. Limited by copy circulating	2025-02-27 12:55	GreenLand_templates

**TIP**

By default, Evergreen only displays the first 10 items in any folder. To view all content, change the Rows grid setting from 10 to a higher number. Be aware that using 100 may cause performance issues.

4. Check the box beside the template you wish to clone.
5. Right click or use the **Actions** menu to choose **Clone Template**.

Evergreen Reports

Browse

Search

My Folders

Templates

Reports

Outputs

Shared Folders

Templates

GreenLand\_templates

Acquisitions (GLCONS)

Bibliographic Records (GLCONS)

Bills\_Payments (GLCONS)

Bookings (GLCONS)

Item and Title Count

1 selected

Actions

I<

<

>

Rows 10

^

⚙

Remove Filters

		Name	Description	Date Created	
<input checked="" type="checkbox"/>	1	Count of Electronic Records	Based on 856\$9=library code, excluding deleted bibs.	2025-02-27 12:55	GreenLand_templates
<input type="checkbox"/>	2	Count of Titles & Copies	Based on item's Active Date. Exclude deleted and pre-cat items.	2025-02-27 12:55	GreenLand_templates

Clone Template

New Report

Report list...

408



- 6. The template editor will open. For information on modifying templates see [Modifying Report Templates](#).
- 7. Update the template name and/or template description if desired.
- 8. Select the name of your folder where you'd like to save the cloned template.

Clone Template

Template Name

Count of Electronic Records

Documentation URL

Template Description

Based on 856\$9=library code, excluding deleted bibs.

Folder

Folder is required

^ Templates

^ Circulation (MPL)

Monthly Circ stats (MPL)

Collection (MPL)

Save

Close

- 9. Select **Save**.

Clone Template

Template Name

Count of Electronic Records

Documentation URL

Template Description

Based on 856\$9=library code, excluding deleted bibs.

Folder

Collection

^ Templates

Save

Close

- 10. A pop-up will appear confirming that the *Template Saved Successfully*.
- 11. The template can now be found in the folder you saved it in.

Evergreen Reports

Browse

Search

My Folders

^ Templates

^ Circulation (MPL)

Collection (MPL)

^ Reports

^ Outputs

Shared Folders

^ Templates

^ Reports

^ Outputs

Collection

0 selected

Remove Filters

New Template

Rename Folder

Delete Folder

Add Subfolder

Unshare Folder

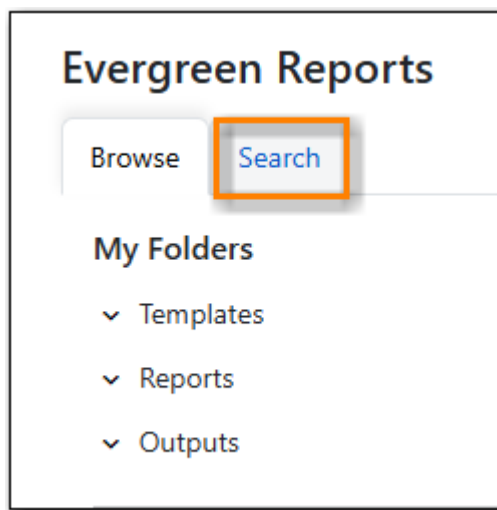
	Name	Description	Date Created	Owner	
<input type="checkbox"/>	1	Count of Electronic Records	Based on 856\$9=library code, excluding deleted bibs.	2025-03-31 11:52	sitkareportsMPL
<input type="checkbox"/>	2	Count of Titles & Copies Within Selected	Count individual items (barcodes) and titles (unique bib ids) added in the selected month (based on item's Active date). Include items that have since been	2025-03-28 15:41	sitkareportsMPL



### 35.1.1. Searching for Templates

If you do not know the home folder for a template you desire, or if you want to explore templates shared by other accounts, you can use the reporter search function.

1. Go to **Administration** → **Reports**
2. Select the \*Search& tab located above *My Folders*.



3. Enter a search term in the field **Search Templates for String**.
4. Scope your search to *Name*, *Description*, or *All Fields*.
5. Limit your search to a particular folder using the carets beside the folder tree to locate your targeted folder, or leave the search at the *All Folders* level.

A screenshot of the 'Evergreen Reports' search results interface. The 'Search' tab is active. On the left, there is a search input field containing the text 'item count by shelving location', which is highlighted with an orange box. Below it, a dropdown menu for 'Search in field:' is set to 'All Fields'. Further down, a 'Folder to search:' section shows a tree view with 'All Folders' selected. The main area is titled 'Search Results' and shows a table of results. The table has columns for '#', 'Folder', 'Name', 'Description', 'Date Created', and 'Owner'. There are three results listed. The first result is 'Collection' with the name 'Title &amp; Item Count by Shelving Location'. The second result is 'Item and Title Count' with the name 'Title &amp; Item Count by Shelving Location'. The third result is 'Item and Title Count' with the name 'Title &amp; Item Count by Shelving Location and Circulation Modifier'. Each result has a checkbox to its left and a description of what it counts. At the top right of the results area, there is a '0 selected' status and an 'Actions' menu with icons for filtering, sorting, and pagination.

6. Select your desired template and right click or use the **Actions** menu to select **Clone Template**.
7. The template editor will open. For information on modifying templates, see the section on **Modifying Templates**.



8. Update the template name and/or template description if desired.
9. Select the name of your folder where you'd like to save the cloned template.
10. Select **Save**. Once a template is saved it is not possible to edit the template. To make changes, clone a template and change the clone.
11. The template can now be found in the folder you saved it in.

## 35.2. Running a Report

### Sitka Training Video - Running a Report (5:07)

You can run one off reports on demand or schedule recurring reports to run automatically. To run the report you fill out the reports form which creates a report definition, which tells Evergreen how to run the report, what information to include, and what type of output to provide you with.

#### TIP

Examples of how to fill in the report definition for commonly used report templates can be found in [Report Definition Examples](#).

1. Go to **Administration** → **Reports**
2. In the *My Folders* section select the caret beside the *Templates* folder to see your template folders. Use the carets to expand the folder tree until you find the folder containing the template you would like to use for your report.
3. Select a folder name to display the contents.

The screenshot shows the 'Evergreen Reports' interface. On the left, under 'My Folders', the 'Collection (MPL)' folder is selected and highlighted with an orange box. The main area displays a table of report templates under the 'Collection' heading. The table has columns for Name, Description, Date Created, and Owner. Three templates are listed:

	Name	Description	Date Created	Owner
<input type="checkbox"/>	1 Count of Electronic Records	Based on 856\$9=library code, excluding deleted bibs.	2025-03-31 11:52	sitkarep ortsMPL
<input type="checkbox"/>	2 Title & Item Count by Circulation Modifier	Count the catalogued titles (unique bib records) and individual items (barcodes) owned when the report is run, listed by circulation modifier. Excludes deleted and pre-cat items.	2025-03-31 12:02	sitkarep ortsMPL
<input type="checkbox"/>	3 Title & Item Count by Shelving Location	Counts the catalogued titles (unique bib records) and individual items (barcodes) owned when the report is run, listed by shelving location. Excludes deleted and pre-cat items.	2025-03-30 17:40	sitkarep ortsMPL

4. Double click on the desired template name or check the box beside the template you wish to use and then right click or use the **Actions** menu to select *New Report*.
5. Enter a name for your report. Report names must be unique, or the report cannot be saved.



## TIP

A best practice for naming reports is to use the same name as the template you used. This makes it easy to track outputs and reports back to the template used. If multiple reports are made from the same template, the format of *template name - report characteristic* can make those reports easy to track.

- Optionally, enter a description for your report.

### New Report

Report Name	Title & Copy Count by Circulation Mo	Template Name	Title & Copy Count by Circulation Moc
Report Description	Current collection count 04/25	Template Description	Count the catalogued titles (unique bit

- The display columns selected in the template are listed on the Columns tab. You can navigate between tabs by clicking on the tabs or by using the Previous and Next buttons at the bottom of the screen.

### New Report

Report Name	Title & Item Count by Circulation	Template Name	Title & Item Count by Circulation I
Report Description	Current Collection 04/2025	Template Description	Count the catalogued titles (uniqu

Columns

Filters

Layout and Scheduling

Next

Name

Circulation Modifier

Transform

Raw Data

Item (Required) -> Circulation Modifier (Required) -> Circulation Modifier

Name

Call Number Owning Library

Transform

Raw Data

Item (Required) -> Call Number/Volume (Required) -> Owning Library (Required) -> Call Number Owning Library

Name

Item Count

Transform

Count

Item (Required) -> Item Count

Name

Title Count

Transform

Count

Item (Required) -> Call Number/Volume (Required) -> Bib Record (Required) -> Title Count

- On the Filters tab, enter values for any filters. For more information on filter values see [Report Filters](#).







The screenshot shows the 'Layout and Scheduling' configuration page. At the top, there are tabs for 'Columns', 'Filters', and 'Layout and Scheduling'. Below the tabs, there is a 'Previous' button. The main configuration area includes:

- Pivot Label Column:** A dropdown menu with 'Select One (Optional)'.
- Pivot Data Column:** An empty text input field.
- Choose your output format(s):** A list of checkboxes:
  - ☐ Calculate grouping subtotals
  - ☐ Excel Output
  - ☒ CSV Output
  - ☒ HTML Output
  - ☐ Bar Chart
  - ☐ Line Chart
- Bibliographic Record Bucket Options:**
  - Column for bib id:** A dropdown menu with 'No bib record col'.
  - ☐ New Record Bucket
  - ☐ Existing Record Bucket
  - Destination Record Bucket Id:** An empty text input field.
- Report Folder:** A dropdown menu with 'Reports' selected. A red error message 'Report folder is required' is displayed.
- Output Folder:** A dropdown menu with 'Outputs' selected. A red error message 'Output folder is required' is displayed.
- Recurrence:** A checkbox for 'Recurring Report?' which is unchecked.
- Scheduling:** Two radio buttons: 'Run Report Now' (selected) and 'Schedule Report For Later' (unchecked).
- Email:** A label 'Email Address' above an empty text input field.

- a. **Pivot Label Column** and **Pivot Data Column** are optional. Pivot tables are a different way to view data. If you currently use pivot tables to manipulate report data in Microsoft Excel, it is better to select an Excel output and continue using pivot tables in Excel. Note that pivot tables are only suitable for some types of result data.
- b. Select the checkboxes to *Choose your output format(s)*. Multiple options may be selected.
  - i. Select the *Calculate grouping subtotals* checkbox to add an unlabeled row or column with the subtotals for each grouping and an unlabeled grand total row or column. Note, group subtotals and grand totals will only be useful with some reports.
  - ii. *Excel output* will create a file to export the data to Excel.
  - iii. *CSV Output* will create a data file in comma-separated values format. This is the file format required to do a batch load on the Item Status screen.
  - iv. *HTML Output* creates a simple table view of the data that is viewable in your browser environment. HTML Output is sometimes referred to as tabular output.
  - v. *Bar Chart* will create a very simple bar chart of your data. Note, bar charts will only be useful with some reports.
  - vi. *Line Chart* will create a very simple line chart of your data. Note, line charts will only be useful with some reports.
10. Leave the recurring and run time options as is unless you are running a recurring report. See [Recurring Reports](#).
11. Optionally, enter an email address to send the report completion notification to. By default this field will contain the email address saved in your staff account. Additional addresses can be

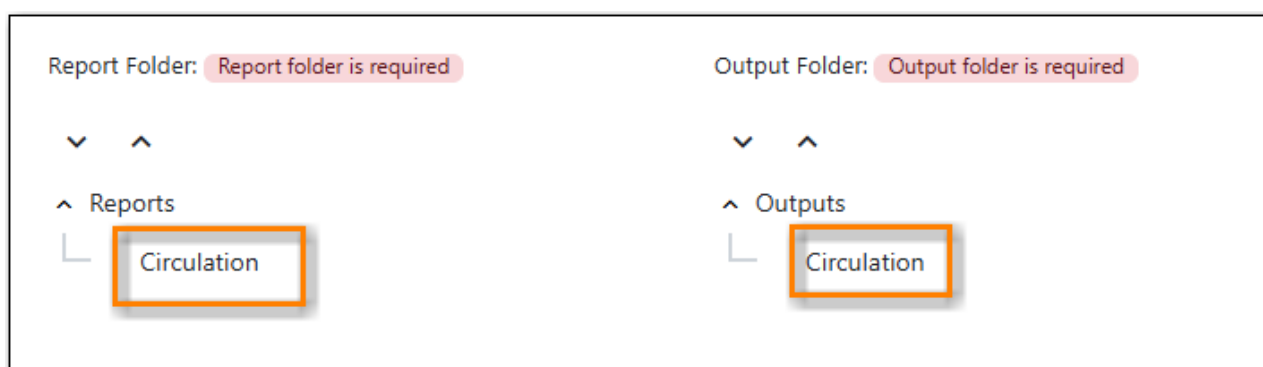


added separated by a comma.

**NOTE**

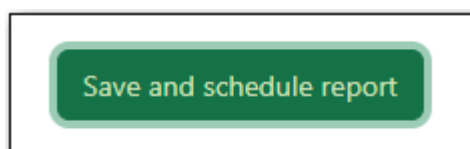
Any report output you wish to share with other staff must be stored in a shared output folder. This is the case even if staff have the “View Output” permission and get the email link sent to them. The email will contain a link to the password-protected report output. Only staff members with permissions to view reports or full access to the reporter will be able to open the report output and only if the output folder is shared. Staff who only need to view report output must first to fill out the [All Staff Reporter Privacy Waiver](#).

12. On the right side of the screen, Choose the *Report Folder* and *Output Folder* you would like to save the report and output in.



The screenshot shows a web interface for configuring a report. On the left, under 'Report Folder:', there is a dropdown menu with a red error message 'Report folder is required'. The dropdown is open, showing a list with 'Reports' at the top and 'Circulation' below it. 'Circulation' is highlighted with an orange box. On the right, under 'Output Folder:', there is a similar dropdown menu with a red error message 'Output folder is required'. This dropdown is also open, showing 'Outputs' at the top and 'Circulation' below it. 'Circulation' is also highlighted with an orange box.

13. Select **Save and schedule report**.



The screenshot shows a single green button with rounded corners and a white border. The text on the button is 'Save and schedule report' in white font.

14. A confirmation will appear in the lower right of the screen indicating that the report has successfully saved.
15. Unless you have set a specific run time the report will run right away. If your report has not completed after 15 minutes please contact [Co-op Support](#).
16. Once the report is complete you can view your output. See [Viewing Report Output](#).

### 35.2.1. Report Filters

The filters in a report template allow library staff to set the parameters on which the report runs. The ability to select values for certain filters when running a report means a single report template can be used multiple times to generate reports on slightly different data. For example, the same report template can be used to generate separate lists of items using particular circulation modifiers.



## Hardcoded Filters

Hardcoded filters are set when the report template is created. These filters cannot be changed when running a report. Common hardcoded filters include:

Column	Transform	Action	User Params	Description
Bibliographic Record → Record ID	Raw Data	Not in list	-1	Exclude all records where the bibliographic record ID is -1 which is all pre-cat records.
Call Number/Volume → Call Number/Volume ID	Raw Data	Not in list	-1	Exclude all records where the call number ID is -1 which is all pre-cat records.
Circulation → Check In Date/Time	Date	Is NULL		Include only items that have not been checked in.
Circulation → Circulating Item → Item Status → Name	Raw Data	Equals	name of an item status	Include only items that are in the specified item status.
Circulation → Fine Stop Reason	Raw Data	Not in list	LOST	Exclude items that have stopped generating fines because they have been set to lost.
Item → Is Deleted	Raw Data	Equals	f	Include only un-deleted items.
ILS User → Is Deleted	Raw Data	Equals	f	Include only un-deleted patrons.

## Date Filters

Date filters are generally set up to be a specific date, a specific month, or a date range. Date filters will often include tips about how the dates should be entered. For instance, in a date range the earlier date should always be entered in the first date box.



Check Out Date/Time

Operator

Filter value

Transform

Between

☐ Relative time value

2025-

and

2025-

Date

Use the calendar widget to choose dates. Earlier date in the first box. Use Relative Date for recurring reports.

Circulation -> Check Out Date/Time

If you'd like to include all possible data for your library in a report that specifies a time range, enter between "1900-01-01" and "today's date".

When running recurring reports it's very important to use *Relative Dates* in your filters. This will allow Evergreen to calculate the time period to report on each time it runs the report. A relative date of 1 month ago will generate a new report each month on the previous month's data; a real date of November 2024 will generate the same report each month with the data from November 2024.

#### TIP

You can set up recurring monthly reports to show comparative data from one year ago. To do this select relative dates of 1 month ago and 13 months ago.

Use the *Relative time value* checkbox under *Filter value* to switch from a specific real date to a relative date. For a report filtering on month, you will be able to indicate how many months ago the report should look at.

Check Out Date/Time

Operator

Filter value

Transform

Between

☒ Relative time value

14

and

7

Day(s) ago

Day(s) ago

Date

Use the calendar widget to choose dates. Earlier date in the first box. Use Relative Date for recurring reports.

Circulation -> Check Out Date/Time

## Library Filters

All report templates used by libraries will include a library filter. This filter can look at the library specified in a variety of fields in the data including the checkout library, circulation library, owning library, patron's home library, and organizational unit.



Checkout / Renewal Library

Operator

In List

Filter value

Filter:

▼ ▲

▲ ☐ Green Land Consortium

└─ ▲ ☐ BC Public Libraries

└─ └─ ▲ ☐ Public Library Federation

└─ └─ └─ ☐ Arbutus Public Library

└─ └─ └─ ▼ ☐ Birch Regional Library

└─ └─ └─ ☒ Maple Library

└─ └─ └─ ▼ ☐ Oak Library

└─ ▼ ☐ K12 Libraries

└─ ▼ ☐ Post-Secondary Libraries

Hold the Shift key to select a range.

Transform

Raw Data

This is Checkout Library. Select a library.

Circulation -> Checkout / Renewal Library

This filter is important as it allows staff to comply with Sitka’s data use requirements as per [Appendix J of the Service Management Agreement](#) and restrict the data in the report output to only data relevant to their library.

## Other Filters

Normalized Value	Operator	Filter value	Transform
<div>Enter library code in lower case</div>	Equals		Raw Data

Bibliographic Record -> Flattened MARC Fields -> Normalized Value

Some report templates will have just hardcoded filters and a single library filter that requires staff to enter a value while other reports will have multiple filters where staff need to enter values for the library, dates, and patron or item data.

## Sitka Training Video - Recurring Reports (3:47)



Save time by scheduling recurring reports to run your regular reports automatically. Monthly circulation and patron registration statistics are good candidates for recurring reports.

Staff with access to the reporter can set up recurring reports to email a link to the password-protected report output to another staff member. If you have recurring reports set up to be sent to other staff at your library, please make sure the output folder is shared with your library. (Multibranch libraries should share at the System level.) Staff who only need to view report output must first fill out the [All Staff Reporter Privacy Waiver](#).

To set up a recurring report, follow the procedure in [Running a Report](#) until you reach the *Recurrence* and *Scheduling* sections and then follow the steps below.

1. Select the box for **Recurring Report**.
2. Select your desired *Recurrence Interval*. Reports can run on a daily, weekly, or monthly interval.

**TIP**

The recurrence interval should correspond to the date filter. For example, if the template filters on a date instead of month, a recurring report running with a monthly interval may miss a day or capture an extra day's data. See [Date Filters](#) for more information on working with date filters on a recurring report.

3. Select *Schedule Report for Later* and set the date and time of the first run of the report.

The screenshot shows a configuration window with two main sections: 'Recurrence' and 'Scheduling'. In the 'Recurrence' section, there is a checkbox labeled 'Recurring Report?' which is checked. Below it, the 'Recurrence Interval' is set to '1' in a text box and 'months' in a dropdown menu. In the 'Scheduling' section, there are two radio buttons: 'Run Report Now' (which is unselected) and 'Schedule Report For Later' (which is selected). Below the radio buttons, there is a text box containing the date and time '2025-04-01 04:00' and a calendar icon with a dropdown arrow.

**NOTE**

Best practice is to always set recurring reports to run in the early hours of the morning (1:00am PT to 4:00am PT).

Monthly recurring reports **MUST** be set to run on the 1st of the next month in order to capture all monthly data.

4. Enter an email address to send the report completion notification to. By default this field will contain the email address saved in your staff account. Additional addresses can be added separated by a comma. If you have recurring reports set up to be sent to other staff at your library, please make sure the output folder is shared with your library. (Multibranch libraries should share at the System level.)



Email	<b>Email Address</b> <input type="text" value="sitka@bc.libraries.coop"/>
-------	--

**NOTE**

The email will contain a link to the password-protected report output. Only staff members with permissions to view reports or full access to the reporter will be able to open the report output. Only output stored in a shared folder can be shared with other staff. Staff who only need to view report output must first to fill out the [All Staff Reporter Privacy Waiver](#).

5. On the right side of the screen, Choose the *Report Folder* and *Output Folder* you would like to save the report and output in and then select **Save and Schedule Report**.

Report Folder: <span>Report folder is required</span>	Output Folder: <span>Output folder is required</span>
<div>▼ ▲ ^ Reports └─ <span>Circulation</span></div>	<div>▼ ▲ ^ Outputs └─ <span>Circulation</span></div>

6. A confirmation will appear in the lower right corner of the screen with *Report Saved Successfully*.
7. Unless you have set a specific run time the report will run right away. If your report has not completed after 15 minutes please contact [Co-op Support](#).
8. Once the report is complete you can view your output. See [Viewing Report Output](#).

## 35.3. Viewing Report Output

### [Sitka Training Video - Viewing Report Output \(1:59\)](#)

Once a report is finished, the output is stored in the specified *Output* folder and will remain there until deleted. Co-op Support automatically deletes report output after one year. If an email address was included in the report definition Evergreen will send an email containing a link to the password-protected report output.

Only staff members with permissions to view reports or full access to the reporter will be able to open the report output in either the staff client or via the email link. Shared output must be stored in a shared output folder. Staff who only need to view report output must first fill out the [All Staff Reporter Privacy Waiver](#).

Unless you have set a specific run time reports generally take about 5 minutes to complete. If your report still shows as pending in the your output folder after 15 minutes please contact [Co-op](#)



### 35.3.1. Viewing Output via the Reporter

1. Go to **Administration** → **Reports**.
2. In the *My Folders* section select the caret beside the *Output* folder to see your output folders. Use the carets to expand the folder tree until you find the folder containing the output you'd like to view.
3. Select the folder name to display the contents.

My Folders

▼ Templates

▼ Reports

▲ Outputs

Circulation

Shared Folders

▼ Templates

▼ Reports

▼ Outputs

Output in folder:

Circulation

Refresh Grids

Rename Folder

Delete Folder

Add Subfolder

Share Folder

Pending

Refresh

0 selected

Actions

⏪

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Rows 10

⏩

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<input type="checkbox"/>	#	Report	Scheduled Run Time	Start Time
<input type="checkbox"/>	1	Count of Titles & Copies catalogued Within March	2025-03-30 17:36	

Complete

Refresh

0 selected

Actions

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Rows 10

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<input type="checkbox"/>	#	Report	Scheduled Run Time	Start Time	Finish Time	Output
<input type="checkbox"/>	1	Title & Copy Count by Circulation Modifier	2025-03-28 17:01	2025-03-28 17:01	2025-03-30 17:01	<div>HTML</div> <div>CSV</div>

4. Output will display either under *Pending* or *Complete*. Use the **Refresh Grids** button at the top of the screen or the **Refresh** button under each section if your output hasn't completed yet.
5. Double click on the line for the output you would like to view or check the box beside the completed output you would like to view and right click or use the **Actions** menu to *View Output*.

Complete

Refresh

1 selected

Actions

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Rows 10

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<input type="checkbox"/>	#	Report	Scheduled Run Time	Finish Time	Output
<input checked="" type="checkbox"/>	1	MPL - Current Collection by Shelving Location	2025-03-30 17:42	2025-03-30 17:43	<div>HTML</div> <div>CSV</div> <div>Excel</div> <div>Bar Chart</div>
<input type="checkbox"/>	2	MPL- Current Collection Count by Shelving Location	2025-03-30 17:41	2025-03-30 17:41	<div>HTML</div> <div>CSV</div>
<input type="checkbox"/>	3	Count of Titles & Copies catalogued Within March	2025-03-30 17:36	2025-03-30 17:36	<div>HTML</div> <div>CSV</div>
<input type="checkbox"/>	4	Title & Copy Count by Circulation Modifier	2025-03-28 17:01	2025-03-28 17:01	<div>HTML</div> <div>CSV</div>

6. The report output will open in a new browser window.

The report name and description will display as well as links to the output options selected when running the report. The URL can be shared with other library staff who have reporter permissions.

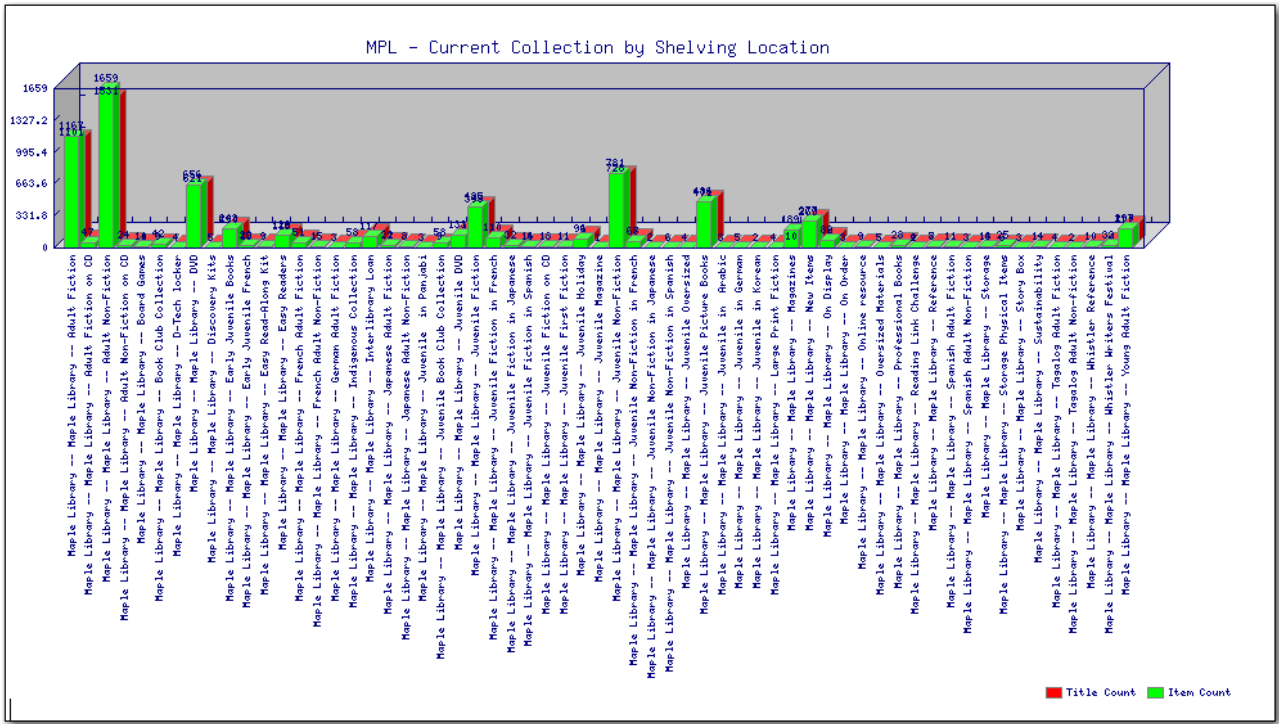


[training2.catalogue.libraries.coop/reporter/617/8/8/report-data.html](#)

MPL - Current Collection by Shelving Location

[Tabular Output](#) -- [Excel Output](#) -- [CSV Output](#) -- [Debugging Info](#)

If *Bar Charts* and/or *Line Charts* were selected in the output options and the data can be shown in those forms the bar and/or line chart will display.



7. Select **Excel Output** or **CSV Output** to download the output as a file that can be opened in a spreadsheet program. You will be prompted to open or save the the output file.
8. Select **Tabular Output** to view the output in the browser.

The tabular output will display and can be sorted by clicking on a column heading.

[Back to output index](#)

MPL - Current Collection by Shelving Location				
Call Number Owning Library	Circulating Library	Shelving Location	Title Count	Item Count
Maple Library	Maple Library	Adult Fiction	1045	1105
Maple Library	Maple Library	Adult Fiction on CD	62	62
Maple Library	Maple Library	Adult Non-Fiction	1424	1545
Maple Library	Maple Library	Adult Non-Fiction on CD	29	29
Maple Library	Maple Library	Arabic Fiction	1	1

**NOTE** On the Outputs folder view of completed outputs, the buttons under the Output column will allow you to interact with the various files and views without first having to use the View Output option to open a new tab.



Complete

0 selected

Actions

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Rows 10

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⚙

Refresh

<input type="checkbox"/>	#	Report	Scheduled Run Time	Finish Time	Output			
<input type="checkbox"/>	1	MPL - Current Collection by Shelving Location	2025-03-30 17:42	2025-03-30 17:43	HTML	CSV	Excel	Bar Chart
<input type="checkbox"/>	2	MPL- Current Collection Count by Shelving Location	2025-03-30 17:41	2025-03-30 17:41	HTML	CSV		
<input type="checkbox"/>	3	Count of Titles & Copies catalogued Within March	2025-03-30 17:36	2025-03-30 17:36	HTML	CSV		
<input type="checkbox"/>	4	Title & Copy Count by Circulation Modifier	2025-03-28 17:01	2025-03-28 17:01	HTML	CSV		

### 35.3.2. Viewing Output via the Email Link

1. In your email program open the email with the subject *Report finished: Your report name - template used*.
2. The body of the email will include the run time, the name of the report, the name of the template used for the report, URL for accessing the report, and in some cases a URL for documentation related to the report template.

Click on the report URL.

▼

Report finished: "MPL - Current Collection by Shelving Location -- Title & Copy Count by Shelving Location (clone) (clone)"

From:

evergreen@localhost

Date:

Today, 13:17:09 PST

To:

Open in new window

Other Options

Text (1 KB)

Download

Print

At 2022-11-07 21:16:54.589407+00 the report "MPL - Current Collection by Shelving Location -- Title & Copy Count by Shelving Location (clone) (clone)" finished running with a complete time of 2022-11-07 21:17:02.594761+00.

You can view the report at the following URL:

<https://training1.catalogue.libraries.coop/reporter//301/33/33/report-data.html>

External documentation for the template is available at the following URL:

3. A pop up will appear asking for your Evergreen staff username and password. Enter your credentials and click **Sign In**.



training1.catalogue.libraries.coop

This site is asking you to sign in.

Username

sitkareportsMPL

Password

.....

Sign in Cancel

Any report output you wish to access via the email link must be stored in a shared output folder. Even if staff have reporter permissions, the output must be stored in a shared folder in order to be accessed via the email link.

**NOTE**

Opening subsequent report URLs will not prompt for an additional sign in until the browser is closed.

Staff accounts without permissions to use the reporter or view report output will not be able to sign in.

4. The report output will open in a new browser window.
5. The report name and description will display as well as links to the output options selected when running the report.
6. If *Bar Charts* and/or *Line Charts* were selected in the output options and the data can be shown in those forms the bar and/or line chart will display.
7. Select **Excel Output** or **CSV Output** to download the output as a file that can be opened in a spreadsheet program. You will be prompted to open or save the the output file.
8. Select **Tabular Output** to view the output in the browser. .The tabular output will display and can be sorted by clicking on a column heading.

## 35.4. Maintaining Reporter Data

Saved report templates will stay in the Sitka database forever unless deleted by the template owner. Report definitions and output more than 3 years old are deleted annually by Co-op Support. When a template or report definition is deleted all the linked definitions and output files are also deleted.

Co-op Support recommends downloading output you need to keep as CSV or Excel output and saving it locally on your computer harddrive or a shared drive.

### Playlist - Maintaining Reporter Data



### 35.4.1. Maintaining Your Report Templates

As Evergreen evolves from version to version the database tables sometimes change prompting Co-op Staff to update the relevant templates in Sitka\_templates. To ensure Evergreen is gathering the correct data it is important to review the templates you use on a yearly basis and clone new templates from Sitka\_templates when older versions of a template are retired.

The *create\_time* field can be used to determine if your version of a template was created before or after the current version of the template in Sitka\_templates.

Collection

0 selected

Remove Filters

New Template

Rename Folder

Delete Folder

Add Subfolder

Unshare Folder

Actions

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Rows 10 ▾

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		Name	Description	Date Created	Owner
<input type="checkbox"/>	#				
<input type="checkbox"/>	1	Count of Electronic Records	Based on 856\$9=library code, excluding deleted bibs.	2025-03-31 11:52	sitkareportsMPL

If you are modifying existing templates or creating your own templates Co-op Support recommends ensuring you delete interim versions of the template created while working on the template. This makes it easier to be sure you are using the correct version of the template.

TIP

Library staff should periodically run a report using the template *Reports Run In Specified Time Period By Specified Library* to see what reports are being run at their library. This template can be found under Shared Folders → Templates → Sitka\_templates → Local Administration.

Recurring reports running directly off of Sitka templates or using accounts of former staff members should be stopped and new recurring reports set up properly. [Submit a ticket](#) to request assistance with stopping recurring reports for former staff members.

### 35.4.2. Deleting a Report Template

Sitka Snippet Video - Deleting Report Templates (2:38)

CAUTION

Deleting a template will delete all report definitions and output linked to the template. Make sure any data you need to keep is downloaded and saved locally before deleting.

1. Go to **Administration** → **Reports**



- In the *My Folders* section select the caret beside the *Templates* folder to see your template folders. Continue to use the carets to expand the folder tree until you find the folder containing the template(s) you would like to delete.
- Select the folder name to display the contents.

**Evergreen Reports**

Browse Search

**My Folders**

- Templates
  - Circulation (MPL)
    - Collection (MPL)**
  - Reports
  - Outputs

**Shared Folders**

- Templates
- Reports
- Outputs

**Collection**

0 selected Actions |< < > > Rows 10 ^ ⚙

Remove Filters New Template Rename Folder

Delete Folder Add Subfolder Unshare Folder

	Name	Description	Date Created	Owner
<input type="checkbox"/>	1 Count of Electronic Records	Based on 856\$9=library code, excluding deleted bibs.	2025-03-31 11:52	sitkareportsMPL
<input type="checkbox"/>	2 Title & Item Count by Circulation Modifier	Count the catalogued titles (unique bib records) and individual items (barcodes) owned when the report is run, listed by circulation modifier. Excludes deleted and pre-cat items.	2025-03-31 12:02	sitkareportsMPL
<input type="checkbox"/>	3 Title & Item Count by Shelving Location	Counts the catalogued titles (unique bib records) and individual items (barcodes) owned when the report is run, listed by shelving location. Excludes deleted and pre-cat items.	2025-03-30 17:40	sitkareportsMPL

- Select the box beside the template(s) you wish to delete.
- Right click on the selected line or use the Actions menu and select **Delete Selected**.

**Collection**

1 selected Actions |< < > > Rows 10 ^ ⚙

Remove Filters New Template Rename Folder

Delete Folder Add Subfolder Unshare Folder

	Name	Description	Date Created	Owner
<input type="checkbox"/>	1 Count of Electronic Records	Based on 856\$9=library code, excluding deleted bibs.	2025-03-31 11:52	sitkareportsMPL
<input checked="" type="checkbox"/>	2 Title & Item Count by Circulation Modifier	Count the catalogued titles (unique bib records) and individual items (barcodes) owned when the report is run, listed by circulation modifier. Excludes deleted and pre-cat items.	2025-03-31 12:02	sitkareportsMPL

Clone Template

**Delete Selected**

Move Selected

New Report

Report list...

- A pop-up will appear warning you that deleting the template will delete your attached reports and output. Select **Confirm**.
- A confirmation will be displayed in the lower right corner of the screen.

#### NOTE

If you have shared your template and another user has run a report using your



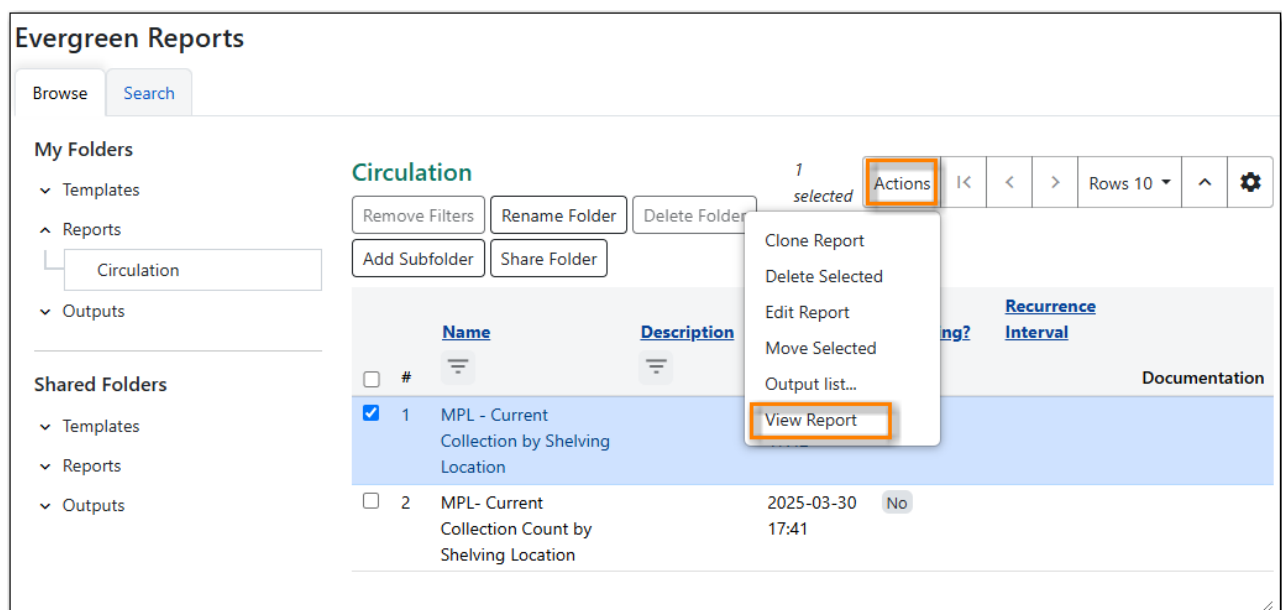
template you will not be able to delete your template. This is why it is important for all users to clone templates into their own folders before running reports.

### 35.4.3. Viewing a Report Definition

#### Sitka Snippet Video - Viewing Report Definitions (1:58)

You can view the report definitions for the reports you've run. This can be helpful if you need to check what values you entered in for the filters.

1. Go to **Administration** → **Reports**
2. In the *My Folders* section select the caret beside the *Reports* folder to see your reports folders. Continue to use the carets to expand the folder tree until you find the folder containing the report you would like to view.
3. Select the folder name to display the contents.
4. Right click on the selected line or use the Actions menu and select **View Report**.

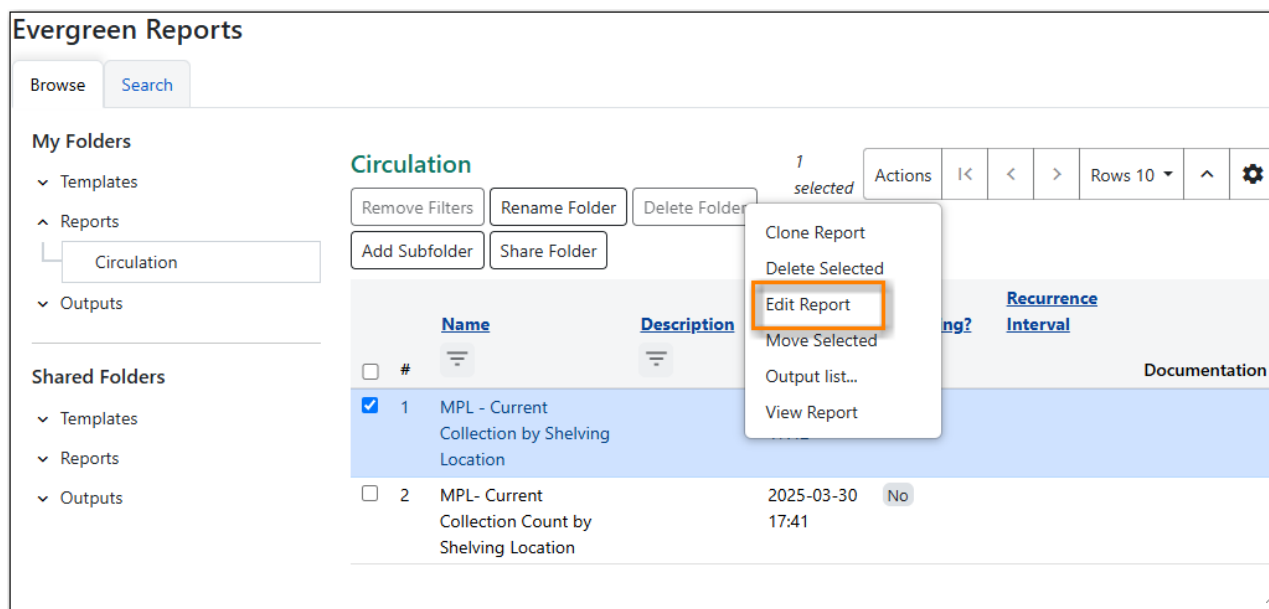


5. The report definition will display and you can view the information that was entered. The fields are grayed out as they cannot be edited from this screen.









5. The report definition will display and you can edit the values entered as desired.
6. Once edits are complete, select **Save** or **Save and Schedule Report**.

#### NOTE

The button options, Save and Save and Schedule Report, have slightly different functions. Save just saves the edited/updated report definition but Save and Schedule creates a new run of the report as well. With Save and Schedule, the existing future run will be removed and a new one will be created in its place, with the new scheduling and output options that are selected.

#### TIP

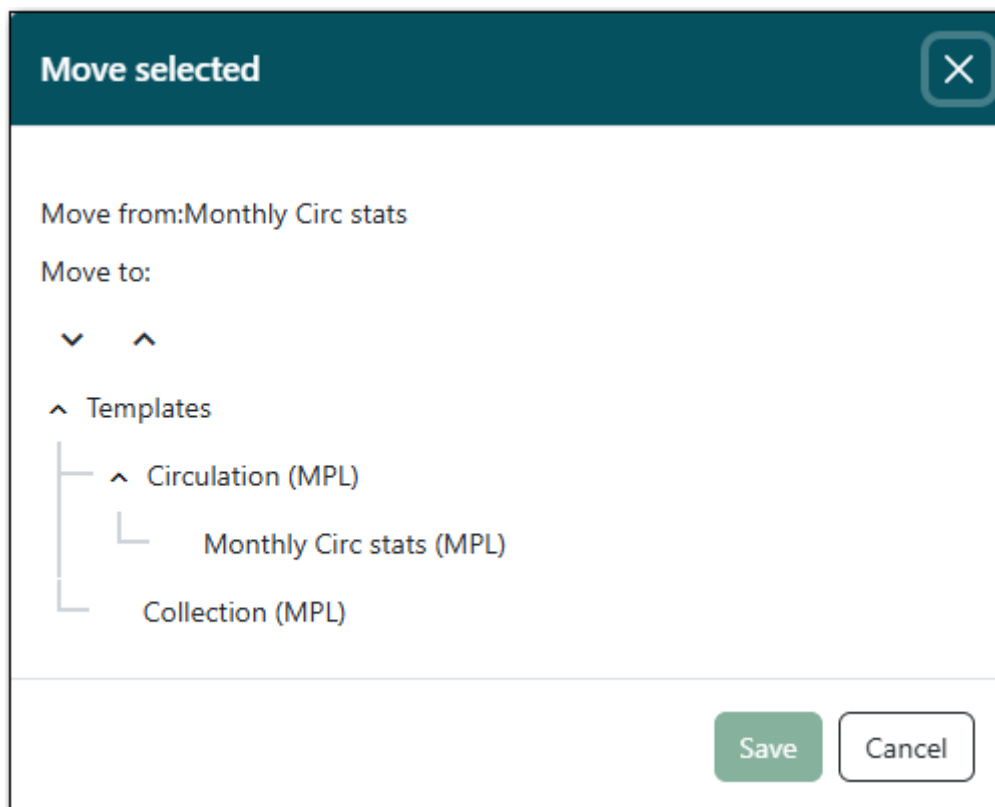
You may view or edit an existing report to change the values for filters, run-time, report completion email notification recipient, recurring interval, etc. For example, you may reschedule a recurring report to run on Mondays, instead of Thursdays.

### 35.4.5. Moving Report Definitions and Output

Templates, report definitions, and report outputs can all be moved between the folders you have created under My Folders.

1. Go to **Administration** → **Reports**
2. In the *My Folders* section use the carets to expand the folder tree until you find the folder containing the *Template*, *Report* or *Output* you would like to move.
3. Select the folder name to display the contents.
4. Select the line you wish to move. Right click or use the **Actions** menu to select **Move Selected**.
5. A popup will open and show the current folder as well as the folder tree so that you can select the destination folder.





6. Select **Save**. A confirmation of the move will be displayed in the lower right corner of the screen.

### 35.4.6. Deleting Report Definitions and Output

[Sitka Snippet Video - Deleting Report Definitions and Stopping Recurring Reports \(3:59\)](#)

Report definitions and output that you no longer need can be deleted from within the appropriate reports or output folder.

#### CAUTION

Before deleting ensure that any needed report output has been downloaded and saved locally.

Reports on patron and circulation statistics can be re-done if needed. Reports that capture a moment in time, such as a count of items in each shelving location, cannot be re-created.

1. In the appropriate *Reports* or *Output* folder, check the box for the definition or output you wish to delete.
2. From the drop down menu select **Delete selected report(s)** or **Delete selected output(s)** depending on which folder type you are working in.
3. Click **Submit**



**Circulation**

1 selected

Remove Filters Rename Folder Delete Folder

Add Subfolder Share Folder

Clone Report  
Delete Selected  
Edit Report  
Move Selected  
Output list...  
View Report

	Name	Description	Recurrence Interval	Documentation
<input type="checkbox"/>	#			
<input type="checkbox"/>	1	MPL - Current Collection by Shelving Location		
<input type="checkbox"/>	2	MPL- Current Collection Count by Shelving Location	2025-03-30 17:41 No	
<input checked="" type="checkbox"/>	3	Monthly Circ by Shelving Location	2025-03-31 14:08 Yes 1 mon	

- A pop up will appear asking you to confirm that you wish to delete your selection. When deleting report definitions you will also be warned that attached output will also be deleted. Click **OK**.
- A pop-up appears confirming the report definition or output has been deleted. Click **OK**.

Recurring reports can be stopped by deleting the relevant report definition or the pending output.

**Output in folder:**

Circulation

Refresh Grids Rename Folder Delete Folder Add Subfolder Share Folder

**Pending**

1 selected

Refresh

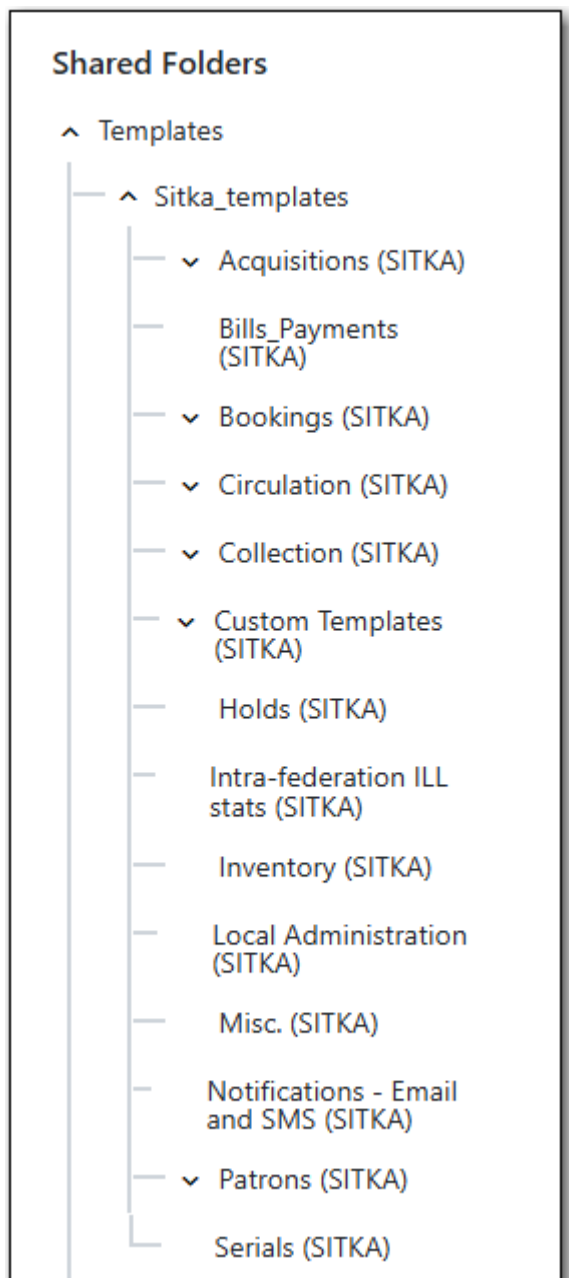
Delete Selected  
Move Selected

	#	Report	Run Time	Start Time
<input checked="" type="checkbox"/>	1	Monthly Circ by Shelving Location	2025-04-01 02:15	



# Chapter 36. Shared Sitka Templates

Co-op Support has created ready-to-use report templates for commonly needed reports. These templates are shared with all of Sitka and can be found in the *Templates* folder in the *Shared Folders* section in Evergreen's reporter. The username of the account is Sitka\_templates.



Sitka templates are designed to be used by any Sitka library and so will often include more filter options or display columns than a particular library may need. Library staff can modify the templates to customize them for their library's needs.

We recommend reviewing the shared Sitka templates before contacting Co-op Support for reports assistance or creating your own templates. Even if the exact template you need doesn't exist, you can usually find an existing one that is close to what you need which can be then be modified.



Library staff can also access [custom templates](#) created for their library by Co-op Staff through the `Sitka_templates` folder.

**NOTE**

When using Sitka templates it is critical that you first [clone the template](#) into your own folders.

Reports run directly from Sitka templates cause problems for Co-op Staff when templates need to be updated or retired.

If you encounter issues running a report cloned from Sitka templates please contact [Co-op Support](#) with the name of the template and the folder you cloned it from.

## 36.1. What's in Sitka\_templates

The templates within the Sitka templates have been categorized into folders and sub-folders to make it easier for library staff to find the templates they need. The specific contents of the folders change as Co-op Staff add, update, and remove templates as needed.

### 36.1.1. Acquisitions

The *Acquisitions* folder contains a number of sub-folders which divide the report templates across the different parts of the acquisitions module.

*Key templates are:*

- *Fund Report by Year* (Funds)
- *Line items that have been Invoiced but not Received* (Line Items)
- *Line items that have been Received but not Invoiced* (Line Items)
- *Orphaned Barcodes (items)* (Line Items)

### 36.1.2. Bibliographic Records

Here you will find templates that generate lists of bibliographic records, usually with the record ID included in the output. In general it is not easy to generate reports based on bibliographic data based on the bibliographic record structure; this limits the templates that are available.

*Key templates are:*

- *List of items with selected item\_type value in MARC leader*
- *Title, bib id and URL list of records with 856\$9 = library shortname code (clone)*

### 36.1.3. Bills Payments

Here you will find templates related to billing and payments. These templates can be used to track down balances, get totals of payments made in specific time periods as well as generate lists of patrons with bill balances meeting specified criteria.

*Key templates are:*



- *Open Bills with Negative Balance by Billing Location*
- *Patrons with bill balance incurred at selected libraries within time frame*
- *Patrons with bill balance incurred at selected libraries within time frame, balance exceeding a threshold*
- *Snapshot of total billing balance incurred at selected libraries*
- *System Adjustment: Lost Item Returned*

### 36.1.4. Booking

Here you will find templates to give you information about overdue reservations, reservations starting after a particular day, cancelled reservations and more.

*Key templates are:*

- *All Reservations Starting After a Certain Day with Return Time*
- *List of Reservations Cancelled within Time Span*
- *Overdue Reservations*
- *Total Reservations Picked Up (Monthly)*

### 36.1.5. Circulation

The *Circulation* folder contains templates primarily concerned with circulations. Templates have been divided into the following sub-folders.

#### Monthly Circulation Stats

Here you will find templates to use for gathering monthly circulation statistics for circulations done via the staff client, the public catalogue (renewals), and Evergreen's self check.

The templates that you clone from this folder can be set up as monthly [recurring reports](#) so staff don't need to manually run them every month.

*Key templates are:*

- *By SelfCheck (Evergreen SelfChek Module): Circ Stats within Time Frame (by Month)*
- *Monthly Circulation by Patron Home Library*
- *[Monthly Circulation by Circulation modifier](#)*
- *[Monthly Circulation by Shelving Location](#)*
- *Monthly Pre-Cat Circulation Count*

#### Circulation within time frame

Here you will find templates to use to gather circulation statistics for particular periods of time, including hourly, done via the staff client, self check machines, and public catalogue (renewals).

*Key templates are:*

- *By Copy Circulating Library : Circ count within time frame*



- *By Day of Week : Circ Count within Time Frame*
- *By SelfCheck (Evergreen SelfChek Module): Circ Stats within Time Frame*
- *By SelfCheck (non-Evergreen SelfCheck Module) : Circ Stats within Time Frame*
- *Circulation Return Count by Checkin Scan Hour at Selected Workstations*
- *Count of Circulations and Unique Borrowers by Hour of Day within Time Frame*

## Lost

Here you will find templates that will give lists of items that have been marked Lost.

*Key templates are:*

- *Lost-with-Bills Item List including patron email*
- *Lost-with-Bills Item List (Owned by Selected Libraries) (x Months ago)*

## Overdues

Here you will find templates that will give lists of items in a particular state of circulation. Many of these templates include patron information in the display fields to assist staff in following up with the applicable patrons.

*Key templates are:*

- *Overdue Items List*
- *Claimed Returned Items belonging to Selected Libraries (by copy status change date)*
- *Overdue Items Checked out at Other Libraries - helps track your items borrowed by another library*
- *Overdues Within Time Span -Phone List for Patrons without Email (based on Checkout Library)*
- *[Overdues Within Time Span - General \(Based on Checkout Library\)](#)*

## In-house use stats

Here you will find templates that specifically report on data captured through Evergreen's [In-House Use](#) interface.

*Key templates are:*

- *Monthly In-house Use by Shelving Location*
- *Title List with In-house Use Count by Shelving Location*

## Circulation of non-catalogued items

Here are templates for libraries that use [non-catalogued items](#) in Evergreen.

*Key templates are:*

- *Circulation count of non-catalogued items by item type within time frame*
- *Monthly Circulation count of non-catalogued items by item type*



### 36.1.6. Collection

The *Collections* folder contains templates primarily concerned with your collection. Templates have been divided into the following sub-folders.

#### Copy and Title Count

Here you will find templates that count the titles and items in your entire collection or subsets of your collection.

Because a bibliographic record (title) can have multiple items attached to it you will often see different counts between title and item.

*Key templates are:*

- *Count of Electronic Records*
- *Count of Titles & Copies catalogued Within Selected Month*
- *Title & Item Count by Shelving Location*
- *Title & Item Count by Circulation Modifier*
- *Title & Item Count by Shelving Location and Circulation Modifier*
- *Title & Item Count by Shelving Location and One Item Statistical Category*

#### Item List by Item Attributes

Here you will find templates that give you lists of items that meet the specified criteria. You can get lists based on shelving locations, item statuses, circulation modifiers, statistical categories, item alerts, barcode prefixes, and more. Some of the templates filter on more than one item attribute enabling you to get exactly the items you're looking for.

*Key templates are:*

- *Circ Modifier : Items with Selected Circ Modifiers*
- *Items with Selected Shelving Location & Status (with total circ and in-house count)*
- *Newly Catalogued Items within Selected Month(s)*
- *Shelving Location : Items with Selected Shelving Location*
- *Shelving Location and Circ Modifier : Items with Selected Shelving Location and Circ Modifier*
- *Status : Items with Selected Copy Status Set within Time Frame*

Many templates in this sub-folder can assist libraries with data clean up.

*Key templates for this are:*

- *Barcode : Items with Barcode with Matched Substring* - used to find items using old barcodes
- *Circ Modifier : Items without Circ Modifier* - used to find items missing a circulation modifier
- *Price : Items with Price = \$0.00* - used to find items where the price is set to zero
- *Price: Items with Price Unset (NULL)* - used to find items where the price field is blank



## Title List

Here you will find templates that give you lists of titles (bibliographic records) that meet the specified criteria. This includes lists of titles catalogued in a specified period, within a certain call number range, or with specific values in MARC tags.

*Key templates are:*

- *Titles with Multiple Copies at Selected Shelving Locations*
- *Titles with Newly Catalogued Items within Selected Month*
- *Titles with Selected Value in Selected MARC Tags and Subfields (match on exact subject terms)*

## Others

Here you will find a variety of templates related to your collection that don't fit into the other categories, including templates related to deleted items, pre-catalogued items, and weeding.

*Key templates are:*

- *Deleted Items Count by Shelving Location for selected month*
- [\*Popular Titles at Selected Shelving Locations within Specified Time Span\*](#)
- *Pre-cat item list with current title and author (non-deleted only)*
- *Value of Collection by Shelving Location by item circ library*
- [\*Weeding - Items Circulated Fewer Times since a Selected Date \(excl. Items added after a Selected Date\)\*](#)
- [\*Weeding - Items Never Circulated after a Selected Date\*](#)

### 36.1.7. Custom Templates

As needed Co-op Support will assist libraries in modifying templates or creating new templates specific to that library's needs and will put these new or modified templates into a custom folder specifically for that library.

When the Custom Templates folder is expanded it will show a folder for your federation which can then be expanded further to find the folder specific to your library.

If there are templates in your custom folder that are no longer needed by your library let Co-op Support know and we can remove them for you to help keep the templates in that folder up to date.

### 36.1.8. Holds

Here you will find templates that will give you counts and lists related to holds.

*Key templates are:*

- *Long-time Unfulfilled Holds (with Eligible Copy Status Info, excl. holds without eligible copy)*
- *Monthly Cancelled Holds Count by Cancellation Cause*
- *Monthly Fulfilled Holds Count*



- *Monthly Total Holds Placed by Staff and Patrons*
- *Suspended Holds (holds without expiration date)*
- *Unfulfilled & Uncancelled ILC Holds Placed within Time Span*

### 36.1.9. Intra-federation ILL

Here you will find templates to track interlibrary loans done via Interlibrary Connect within Evergreen. These templates are relevant to libraries participating in BC ILC, Sea to Sky ILC, or Spruce ILC.

Key templates are:

- *[LIBRARY: Inbound ILC holds count for selected month](#)*
- *[LIBRARY: Outbound ILC holds count for selected month](#)*

### 36.1.10. Inventory

Here you will find two templates to assist you in running inventory at your library.

- *[Inventory - Scanned Items Count by Shelving Location \(NEW\)](#)* - this template gives you a count of all items scanned in the specified period, broken down by shelving location.
- *[Inventory - Un-scanned Items](#)* - this template gives a list of all items not scanned in the specified time period, with the option to filter the results based on specific item statuses and shelving locations.

### 36.1.11. Local Administration

Here you will find templates that can be used to display information about to aid library staff when working with local administration functions. Some of the templates duplicate information that can be viewed directly in the staff client but is easier to view as report output.

Key templates are:

- *[Circulation Policies by Checkout Library](#)*
- *[Circulation Policies filtering by copy circ lib](#)*
- *[Hold Policies by Item's Owning Library](#)*
- *[Hold policy by pickup library \(ILC participants: please select your federation, too\)](#)*
- *[Reports Run In Specified Time Period By Specified Library](#)*

### 36.1.12. Misc.

Here you will find templates that don't fit in any other category.

### 36.1.13. Notifications

Here you will find templates for lists of patrons who received notifications.



### 36.1.14. Patrons

The *Patrons* folder contains templates primarily concerned with your patrons. Templates have been divided into the following sub-folders.

#### Library Staff

Here you will find templates related to library staff accounts. Key templates are: \* *Staff Assigned to Supplementary Permission Group(s)*

#### Patron Count

Here you will find templates that count patrons whose home library is your library.

Key templates are:

- *Active (having circ history) Patron Count by Patron Home Library and Profile*
- *Active (having circ history) Patron Count by Patron Home Library, Profile and Stat Cat*
- *Patron Count by Profile Group then by one Stat Cat*
- [Total Patron Count by Patron Profiles](#)

#### Patron List

Here you will find templates that give you lists of patrons that meet the specified criteria. You can get lists based on shelving locations, item statuses, circulation modifiers, statistical categories, item alerts, barcode prefixes, and more. Some of the templates filter on more than one item attribute enabling you to get exactly the items you're looking for.

Key templates are:

- *Patron List by Expiration Date*
- *Patron List with Full Details Filtered by Patron Profiles*
- *Patrons without circulation after selected date (Inactive patrons)*

#### Newly Registered/Opted-in Patrons

Here you will find templates that allow you to generate a count or a list of patrons who have registered or opted-in to your library in a specified time period.

Key templates are:

- *Count of New Patrons Registered within a Time Frame by Profile Group then by Stat Cat*
- *List of of New Patrons Registered within Time Frame*
- [Monthly Patron Registration](#)
- *Opted-in Patron Count within Time Frame*

#### Others

Here you will find templates related to patrons that don't fit in the other categories.



*Key templates are:*

- *User OPAC Login Count by Patron Home Library and Profile within Time Frame*



# Chapter 37. Modifying Report Templates

Report templates can be modified to change how the output displays or what data is gathered for the output.

## NOTE

The following video demonstrates editing report templates in Evergreen. The presentation features the older version of the Reporter interface; the reporter was updated in 2025. The videos will still be helpful in understanding how to edit templates.

[Sitka Continuing Training Webinar - More Than Just Cloning: Editing Report Templates \(42:04\)](#)

Co-op Support recommends running a report from the original template to see what output is generated before modifying a template.

1. Start by cloning the template you wish to modify. Follow steps 1 through 7 in [Cloning a Report Template](#).
2. The *Report Template Editor* will open. See [Report Template Editor](#) for information on using the editor.
3. Make your desired changes.
4. Click **Save Template**.
5. Your new template can now be found in the folder you saved it in.
6. [Run a report](#) from the new template to see if the desired output is generated.

## TIP

If the path for one of your display fields or filters is incorrect you will get an error instead of the expected report output. Sometimes the error text will give you a clue about what isn't working.



Complete

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Actions

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Rows 10 ▾

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⚙

Refresh

<input type="checkbox"/>	#	Report	Scheduled Run Time	Finish Time	Output	Error Text
<input type="checkbox"/>	1	Hold policy by pickup library (ILC participants: please select your federation, too)	2025-04-01 16:38	2025-04-01 16:38	Error running report	DBD::Pg::st execute failed: ERROR: table name "c4527aa61b3dc201a36084c9f5ba8d8d" specified more than once at /srv/openils/bin/clark-kent.pl line 272.
<input type="checkbox"/>	2	Monthly Circulation by Circulation modifier	2025-04-01 03:00	2025-04-01 03:00	HT M L	C S V
<input type="checkbox"/>	3	03272By SelfCheck (Evergreen SelfChek Module): Circ Stats within Time Frame	2025-03-27 13:36	2025-03-27 13:37	HT M L	C S V

You can modify your template and try again or contact [Co-op Support](#) for assistance. Please review [Troubleshooting Report Templates](#) before creating a ticket to ensure you include all the information needed for Co-op Support to assist you.

7. Repeat the above steps until your template works as desired.

#### NOTE

It is not unusual to create multiple versions of a template when working to modify a template. Once you have a template that works as desired Co-op Support recommends deleting the interim versions of the template. See [Deleting a Report Template](#).



# Chapter 38. Creating Report Templates

Before creating a completely new template Co-op Support recommends checking the [Sitka\\_templates](#) to see if there is a template that can be modified to give you the information you need.

Creating a template is complex and requires some understanding of the Evergreen database and how Evergreen handles various records when performing tasks on the staff client. It can be useful to plan out your template before getting started with the reporter. Think about what type of records you will be reporting on (circulation, item, bibliographic, patron, etc.) and what information you want to see displayed in your report output. You also want to think about what filters should be used so the report output contains only the records you're interested in.

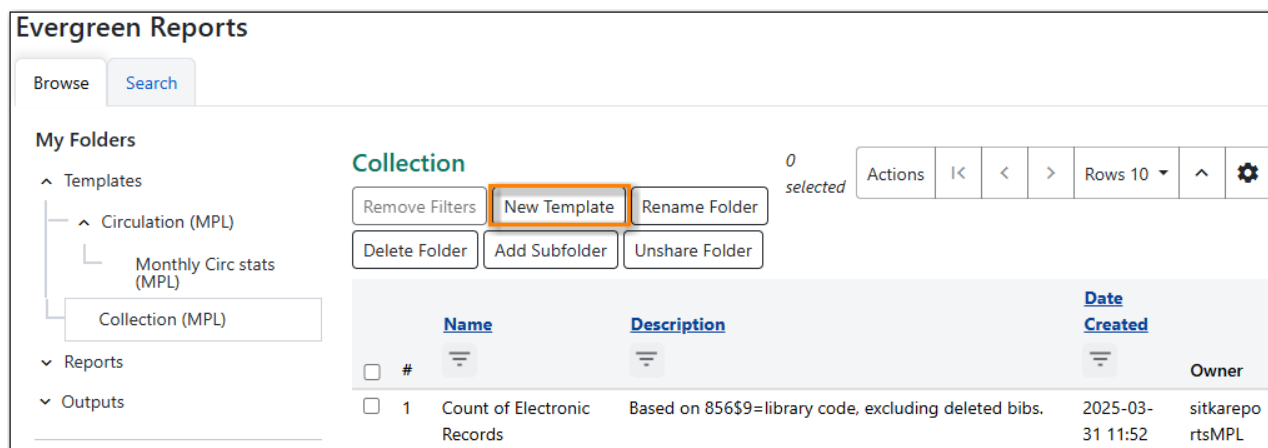
1. Go to **Administration** → **Reports**.
2. In the *My Folders* section select the caret beside the *Templates* folder to see your template folders. Use the carets to expand the folder tree until you find the folder where you'd like to create the new template.
3. Select the folder name.

The screenshot shows the 'Evergreen Reports' interface. On the left, under 'My Folders', the 'Collection (MPL)' folder is selected and highlighted with an orange box. The main area displays a table of existing report templates. The table has columns for checkboxes, ID, Name, Description, Documentation, Date Created, and Owner. Three templates are listed:

	#	Name	Description	Documentation	Date Created	Owner
<input type="checkbox"/>	1	Count of Electronic Records	Based on 856\$9=library code, excluding deleted bibs.		2025-03-31 11:52	sitkareportsMPL
<input type="checkbox"/>	2	Title & Item Count by Circulation Modifier	Count the catalogued titles (unique bib records) and individual items (barcodes) owned when the report is run, listed by circulation modifier. Excludes deleted and pre-cat items.		2025-03-31 12:02	sitkareportsMPL
<input type="checkbox"/>	3	Title & Item Count by Shelving Location	Counts the catalogued titles (unique bib records) and individual items (barcodes) owned when the report is run, listed by shelving location. Excludes deleted and pre-cat items.		2025-03-30 17:40	sitkareportsMPL

4. In the folder, select **New Template**.





5. The *Report Template Editor* will open. See [Report Template Editor](#) for information on using the editor.

6. Choose a Core Source. See [Report Source](#).
7. Add Display Fields. See [Adding a Display Field](#).
8. Add Filters. See [Adding a Filter](#).

#### CAUTION

All report templates MUST have at least one filter to choose a specific library. This filter is important as it allows staff to comply with Sitka's data use requirements as per [Appendix J of the Service Management Agreement](#) and restrict the data in the report output to only data relevant to their library.

9. Add hardcoded filter values for any filters that should always use the same value. See [Report Filters](#) for a list of filters that are commonly hardcoded.
10. Click **Save**.
11. Your new template can now be found in the folder you saved it in.
12. [Run a report](#) from the new template to see if the desired output is generated.



If the path for one of your display fields or filters is incorrect you will get an error instead of the expected report output. Sometimes the error text will give you a clue about what isn't working.

**TIP**

Complete

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Actions

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Rows 10

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Refresh

<input type="checkbox"/>	#	Report	Scheduled Run Time	Finish Time	Output	Error Text
<input type="checkbox"/>	1	Hold policy by pickup library (ILC participants: please select your federation, too)	2025-04-01 16:38	2025-04-01 16:38	Error running report	DBD::Pg::st execute failed: ERROR: table name "c4527aa61b3dc201a36084c9f5ba8d8d" specified more than once at /srv/openils/bin/clark-kent.pl line 272.
<input type="checkbox"/>	2	Monthly Circulation by Circulation modifier	2025-04-01 03:00	2025-04-01 03:00	HT M L	C S V
<input type="checkbox"/>	3	03272By SelfCheck (Evergreen SelfChek Module): Circ Stats within Time Frame	2025-03-27 13:36	2025-03-27 13:37	HT M L	C S V

You can modify your template and try again or contact [Co-op Support](#) for assistance. Please review [Troubleshooting Report Templates](#) before creating a ticket to ensure you include all the information needed for Co-op Support to assist you.

13. Repeat the above steps until your template works as desired.

**NOTE**

It is not unusual to create multiple versions of a template when working to modify a template. Once you have a template that works as desired Co-op Support recommends deleting the interim versions of the template. See [Deleting a Report Template](#).



# Chapter 39. Report Template Editor

## Playlist - Report Template Editor

The report template editor is made up of three section:

1. Basic Information
2. Display field and filter options and selections.
  - a. **Source**
  - b. Available fields from selected **Source**.
  - c. Fields selected for inclusion in template and modifying information
3. **Display Fields, Filters, and Report Layout** tabs

The screenshot shows the 'New Template' form in the Report Template Editor. It is divided into three main sections, each highlighted with an orange border and a numbered callout:

- Callout 1:** The top section, titled 'New Template', contains fields for 'Template Name', 'Documentation URL', and 'Template Description'. On the right, there is a 'Folder' tree showing 'Collection' and 'Templates' (with sub-items 'Circulation (MPL)' and 'Collection (MPL)'). At the bottom left are 'Save' and 'Close' buttons.
- Callout 2:** The left sidebar shows a tree of sources under 'Circulation', including 'Archived Item Stat-Cat Entries', 'Archived Patron Stat-Cat Entries', 'Base Transaction', 'Billing Totals', 'Check In Library', 'Check In Staff', 'Checkin Workstation', and 'Checkout / Renewal Library'.
- Callout 3:** The main content area has three tabs: 'Display Fields', 'Filters', and 'Report Layout'. The 'Display Fields' tab is active, showing a list of 'All Fields' (Billing Address, Email Address, Fiscal Calendar, Holds Receiving Address, ILL Receiving Address, Mailing Address) and a 'Field Display Order' table. The table has columns for 'Name' and 'Transform'. The 'Name' column contains 'Checkout Library' and 'Circulation -> Checkout / Renewal Library -> Name'. The 'Transform' column contains 'Raw Data'. There are also 'Up' and 'Down' arrow buttons for reordering.

## 39.1. Basic Information

The *Basic Information* section of the report template editor is where you can add or update the **Template Name**, **Template Description**, and **Documentation URL**.

When cloning an existing template these fields will be auto-populated with the values from the original template and (clone) will be added to the end of the template name. You can edit the data in these fields as needed.



**NOTE**

The names of templates in a folder must be unique. Evergreen will not allow a template using an identical name to be saved into the same folder.

If you have local documentation online that pertains to a report you can add it in the *Documentation URL* field and it will be included as a link in the report output.

## 39.2. Display Field and Filter Selector

The **Display Field** and **Filters** selection area is where you build and modify the template columns, data filters, and report layout.

### 39.2.1. Report Source

Every report template starts with a **Source**. This is the database table from which your template is built out. The drop-down menu displays as *Select Source* when a new template is first created. Selecting a **Source** will cause the rest of the display field and filter selections area to populate.

**New Template**

**Template Name** **Documentation URL** **Folder**

Collection  
▼ ▲  
▼ Templates

**Template Description**

When modifying a template NEVER change the core source. This will scrap your existing template and you will have to start again from scratch.

When creating a new template the first thing you need to do is figure out which core source makes the most sense for the data you want to see in your report output. If you need information from other tables you'll follow the links to those tables when adding display fields and filters. **Sources** are divided in the drop-down menu into *Core sources* and *Other sources*. Most standard statistics reports will be created with *Core Sources* as these represent the primary database tables. The *Other sources* are less frequently used tables or specially created data views.

The three most commonly used *Core sources* are *Circulation*, *Item*, and *ILS User*. Templates for monthly circulation statistics and templates for tracking overdue items use the core source



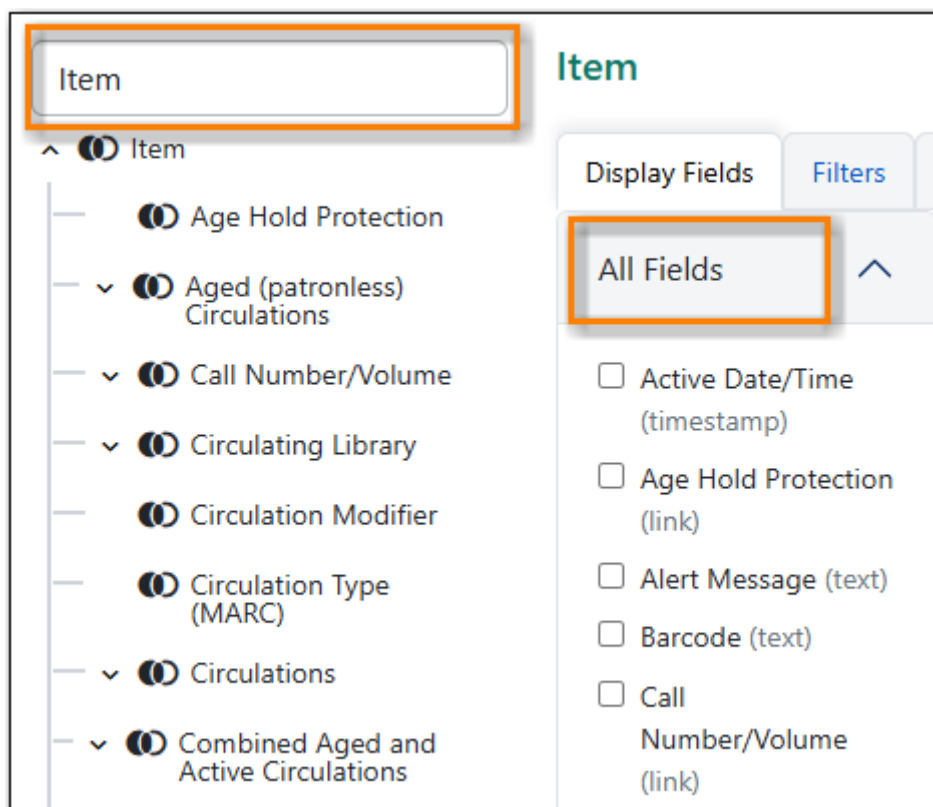
Circulation. Templates about the state of your collection use the course source Item. Templates containing counts or lists of your patrons use the core source ILS User. More information can be found in [Commonly Used Tables](#).

You can link to other database tables to include information contained in those tables but not every table links directly. For example, patrons and items aren't directly linked to each other. Information about items out to a patron is held in the circulation table while information about items on hold is held in the hold request table. More information can be found in [The Evergreen Database](#).

### 39.2.2. Adding a Display Field

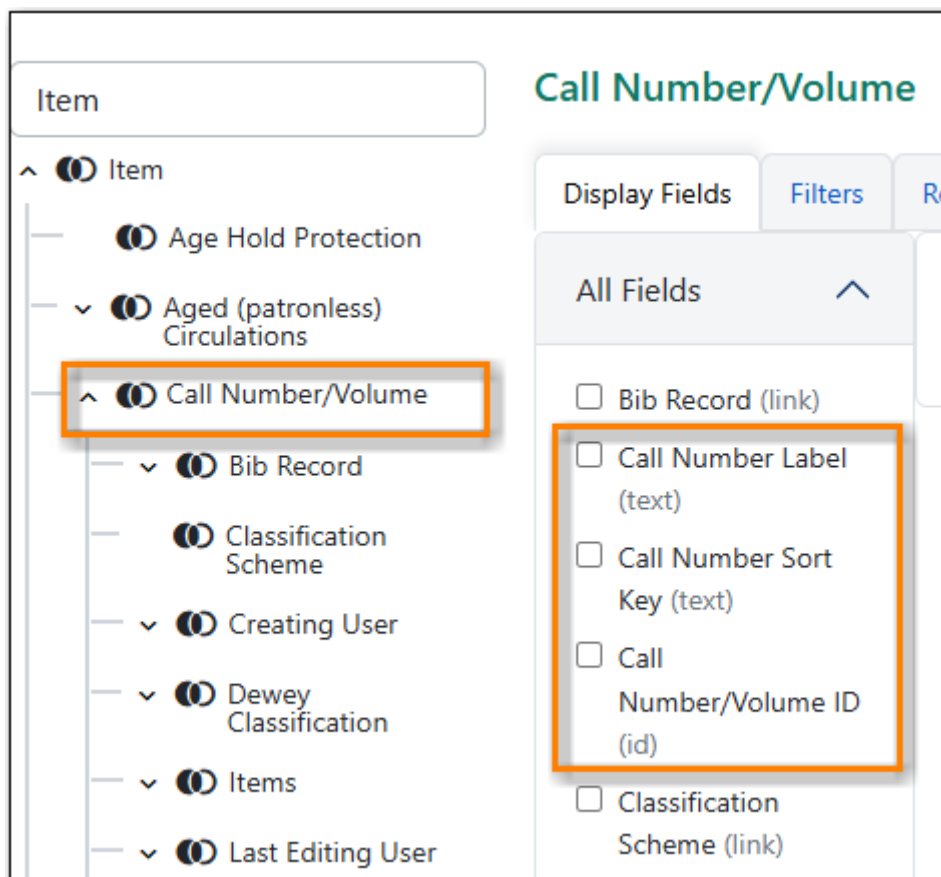
Display fields are the columns which will display in your report output. The **Display Fields** tab is the active tab by default in the Report Template Editor.

1. Ensure the **Display Fields** tab is the active tab in the **Display Field, Filters and Report Layout** section of the *Report Template Editor*.
2. Select the top of the tree in the *Source* pane. A list of available fields be displayed in the *All Fields* pane to the right under the **Display Fields** tab.



3. The word in parentheses beside the field name indicates the [data type](#). If the field you want to use is a Link you need to expand the tree in the *Source* pane to find it and then click on it.

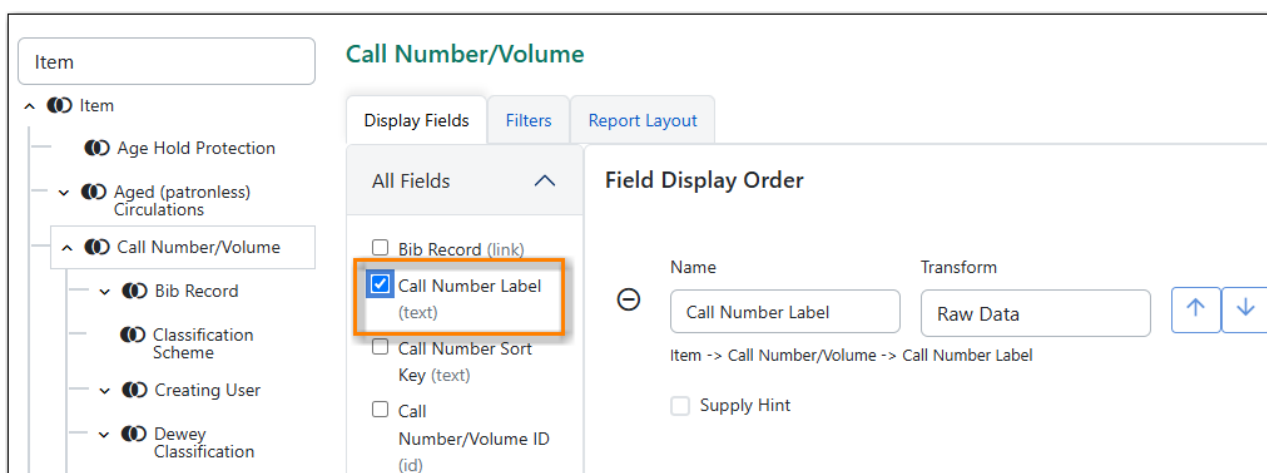




4. Select the field in the *Source Path* pane you would like to add as a display field.

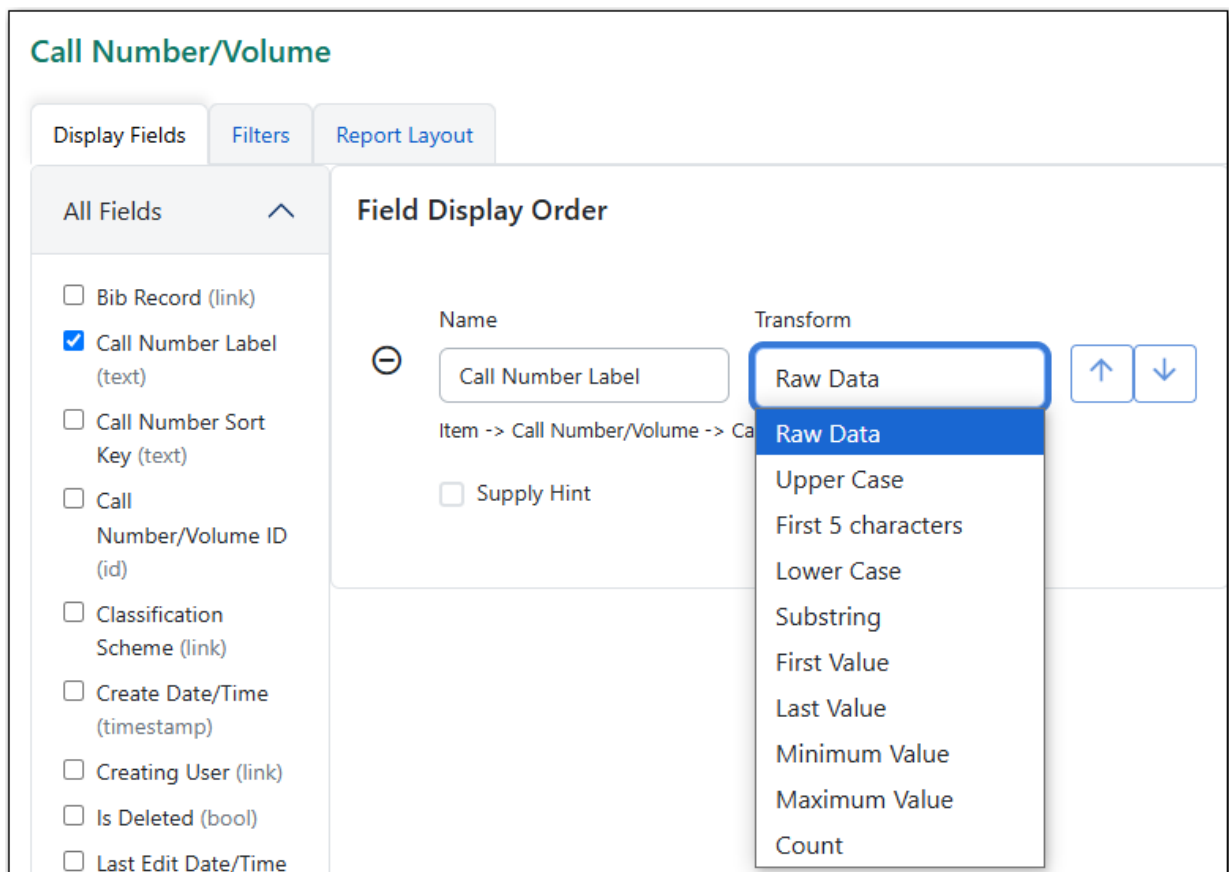
**NOTE**

For display fields you generally want to pick a Text field over an ID or Org\_unit field. For example, to add Call Number as a display field you will select on **Call Number Label** rather than **Call Number/Volume ID**.



5. In the *Field Display Order* pane select on the [transform](#) you would like to use. The transforms available in the list will vary depending on the [data type](#) of the selected field.
  - a. The transform will determine how Evergreen processes the data when generating the report. Raw data is the most commonly used transform for display fields except when it's a timestamp in which case *Date* is more commonly used. More information on the available transforms can be found in [Field Transforms](#).



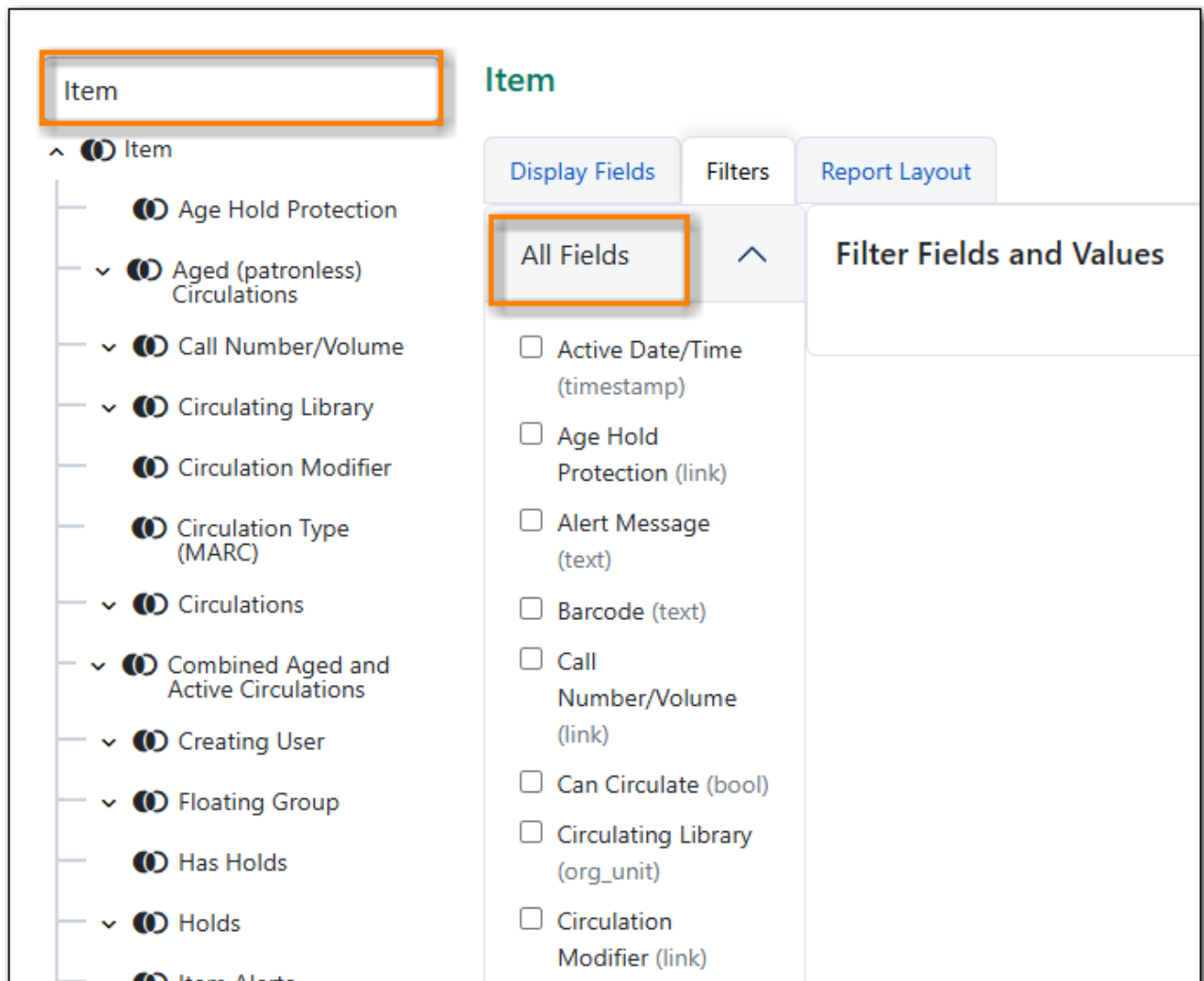


### 39.2.3. Adding a Filter

Filters allow you to set up the criteria so that Evergreen returns the information you are looking for. In most cases the value for the filter will be entered when the report is run, rather than included in the template.

1. Select the **Filters** tab as the active tab in the **Display Field, Filters and Report Layout** section of the *Report Template Editor*.
2. Select the top of the tree in the *Source* pane. A list of available fields will be displayed under *All Fields* pane.



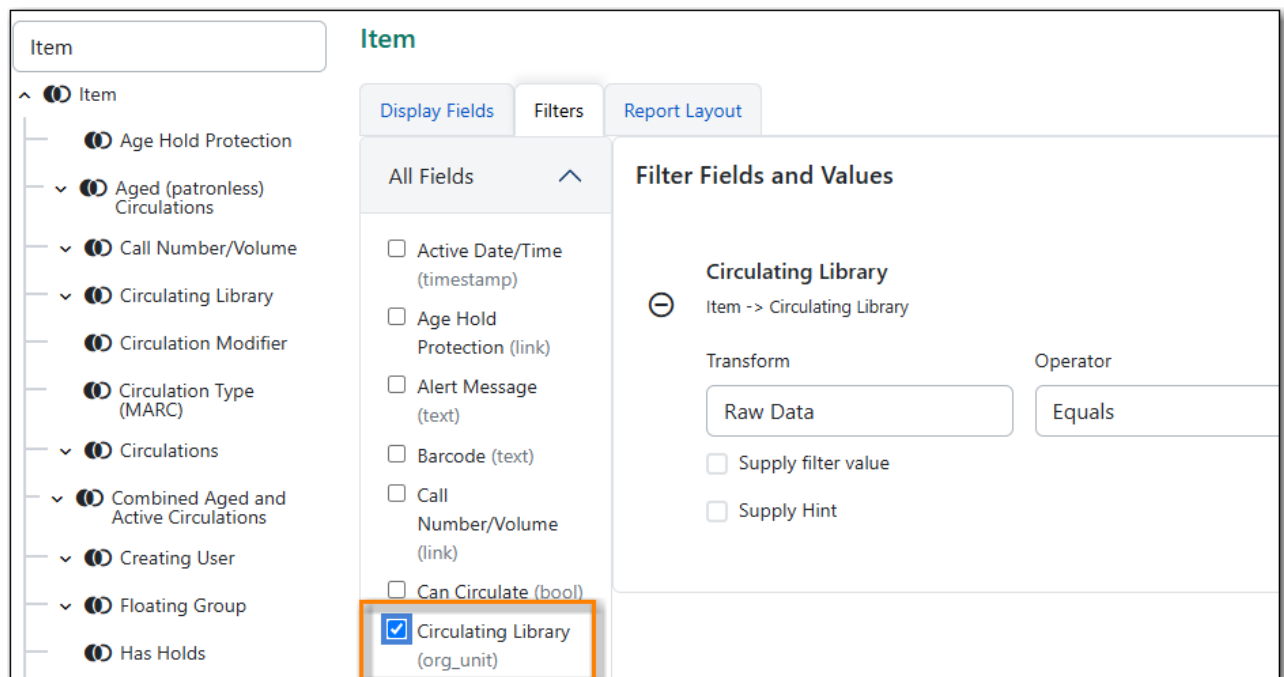


3. The word in parentheses beside the field name indicates the [data type](#). If the field you want to use is a Link you need to expand the tree in the *Source* pane to find it and then select it.
4. Select the field in the *All Fields* pane you would like to add as a filter.

**NOTE**

For filters you generally want to pick an ID or Org\_unit field over a Text field. For example, to add circulating library as a filter you will select **Circulating Library** which is labeled an Org\_unit.





5. In the *Filter Fields and Values* area select the [transform](#) you would like to use. The transforms available in the list will vary depending on the [data type](#) of the selected field.

#### NOTE

The transform will determine how Evergreen processes the data when generating the report. Raw data is the most commonly used transform for filters except when it's a timestamp in which case Date or Month + Year is more commonly used. More information on the available transforms can be found in [Field Transforms](#).

6. If desired, you can hardcode the value of the filter into the template. See [Updating a Filter Value](#).
7. Select the Operator. See [Operators](#).

## 39.3. Display Field and Filter Tabs

### 39.3.1. Display Fields

- [Reordering Display Fields](#)
- [Renaming a Display Field](#)
- [Changing a Transform](#)
- [Removing a Display Field](#)

Display fields are the columns of information that will display on your report output. The **Display Fields** tab is the active tab by default in the *Report Template Editor*.

#### NOTE

The action **Change Column Documentation** on the **Display Fields** tab can be



ignored as it does not apply to display fields.

## Reordering Display Fields

1. You can use the arrows on the right to move fields up and down the list. The list order top to bottom here on the *Display Fields* tab will determine the order of column display from left to right. Sorting is controlled separately, in the **Report Layout** tab.

### Field Display Order

⊖

Name

Call Number Label

Transform

Raw Data

Item -> Call Number/Volume -> Call Number Label

☐ Supply Hint

⬆

⬇

Name

Circulating Library

Transform

Raw Data

Item -> Circulating Library -> Name

☐ Supply Hint

⬆

⬇

Name

Barcode

Transform

Raw Data

Item -> Barcode

☐ Supply Hint

⬆

⬇

Name

Active Date/Time

Transform

Raw Data

Item -> Active Date/Time

☐ Supply Hint

⬆

⬇

2. Repeat until your fields are in the order you desire.

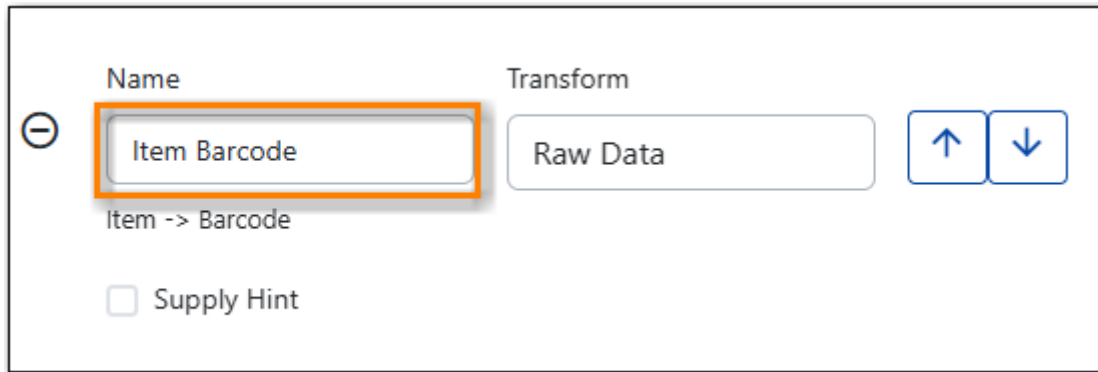


## Renaming a Display Field

### Sitka Snippet Video - Report Template Editor: Renaming Display Fields (2:36)

Each display field in a template has a column label which displays as the column header in the report output.

1. On the **Display Fields** tab you can adjust the display name of any field by clicking in the **Name** box and typing in a new name. The original field name will show below the **Name** box along with the path you took to find the field starting at your source.



The screenshot shows a user interface for editing display fields. It features two main sections: 'Name' and 'Transform'. The 'Name' section has a text input field containing 'Item Barcode', which is highlighted with an orange border. Below this input field, the text 'Item -> Barcode' is displayed. To the left of the 'Name' input field is a minus sign icon. The 'Transform' section has a text input field containing 'Raw Data'. To the right of the 'Transform' input field are two buttons with up and down arrows. Below the 'Name' input field is a checkbox labeled 'Supply Hint'.

#### NOTE

It is best practice to include qualifiers in the field names for fields like barcode and library so that staff know what data they are looking at in the report output.

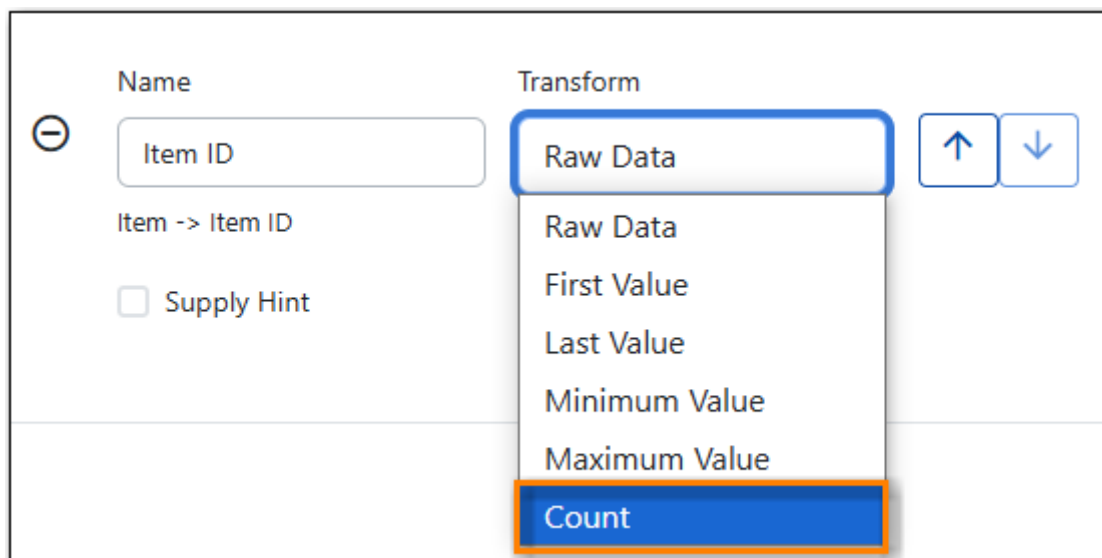
For example, for multi-branch libraries and libraries participating in reciprocal borrowing it is not uncommon for the Circulating Library and Owning Library of an item to be different. In this case it is important to specify in the field name which type of library is being presented in the report output data.

## Changing a Transform

For information on specific transforms see [Field Transforms](#).

1. On the **Display Fields** you can adjust the way data will display in your output by using the Transform dropdown on each selected field. Transform options will vary depending on the fields you have selected, and in some cases will default to a specific recommended transform value (e.g., fields that total payments will default to a transform of “Sum”).





## Removing a Display Field

### Sitka Snippet Video - Report Template Editor: Removing Display Fields (2:39)

#### CAUTION

Removing display fields usually does not affect the result set for the report output but it can, especially when the report output displays a count of records (whether item, patron, circulation, hold, or bibliographic).

When removing fields be mindful of whether or not it will still be clear in the report output what your results mean.

1. On the **Display Fields** you can remove a field by clicking the minus button on the left of this area. You can also remove a field by unchecking it from the options under the All Fields header.



### Field Display Order

Name	Transform	
<div>⊖</div> <div>Call Number Label</div>	Raw Data	<div>↑</div> <div>↓</div>
Item -> Call Number/Volume -> Call Number Label		
<input type="checkbox"/> Supply Hint		

---

Name	Transform	
<div>⊖</div> <div>Circulating Library</div>	Raw Data	<div>↑</div> <div>↓</div>
Item -> Circulating Library -> Name		
<input type="checkbox"/> Supply Hint		

### 39.3.2. Filters

- [Changing the Column Documentation](#)
- [Changing an Operator](#)
- [Changing a Transform](#)
- [Updating a Filter Value](#)
- [Removing a Filter](#)

#### Changing the Column Documentation

When running a report the filter can include text which gives information on how to use the particular filter and in some cases how to enter the filter value. In the *Report Template Editor* this is referred to as column documentation or a field hint.

Normalized Value	Operator	Filter value	Transform
<div>Enter library code in lower case</div>	Equals		Raw Data
Bibliographic Record -> Flattened MARC Fields -> Normalized Value			

1. On the **Filter** tab select the field you would like to add column documentation to.
2. Select the **Supply Hint** box.



**Normalized Value**

⊖ Bibliographic Record -> Flattened MARC Fields -> Normalized Value

Transform Operator

Raw Data Equals

☐ Supply filter value

☐ Supply Hint

3. Enter the hint text in the newly displayed field.

**Normalized Value**

⊖ Bibliographic Record -> Flattened MARC Fields -> Normalized Value

Transform Operator

Raw Data Equals

☐ Supply filter value

☒ Supply Hint

Hint

Enter library code in lower case

4. When running a report the hint will display above the filter path.

## Changing a Transform

For information on specific transforms see [Field Transforms](#).

1. On the **Filters** tab locate the field you would like to change the transform for.
2. Use the **Transform** drop-down on the field to select the transform you would like to use. The transforms available in the list will vary depending on the data type of the selected field.



The screenshot shows the 'Filters' tab of a report builder. On the left, under 'All Fields', there is a list of fields including 'Check Out Date/Time (timestamp)'. The 'Fields Selected for Display' section shows 'Circulating Library, Circ Count, Checkout Date/Time'. The 'Filter Fields and Values' section has a filter for 'Check Out Date/Time' with the value 'Combined Aged and Active Circulations -> Check Out Date/Time'. A dropdown menu for the 'Transform' field is open, showing options like 'Date', 'Raw Data', 'Day Name', etc. The 'Operator' dropdown is set to 'Between'.

## Changing an Operator

For information on specific operator see [Operators](#).

1. On the **Filter** tab locate the field you would like change the operator of.
2. Use the Operator drop-down on the field to select the new operator from the list.



## Updating a Filter Value

Filter values can be hardcoded into a template or left blank to be filled in when the report is run. Information on commonly hardcoded filters can be found in [Report Filters](#).

Hardcoding a filter is recommend when the value of the filter will not change. For example, hardcoded filters are often used when filtering out deleted items.

Filter values can also be hardcoded into templates to make it easier for staff with less reporter experience to run certain reports. For example, you can set up a report with a Item Status filter with a hardcoded value of *Missing* so that staff can run a report to get a list of all missing items without having to enter filter information.

Co-op Support recommends balancing the re-usabilty of templates that comes when staff enter filter values at the time of running a report versus the ease of use for staff with less experience with the reporter. For example, when no value is entered in the template for a filter on Item Status staff can pick the relevant status from the 26 statuses currently in use in Sitka's Evergreen. When a value is hardcoded in for item status a new template must be created everytime you wish to filter on a different item status.

1. On the **Filter** tab, locate the field you would like add, update, or remove the filter value for.
2. To add a value,
  - a. Select the **Supply Filter Value** checkbox beneath the field's **Transform** field. A new set of options for **Filter value** will be displayed under the **Operator** field. The particular filter mechanism will vary depending on your selected **Transform** and **Operator**. See Filter



Values for details on exactly how different values must be entered.

3. To edit a preexisting value, overwrite the current **Filter Value** with your desired value.
4. To remove an existing hardcoded value, deselect the **Supply Filter Value** checkbox. Filter values will instead need to be added at the report definition level.

**Is Deleted**

⊖ ILS User (Required) -> Is Deleted

Transform: Raw Data

Operator: Equals

☒ Supply filter value

☐ Supply Hint

Filter value: False, Select one, True, **False**, Both

**Group ID**

⊖ ILS User (Required) -> Main (Profile) Permissions

## Removing a Filter

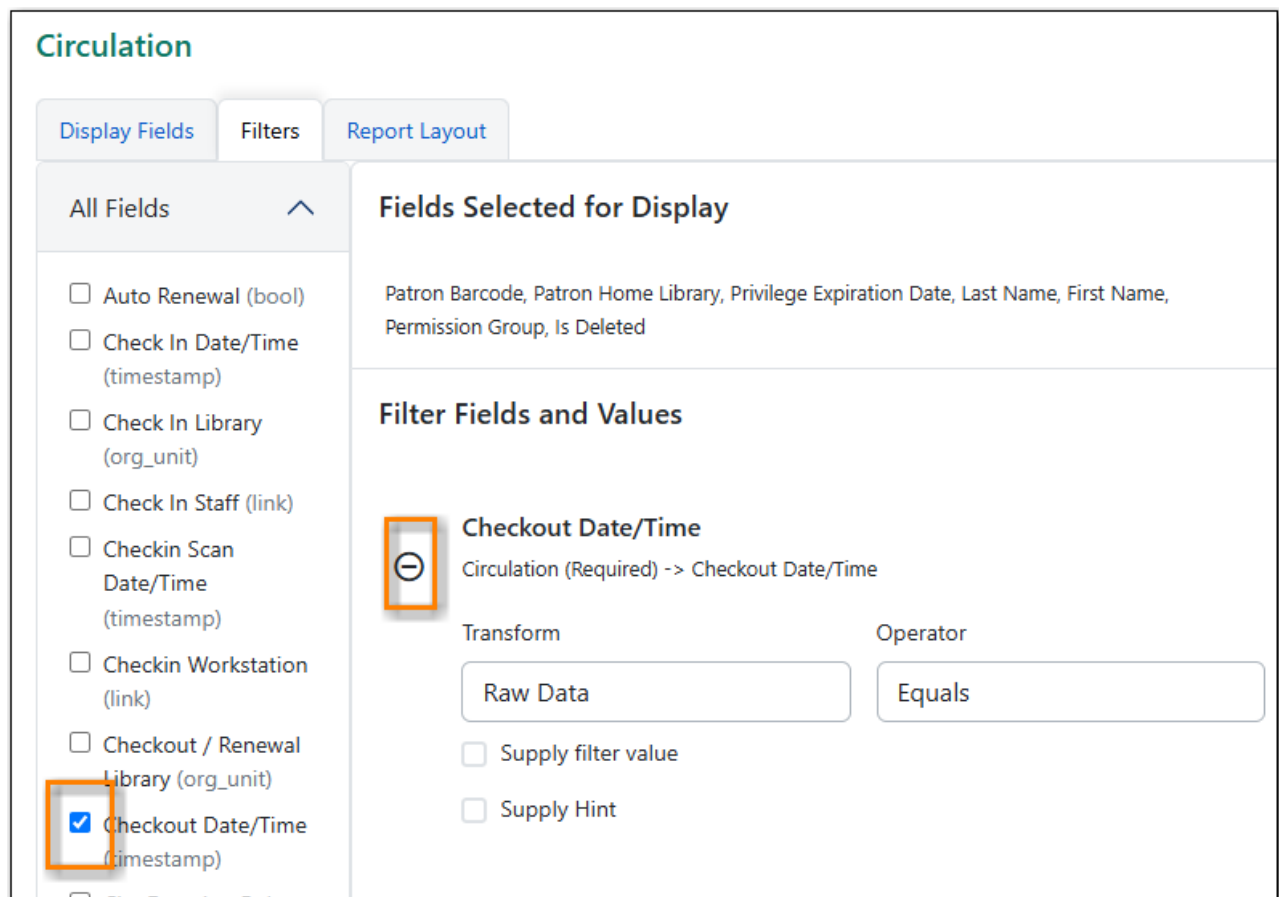
Removing a filter WILL affect what results are included in your report output. Ensure you don't need to filter on a particular field before removing it.

### CAUTION

All report templates MUST have at least one filter to choose a specific library. This filter is important as it allows staff to comply with Sitka's data use requirements as per [Appendix J of the Service Management Agreement](#) and restrict the data in the report output to only data relevant to their library.

1. On the **Filter** tab select the filter field you would like to remove.
2. You can remove a field by clicking the **minus** button on the left of this area. You can also remove a field by unchecking it from the options under the All Fields header..





3. The selected field is removed and no longer shows as a filter field.

### 39.3.3. Template Report Layout

Select the **Report Layout** tab to adjust the organization of the data on your final output.

1. On the left side, under *Field Display Order*, you can rename columns, adjust transforms, and reorder your columns in this tab in the same way you can in the *Field Display* tab.
2. On the right side, under *Field Sort Order*, you can independently set sort orders on each column as well as determine which column should sort first, second, third, etc. The sorting is independent of the column display order.



Display Fields
Filters
Report Layout

### Field Display Order

Name
Transform
Shelving Location
Raw Data

Circulation (Required) -> Circulating Item (Required) -> Shelving Location (Required) -> Shelving Location

---

Name
Transform
Volume's Owning Library
Raw Data

Circulation (Required) -> Circulating Item (Required) -> Call Number/Volume (Required) -> Owning Library (Required) -> Volume's Owning Library

---

Name
Transform
Item's Circulating Library
Raw Data

Circulation (Required) -> Circulating Item (Required) -> Circulating Library (Required) -> Item's Circulating Library

---

Name
Transform
Circulating Library
Raw Data

### Field Sort Order

Name
Direction
Count of Circs
Ascending (1, 2, a, b,

Circulation (Required) -> Count of Circs

---

Name
Direction
Check Out Year and Month
Later dates at the bol

Circulation (Required) -> Check Out Year and Month

---

Name
Direction
Shelving Location
Ascending (1, 2, a, b,

Circulation (Required) -> Circulating Item (Required) -> Shelving Location (Required) -> Shelving Location

---

Name
Direction
Circulating Library
Ascending (1, 2, a, b,

Circulation (Required) -> Checkout / Renewal Library (Required) -> Circulating Library

In the example above, the first three columns to display will be Shelving Location, Owning Library, and then Circulating Library, but the report will sort first by Count of Circulations, then Checkout Month, and then by Shelving Location.

## 39.4. Template Terminology

### 39.4.1. Data Types

Every field that display in *display field and filter options* area of the Report Template Editor is associated with a data type. This indicates what kind of information is stored in the field and Evergreen will handle the information differently based on the data type. Each data type has its own characteristics and uses. The type of data will be listed next to the field name in parentheses.

Data Type	Description	Notes
Boolean	Contains either "true" or "false".	Examples in Evergreen: "deleted" in item/patron record, "circulate?" in item record.



Data Type	Description	Notes
ID	Unique number assigned by the database to identify a record	IDs look like numbers, but the ID data type is treated specially by the software for determining how tables are linked. ID is a good candidate field for counting records.
Integer	A number like 1, 2, 3.	Examples in Evergreen: "remaining renewal count" in circulation record, "claimed returned count" in patron record.
Interval	Time intervals, such as "2 weeks" and "6 months"	Examples in Evergreen: "loan duration" and "grace period" in circulation record,
Link	It is similar to the id data type. It is the id of a record in another table.	Examples in Evergreen: "user id" and "item id" in a circulation record. Link outputs a number that is a meaningful reference for the database but not of much use to a human user. You will usually want to drill further down the tree in the Sources pane and select fields from the linked table. However, in some instances you might want to use a link field. For example, to count the number of patrons who borrowed items you could do a count on the "user id" in the circulation record.
Money	Monetary amount	Examples in Evergreen: "price" in item record, "billing amount" in billing record.



Data Type	Description	Notes
Org_unit	Organizational unit. It is a number. It acts like link data type.	In Evergreen, libraries are organizational units. In Sitka context they are organized into a tree structure with consortium, library federations, libraries/library systems and branches for library systems. To filter on a library, make sure you choose the field having org_unit data type. To display a library, it is a better option to drill down to the org unit record to display the "name" of it.
Text	Text field. Usually it takes whatever is typed into the field.	Examples: "call number label" in call number record, "patron's names".
Timestamp	A very detailed time such as 2018-11-25 17:54:26-07	Example: checkout time in circulation record, last status date in item record.

### 39.4.2. Field Transforms

Transforms determine how data is processed when it is retrieved from the database. Different data types can be transformed differently. Not all transforms are available to a certain data type.

This table lists the commonly used transforms. Some data types, like timestamp, will have additional transforms available when adding fields or filters to a template.

Transform	Applicable Data Types	Description	Notes
Raw Data	All Data Types	To display the data exactly as it is stored in the database.	Most commonly used transform
Date	Timestamps	This transform presents a timestamp as a human-readable date in yyyy-mm-dd format.	For example, timestamp 2018-11-25 17:54:26-07 will be displayed as 2018-11-25.



Transform	Applicable Data Types	Description	Notes
Year + Month	Timestamps	Presents a timestamp as the year and month in yyyy-mm format.	For example, 2018-11-25 17:54:26-07 will be displayed as 2018-11. If filtering on a timestamp transformed to Year + Month, all days in the calendar month are included.
Upper Case	Text	Transforms text to all upper case.	
Lower Case	Text	Transforms text to all lower case.	
Substring	Text	This transform can be applied to filters, not display fields. It matches the given value with a continuous string of characters in the field.	For example, if a given value is "123" and the match is with a call number field, call numbers like "123.34", "ANF 123.34", "JNF 233.123", etc. will be in the result list.
First Continuous Non-space string	Text	The first word (or string of numbers and/or characters until the first spacing) in a field is returned by this transform.	For example, this transform will return "E" from text "E DOR", "E 123", etc.
Count	Text, Integer, ID, Money, Timestamp, Org_unit	This transform counts the records found.	Though you can count by any field, very often id field is used.



Transform	Applicable Data Types	Description	Notes
Count Distinct	Text, Integer, ID, Money, Timestamp, Org_unit	This transform counts the number of records with unique value in the field. If two records have the same value in the field, they will be counted once only.	A typical example of using Count Distinct is counting the number of active patrons who borrowed items at a library. Each patron can be counted once only but he/she may borrow multiple items. Transforming the patron id in circulation record with Count Distinct will result in the required number. Since each patron has a unique id, she/her will be counted once only.
Max	Text, Integer, Money, and Timestamp	It compares the values in the field of all result records and then returns the one record with the highest value. For timestamp the highest value means the latest date.	For example, if a checkout date is transformed by Max, the returned date is the last checkout date.
Min	Text, Integer, Money, and Timestamp	It works the same way as Max except that it returns the lowest value.	

### 39.4.3. Operators

Operators describe how two pieces of data can be compared to each other. They are used when creating filters in a template to determine which records should be included in the result. The record is included when the comparison returns "TRUE". The possible ways of comparing data are related to data type and data transforms. The available operators are:

Operator	Description	Notes
Equals	Compares two operands and returns TRUE if they are exactly the same.	



Operator	Description	Notes
Contains Matching Substring	This operator checks if any part of the field matches the given parameter.	It is case-sensitive.
Contains Matching Substring (Ignore Case)	This operator is identical to Contains Matching Substring, except it is not case-sensitive.	
Greater Than	This operator returns TRUE if a field is greater than your parameter. For text fields, the string is compared character by character in accordance with the general rule that numerical characters are smaller than alphabetical characters and upper case alphabeticals are smaller than lower case alphabeticals	For timestamps "Greater Than" can be thought of as "later than" or "after".
Greater than or equal to	This operator returns TRUE if a field is greater than or equal to your parameter. For text fields, the string is compared character by character in accordance with the general rule that numerical characters are smaller than alphabetical characters and upper case alphabeticals are smaller than lower case alphabeticals	For timestamps "Greater Than or equal to" can be thought of as "later than or equal to" or "after or equal to".
Less Than	This operator returns TRUE if a field is less than, lower than, earlier than or smaller than your parameter.	
In List	It is similar to Equals, except it allows you specify multiple parameters and returns "TRUE" if the field is equal to any one of the given values.	
Not In List	It is the opposite of In List. Multiple parameters can be specified. TRUE will be returned only when none of the parameters is matched with the value in the field.	



Operator	Description	Notes
Between	Two parameters are required by this operator. TRUE is returned when the field value is Greater Than or Equal to the smaller given value and Less Than or Equal to the bigger given value. The smaller parameter should always comes first when filling in a filter with this operator.	For example: between 3 and 5 is correct. Between 5 and 3 will return FALSE on the Reports interface. For timestamp earlier date always comes first.
Is NULL	Returns TRUE for fields that contain no data.	For example, an overdue report will include a filter for Check In Date/Time is NULL as an item is no longer overdue if there is a value for Check In Date/Time.
Is NULL or Blank	Returns TRUE for fields that contain no data or blank string. For most intents and purposes this operator should be used when there is no visible value in the field.	

#### 39.4.4. Filter Values

If you enter hardcoded values for filter fields, the data must match exactly how is displays in Evergreen. For example, if the status is *Missing* in Evergreen you must use *Missing*, a value of *missing* will not return results.

If hardcoding a value for a library filter you must use your library's unique Evergreen ID. Local System Administrators can find this ID by going to Administration → Server Administration → Organizational Units.



# Chapter 40. Troubleshooting Report Templates

If you run into difficulties creating or modifying a template you can [contact Co-op Support](#) for assistance. Please be aware that tickets for reports requests may take 1 to 2 weeks.

Before contacting Co-op Support please ensure the applicable template folder is [shared with your library](#) so Co-op Staff are able to view the template in question.

When contacting Co-op Support please include the following information:

- Username of the staff account where the template has been created
- Folder where the template has been created
- Name of the template in question
- Desired end result for the template (what do you want it to report on?)
- Specific display fields or filters you are having difficulties modifying or adding
- Links to your current report output from the template if relevant



# Chapter 41. The Evergreen Database

When you use Evergreen you are creating and updating records within the Evergreen database. Evergreen's reporter enables you to create reports to extract those records from the database. Understanding some basics about the Evergreen database and how records are created and/or updated when tasks are performed on the staff client and public catalogue will help you when working with the reporter.

Various kinds of data are used by Evergreen to enable you to perform routine actions in Evergreen such as checking out an item, registering a patron, or placing a hold. Data such as a patron names, address, patron barcodes, item barcodes, shelving locations, statuses, item prices, check out dates, due dates, check in dates, and more are saved in the Evergreen database. This data must be organized in an efficient and effective way to make sure it can be stored and retrieved easily.

Evergreen uses various tables to keep each type of records. You can visualize a table as a spreadsheet: a specified number of columns with unlimited number of rows. Each column is called a field in the database terminology and each row is a record.

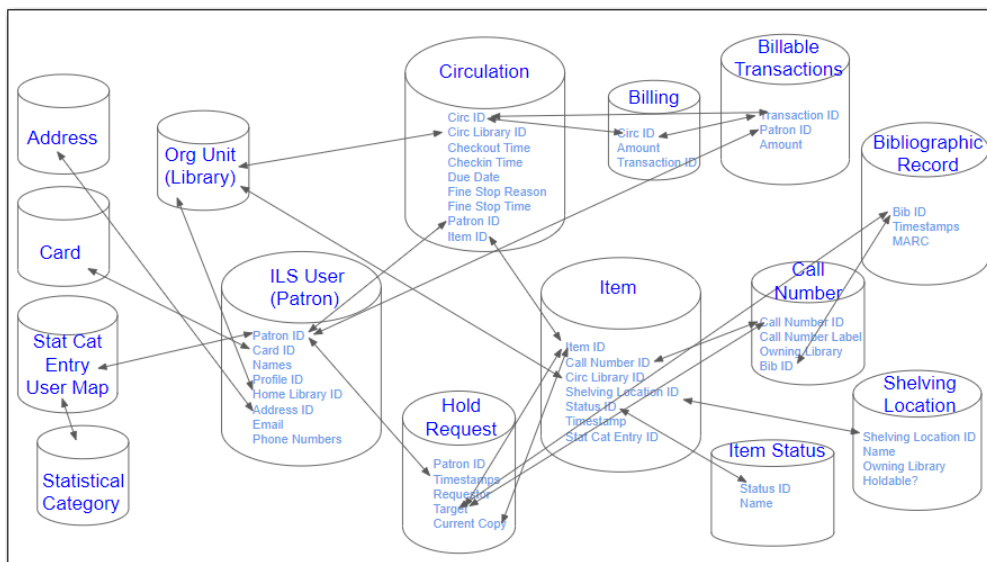
There are many tables in Evergreen's database. Each table contains a certain type of records and the information you see displayed on any interface is the staff client is likely coming from more than one table. For example, in a patron account, you can find the patron's names, address, phone number, barcode, main (profile) permission group, etc. all displaying as one record on the *Edit* tab of the patron's account. However, in the database the patron's address, barcode, and main (profile) permission group are saved in separate tables. You don't need to know which tables the information is being pulled from when editing a patron record on the staff client, but you do need to know when creating a report template involving patron information.

Since various information about one patron is saved in separate tables, there has to be way to match the information about one patron correctly to make sure all the information is about the same patron. Evergreen does this by assigning each patron with a unique database ID and recording the database id in every related table. So by recording the ID of a record in another table, two tables are connected. Some database IDs, such as patron and bibliographic, are visible in the staff client, others can only be seen within the database.

The connections among many tables are pre-made by the reporter. You just need to follow the link to find the data saved in the related table. Below is a simplified diagram showing the connections among some commonly used tables which can be a guide for you to find various fields in different tables.

## **Simplified Diagram of the Tables and Connections Among Them**





## TIP

Some tables do not link directly with each other. For example, there is not a direct link between the ILS User (patron) table and the item table. Instead these tables link to each other via other tables such as the circulation table and the hold request table.

The connections between tables are called joins. Evergreen uses the default join when creating report templates which is usually what you need for a template. When working with data that can be null (have no value) you may need to use [Nullability](#) which allows you to control the type of join used to link two tables.

To find out what the default join is for a table you can view the [fm\\_IDL.xml](#) file for Sitka's Evergreen.

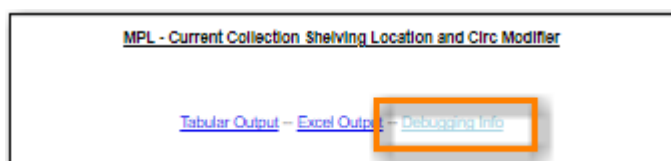
1. Search for the name of the source.
2. Find the column you're interested in and take note of the value for *Name*.
3. Search the page for the *Name* and look for it to appear in a <links> section.
4. The reltype indicates the join.

"has\_a" = inner join

"has\_many" or "might\_have" = left outer join

When you create a template you are writing a SQL (standard query language) query that will run on the Evergreen database.

This can be viewed in the report output by selecting **Debugging Info**.





## 41.1. Commonly Used Tables

### ILS User Table

This table contains patron/user records. Important fields in this table include:

- Patron names (primary and preferred)
- Phone numbers
- Email address
- Home Library
- Privilege Expiration Date
- Record Creation Date/Time

To find more information about patrons follow the links to the *Current Library Card* table for patron's current barcode, the *Circulation* table to find the circulation history, and the *Mailing Address*, *Physical Address*, and *Main Profile Group*, etc.

### Item Table

This table contains item records. Important fields in this table include:

- Barcode (item)
- Creation Date/Time
- Active Date/Time
- Item Status Changed Time
- Last Edit Date/Time
- Price

[Pre-catalogued item](#) information including Dummy ISBN, Precat Dummy Title, and Precat Dummy Author is also in this table. When a pre-catalogued item is checked out, an item record is created. If the barcode is already in the table and the item is not marked deleted, the item record will be updated with the new title, author, etc.

To find more information about items follow the links to the *Circulation Modifier* table, the *Item Status* table, and the *shelving location* table.

For circulation information follow the link to the *Circulations* table.

For basic bibliographic information follow the link to the *Call Number/Volume* table. From here go to the *Bib Record* table and then click on *Simple Records Extracts*. Title, Author, ISBN, ISSN, Publisher, Publication Year, and Record ID can be found in this table.

### Bibliographic Record Table

This table contains title information. In most cases you will want the basic bibliographic information which is found within the *Simple Record Extract* table. When linking from other tables



you usually have to link through the *Call Number/Volume* table to find the *Bib Record* table.

## Circulation Table

This table contains circulation records, including pre-catalogued item circulations.

### NOTE

When an item is checked out a circulation record is created. When an item is renewed the existing circulation record is closed and another circulation record is created.

Important date/time fields in this table include:

- Checkout Date/Time - the time when an item is checked out
- Checkin Date/Time - the effective date when the item is treated as checked in
- Checkin Scan Date/Time - the time when the check in action is taken
- Due Date/Time - For all daily loans the due time is 23:59:59 of the day in Pacific Time. Hourly loans have specific time with time zone information.
- Fine Stops Date/Time - the date when the Maximum Fine limit has been reached, or the item is returned, marked lost or claimed returned. After this date, the fine generator will not create new overdue fines for this circulation.
- Record Creation Date/Time - the date and time when the circulation record is created. For online checkout it is the same as Checkout Date/Time. For offline checkout, this date is the offline transaction processing date.
- Transaction Finish Date/Time - the date when the bills linked to this checkout have been resolved. For a regular checkout without bills this field is filled with the checkin time when the item is returned.

For patron information follow the link to the *Patron* table.

For item information follow the link to the *Circulating Item* table.

## In-house Use Table

This table contains in-house use records for catalogued items. These in-house circulations are done via the [Record In-House Use](#) interface.

For item information follow the link to the *Item* table.

## Non-catalogued Circulation Table

This table contains circulations for [non-catalogued items](#).

For [Non-catalogued item type](#) information follow the link to the *Non-cat Item Type* table.

## Non-catalogued In-house Use Table

This table contains in-house use records for non-catalogued items.



These in-house circulations are done via the [Record In-House Use](#) interface.

For [Non-catalogued item type](#) information follow the link to the *Item Type* table.

## Hold Request Table

This table contains hold records for holds that are waiting to be filled or waiting to be picked up.

For patron information follow the link to the *Hold User* table.

For information on who placed to hold follow the link to the *Requesting User* table. The requesting user will either be the patron or a staff member if they placed the hold for the patron.

For information on the items that can be used to fill a hold follow the link to the *Hold Item Map*. Outside of the reporter this is referred to as the Eligible Copies table.

### TIP

Target Object ID is shown as a link but there is no linked table in the Source pane. Depending on the type of hold the value in this field could be a bibliographic record ID, a call number record id or an item record ID. This is one of the rare cases where you would select a link field to use for your display field.

Important date/time fields in this table include:

- Activation Date - the date on which a suspended hold will be activated
- Capture Date/Time - the time when the hold is captured for the hold shelf or sent into transit
- Fulfillment Date/Time - the time when the on hold item is checked out
- Hopeless Date -
- Hold Cancel Date/Time - the time when the hold is cancelled
- Hold Expire Date/Time - this could be the date calculated based on your library's default Hold Expire Interval or a selected date when placing the hold
- Last Targeting Date/Time - the last time the hold targeting program checked for an item to fill the hold. Usually the time will match the Hold Request Time as the hold targeter will generally check every 24 hours. It is usually not useful for reporting, but it can serve as an indicator of whether or not the request time has been edited.
- Request Date/Time - Usually this is when the hold is placed but it is editable on the staff client. So sometimes this may be the request time chosen by the staff
- Shelf Expire Time - the date is calculated based on the Shelf Time and your library's Default Hold Shelf Expire Interval
- Shelf Time - when the item's status is updated to On Hold Shelf

For notification information follow the link to the *Notifications* table. This table includes Notification Date/Time which indicates when the automatic notification was sent.

## Item Transit Table

This table contains records of item transits. Records are created in this table both when an item is



sent back to its circulating library as well as when it is sent to another library to fill a hold.

For item information follow the link to the *Transited Item* table.

### **Hold Transit Table**

This table contains records of item transits specifically when the item is transitting to fill a hold.

For item information follow the link to the *Transited Item* table.

For hold information follow the link to the *Hold requiring transit* table.

### **Billing Line Item Table**

This table contains all the billing line items such as each day's overdue fines and the manually created bills.

The records in this table are viewable on the Full Details screen on Bills tab in a patron's account in the staff client.

### **Billable Transaction with Billing Location Table**

This table contains the summary records of billings and payments.

Most of information in these records is displayed on the [Bills](#) tab or [Bills History](#) screen. The records are updated when either the related billings or payments are updated.

Important fields in this table include:

- Transaction ID - this is the bill ID and also the circulation record ID for circulation bills
- Transaction Start Time - this is the check out time for circulation related bills and the creation time for manually created bills
- Transaction Finish Time - this is when the bill is resolved by being paid, refunded, or adjusted to zero

### **Payments: All Table**

This table contains ALL payment records.

When a payment is made in the staff client payment records are created. This could be one record or multiple depending on the number of bills resolved or partially resolved by the payment.

One bill may be resolved by multiple payments. One payment may resolve multiple bills.

### **Payments: Brick-and-mortar Table**

This table contains all payments made at the circulation desk through staff.

### **Payments: Desk Table**

This table contains payments made using the payment type Cash, Check, Credit Card, or Debit Card.



### **Payments: Non-drawer Staff Table**

This table contains payments made using the payment type Patron Credit, Work, Forgive, or Goods.



# Simple Reports



# Chapter 42. Simple Reports

Sitka does not currently use the Simple Reports feature.



# Inventory



# Chapter 43. Preparing for an Inventory

NOTE

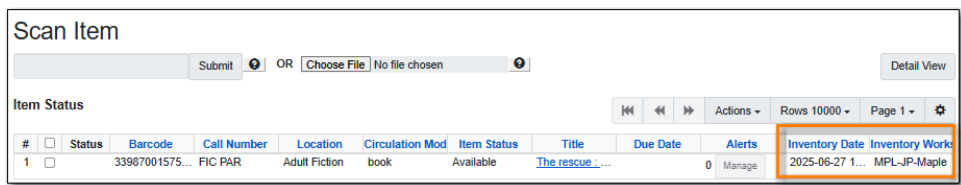
The following guidelines and workflows have been developed by Co-op Support based on the functionality available in Sitka’s Evergreen and the experience of inventory projects done by libraries in the Sitka consortium and the Evergreen community.

## 43.1. Inventory Date

Item records include fields for inventory date and inventory workstation. The values in these fields are updated when an item is inventoried by using the **Update Inventory** action in *Item Status* or the **Update Inventory** checkin modifier at *Check In*.

The inventory date and workstation can be seen in several places in the staff client:

- Item Status - List View



- Item Status - Detail View Quick Summary Tab



Quick Summary
Recent Circ History
Circ History List
Holds / Transit
Catalog

Barcode	33987001575983	Circ Library	MPL
Price	38.99	Owning Library	MPL
Acquisition Cost		Shelving Location	Adult Fiction
ISBN	{9781250793560,1250793564}	Loan Duration	Normal
Date Created	2025-04-23 16:08	Fine Level	Normal
Date Active	2024-10-23 16:08	Reference	false
Status Changed	2025-04-23 16:08	OPAC Visible	true
Item ID	21002	Holdable	true
Circulate	true	Renewal Workstation	
Floating		Circ Modifier	book
Inventory Date	2025-06-27 15:07	Inventory Workstation	MPL-JP-Maple

Item Alerts
Add
Manage

### • Bibliographic Record - Holdings View

Staff View
Added Content ★
Item Table
MARC Edit
MARC View
Record Notes
View Holds
Monograph Parts
Holdings View
Conjoined Items
Shelf Browse

Holdings Maintenance
Green Land Consortium (C)

☒ Show Call Numbers
☒ Show Copies
☐ Show Empty Call Numbers
☐ Show Empty Libs

#	Location / Barcode	Call Numbers	Copies	Call Number	Barcode	Circ Library	Owning Library	Shelving Location	Circulation Modifier	Status	Last Inventory Date	Last Inventory Workstation
1	GLCONS	1	1									
2	BC_PUB	1	1									
3	PLF	1	1									
4	MPL	1	1									
5	FIC PAR	1	1	FIC PAR		MPL	MPL	Adult Fiction	book	Available	2025-06-27	4
6	33987001575983			FIC PAR	33987001575983	MPL	MPL	Adult Fiction	book	Available	2025-06-27	4

### NOTE

Due to a bug the inventory workstation in the Holdings View currently displays the workstation database ID rather than the workstation name.

## 43.2. Assessing Your Collection

The first step to running inventory is to choose what you will inventory. You may wish to inventory the entire library collection or just plan on running inventory on specific collections.

If you plan to inventory the entire library collection Co-op Support recommends breaking it into sections, based on shelving location and/or call number range.

There are several report templates you can use to aid you in preparing for your inventory.

- Sitka\_templates → Collection → Item and Title Count → [Title & Item Count by Shelving Location](#)



## & Circulation Modifier

- This template will give a report showing the make up of your entire collection by shelving location & circulation modifier. The report will show you the size of different parts of your collection which can be helpful when thinking about the order in which to inventory different sections.
- Sitka\_templates → Collection → Item List by Item Attributes → Shelving Location : Items with Selected Shelving Location
  - This template will give a report that lists all items in a particular shelving location. This can be helpful to show what should be on the shelf.
- Sitka\_templates → Collection → Item List by Item Attributes → Call Number : Items with Call Numbers within a Range
  - This template will give a report that lists all items in your specified call number range. This can be helpful to break up large shelving locations, like Fiction and Non-Fiction, into smaller pieces.

## 43.3. Initial Set Up

### 43.3.1. Inventory Start Date

Make a note of the date you start inventory. You will need this when running reports later in the process.

### 43.3.2. Report Templates

There are two report templates used with inventory - *Inventory - Un-scanned Items* and *Inventory - Scanned Items Count by Shelving Location*. Both templates can be found under Sitka\_templates → Inventory.

Make sure you have the most recent version of the templates cloned into your own folders. For information on cloning report templates see [Cloning a Report Template](#).

### 43.3.3. Columns

Best practice is to ensure that the Check In and Item Status screens are set to display the call number, shelving location, and circulation modifier [columns](#).

As items are scanned for inventory staff should keep an eye out for the following:

- incorrect call numbers
- call numbers not matching between Evergreen and the item
- incorrect shelving locations
- incorrect circulation modifiers



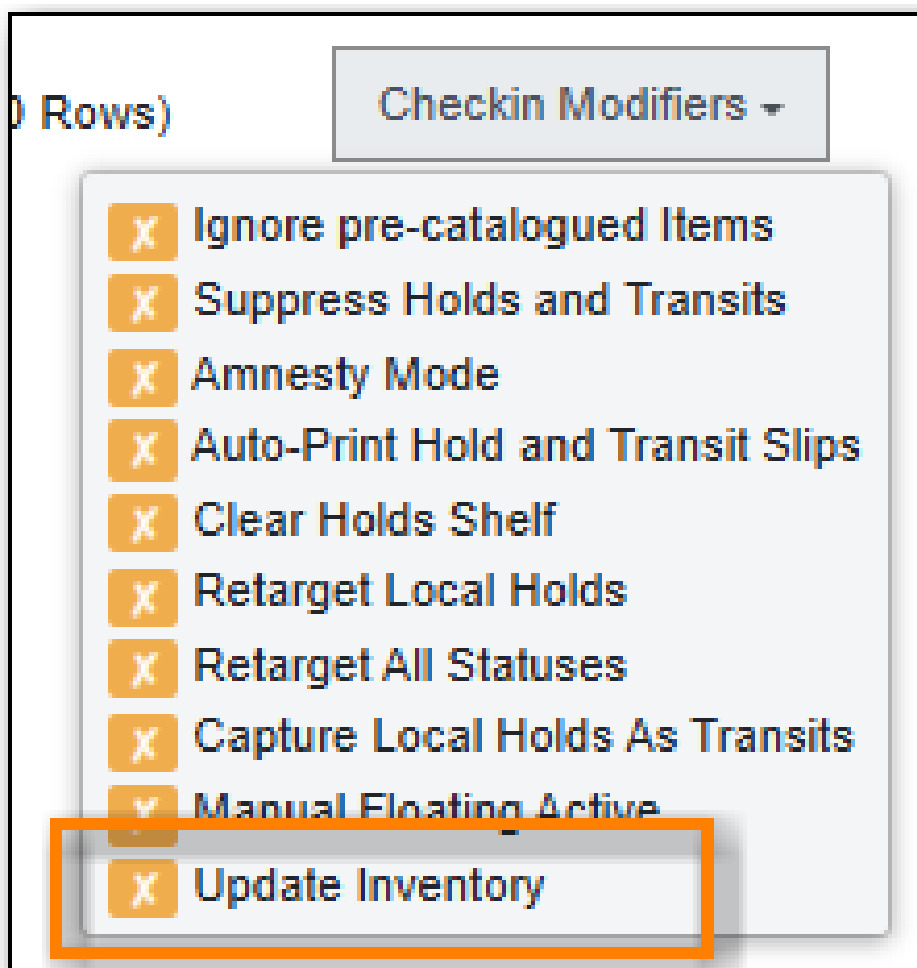
- missing circulation modifiers

Items found with one of the above issues should be pulled so staff with cataloguing permissions can update the items as needed.

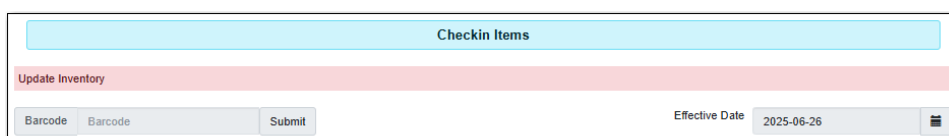
#### 43.3.4. Update Inventory Checkin Modifier

Turn on the *Update Inventory* checkin modifier on all computers where items may be checked in while you are doing inventory. This ensures that any items currently circulating will have their inventory date updated when they are checked in.

1. In Evergreen, go to **Circulation** → **Check In**.
2. From the *Checkin Modifiers* drop down select **Update Inventory**.



3. A banner will display across the top of the check in screen to indicate that the *Update Inventory* modifier is being used.





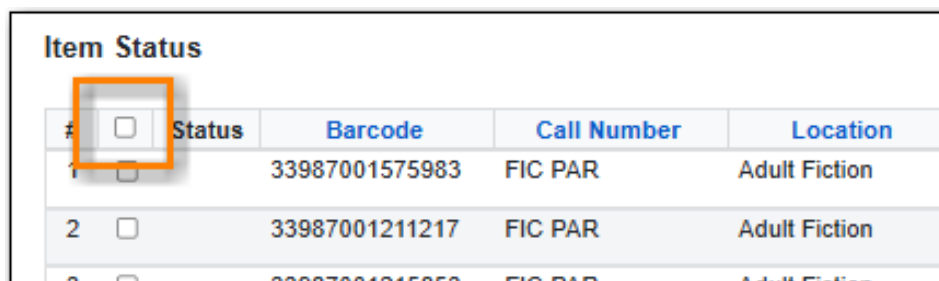
# Chapter 44. Inventorying Your Collection

## TIP

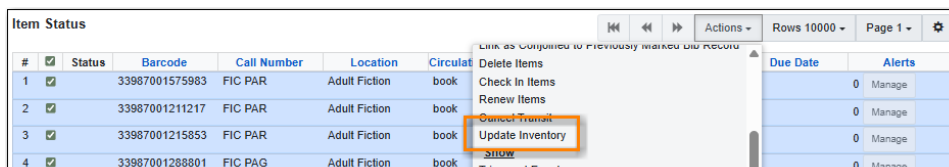
Once you start your inventory, any item found in an incorrect location should be checked in before it is shelved in the correction location to ensure its inventory date is updated.

## 44.1. Workflow - Item Status

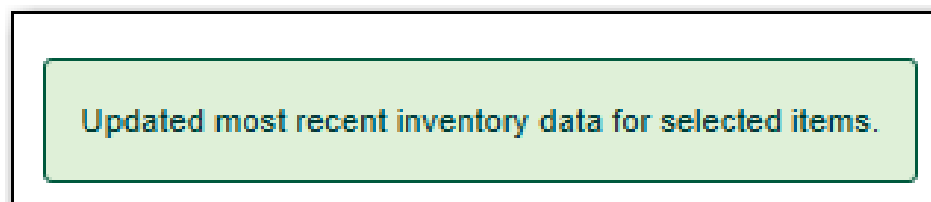
1. Go to **Circulation** → **Item Status**.
2. Ensure you have rows set to at least 500 in your [function bar](#).
3. Scan in your items.
4. Select all the items by clicking on the check box in the column label row.



5. From the **Actions** menu choose **Update Inventory**.



6. A confirmation will appear in the bottom right corner.



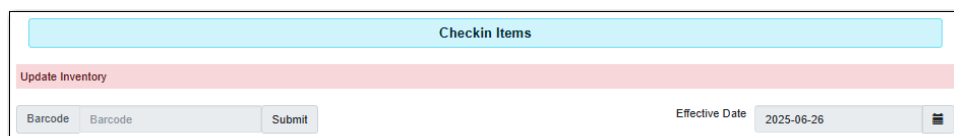
7. Repeat until you have scanned and updated all the items in your desired section of the collection.
8. Run a report using the Sitka Template [Inventory - Un-scanned Items](#). For the report filters you will need the date you started inventory and the shelving location(s) you inventoried.
9. Take the list of un-scanned items and check the shelves to see if any were missed.
10. If you find any un-scanned items, scan them in and update their inventory date using the **Update Inventory** action.



11. Any items you cannot locate should be [marked as missing](#). Evergreen will alert you if they are found.
12. Run a report using the Sitka Template [Inventory - Scanned Items Count by Shelving Location](#). For the report filters you will need the date you started inventory.
13. This report will show you how many items have had their inventory date updated since you started inventory. You will likely see items from other shelving locations that have been updated through your regular check in process, as long as the [Update Inventory checkin modifier is enabled](#) on all workstations where check in is done.
14. Repeat all the steps for every shelving location/section of your collection that you wish to inventory.

## 44.2. Workflow - Check In

1. Go to **Circulation** → **Check In**.
2. Ensure the checkin modifier **Update Inventory** is active. For information on turning this on see [Update Inventory Checkin Modifier](#).



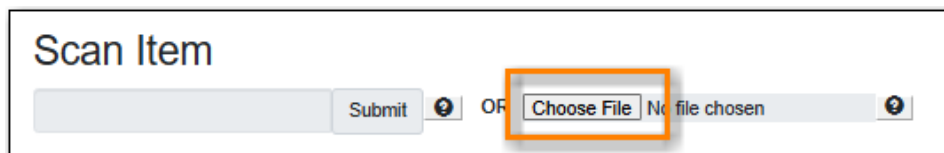
3. Scan in your items. Their inventory date is automatically updated.
4. Repeat until you have scanned and updated all items in your desired section of the collection.
5. Run a report using the Sitka Template [Inventory - Un-scanned Items](#). For the report filters you will need the date you started inventory and the shelving location(s) you inventoried.
6. Take the list of un-scanned items and check the shelves to see if any were missed.
7. If you find any un-scanned items, scan them in. Their inventory date is automatically updated.
8. Any items you cannot locate should be [marked as missing](#). Evergreen will alert you if they are found.
9. Run a report using the Sitka Template [Inventory - Scanned Items Count by Shelving Location](#). For the report filters you will need the date you started inventory.
10. This report will show you how many items have had their inventory date updated since you started inventory. You will likely see items from other shelving locations that have been updated through your regular check in process, as long as the [Update Inventory checkin modifier is enabled](#) on all workstations where check in is done.
11. Repeat all the steps for every shelving location/section of your collection that you wish to inventory.

## 44.3. Workflow - Portable Barcode Scanner

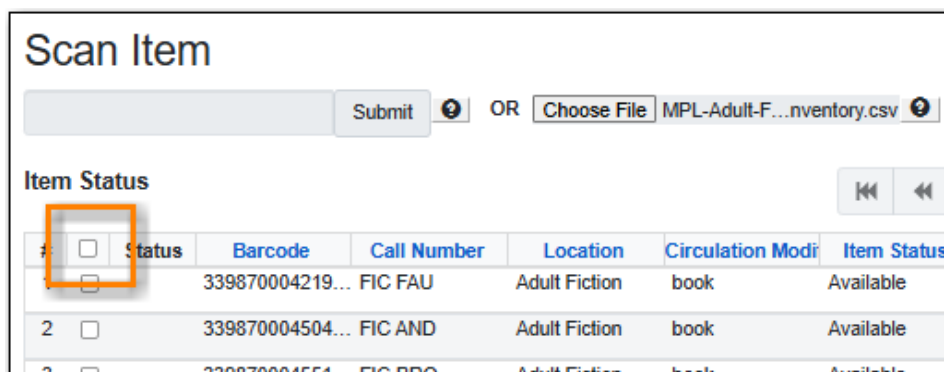
1. Using your portable barcode scanner, scan every item on the shelf in your desired section of the collection.



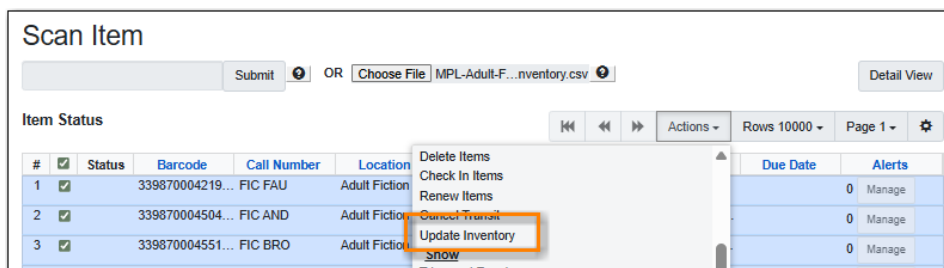
- Export the barcodes to a text file (we recommend using Notepad) and save the file. The barcodes should be in one single spaced single column without extra spaces anywhere.
- Use copy/paste to break the big list of barcodes into smaller lists and save each list as an individual text file. Co-op Support recommends each list contain under 500 barcodes.
- Go to **Circulation** → **Item Status**.
- Ensure you have rows set to at least 500 in your [function bar](#).
- Click **Choose File**.



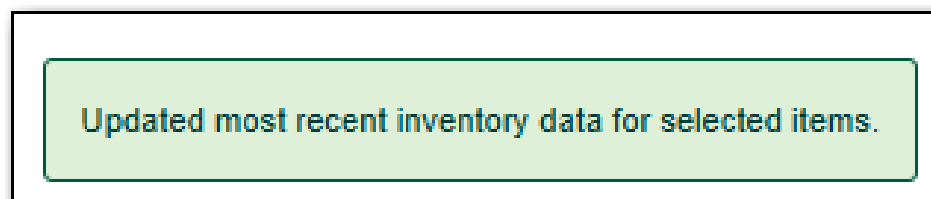
- Follow the on screen prompts to select your file.
- A progress bar will display as the file loads. The larger the file the longer it will take to load.
- The items will be listed and the file name displays at the top.
- Select all the items by clicking on the check box in the column label row.



- From the **Actions** menu choose **Update Inventory**.



- A confirmation will appear in the bottom right corner.



- Repeat until you have updated all items in your desired section of your collection.



14. Run a report using the Sitka Template [Inventory - Un-scanned Items](#). For the report filters you will need the date you started inventory and the shelving location(s) you inventoried.
15. Take the list of un-scanned items and check the shelves to see if any were missed.
16. If you find any un-scanned items, scan them in and update their inventory date using the **Update Inventory** action.
17. Any items you cannot locate should be [marked as missing](#). Evergreen will alert you if they are found.
18. Run a report using the Sitka Template [Inventory - Scanned Items Count by Shelving Location](#). For the report filters you will need the date you started inventory.
19. This report will show you how many items have had their inventory date updated since you started inventory. You will likely see items from other shelving locations that have been updated through your regular check in process, as long as the [Update Inventory checkin modifier is enabled](#) on all workstations where check in is done.
20. Repeat all the steps for every shelving location/section of your collection that you wish to inventory.

## 44.4. Finishing Your Inventory

Once you have inventoried all desired section of your collection, run the two inventory reports one more time.

You may wish to keep the final output from [Inventory - Scanned Items Count by Shelving Location](#) for your records.

[Inventory - Un-scanned Items](#) should be run for all shelving locations where inventory was done. If you have been marking unfound items as missing throughout the inventory process this report will be blank. If any items do appear on the report, [mark them as missing](#).

You may also wish to use the Sitka Template [Status: All Items with Selected Item Status](#) to generate a list of your missing items so you can determine if any should be re-ordered.



# Serials



# Chapter 45. Serials Administration

[Serials Training Video - Serials Overview \(10:41\)](#)

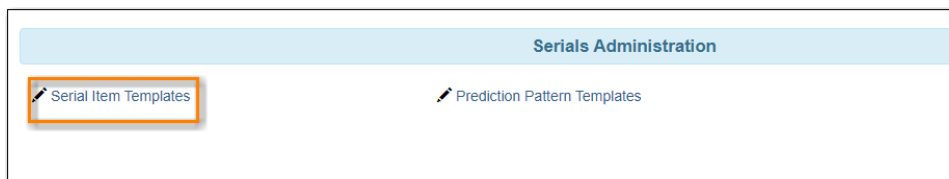
## 45.1. Serial Item Templates

[Serials Training Video - Serial Copy Templates \(2:30\)](#)

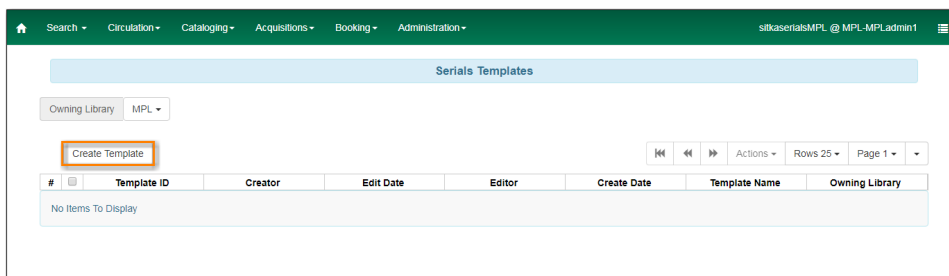
Serial Item Templates specify the item attributes that should be applied when a serial item is received. You must create at least one template to receive serials.

### 45.1.1. Create a Serial Item Template

1. Click **Administration** → **Serials Administration** → **Serial Item Templates**.



2. Click **Create Template**.

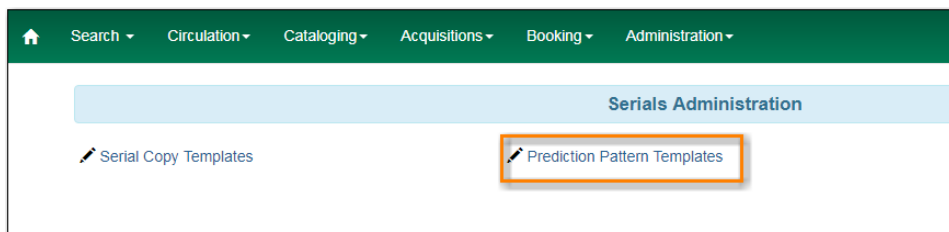


3. Enter a *Template Name*.
4. Choose the item attributes for this template.
5. Click **Save**.

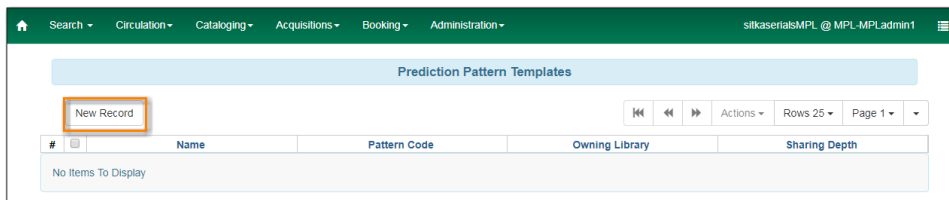








2. Click **New Record**.



3. Enter a **Name**.

4. Click **Pattern Wizard**. The wizard has five tabs that will take you through the steps to create a prediction pattern for your publication.

 A screenshot of the 'Prediction Pattern Template' form. The form has a title bar with a close button. It contains several fields: 'ID' (empty), 'Name' (containing 'Monthly\_enum' and highlighted with a green box), 'Pattern Code' (containing 'Pattern Wizard' and highlighted with an orange box), 'Owning Library' (a dropdown menu showing 'MPL'), and 'Share Depth' (an empty dropdown menu). At the bottom right, there are two buttons: 'Save' (blue) and 'Cancel' (orange).

a. See [Pattern Wizard](#) for detailed instructions.

5. Choose the **Owning Library**.

6. Choose the **Share Depth**.

7. Click **Save**.



**Prediction Pattern Template**

ID

Name: Monthly\_enum

Pattern Code: Pattern Wizard

Owning Library: MPL

Share Depth: System / Library

Save Cancel

## Pattern Wizard

### Enumeration Labels

1. Select the radio button adjacent to **Use enumerations**.
  - a. The enumerations conform to \$a-\$h of the 853,854 and 855 MARC tags.
  - b. If the publication only uses dates, select the radio button adjacent to **Use Calendar Dates Only** and click **Next** in the upper right-hand corner. *Skip to next step.*
2. Enter the first level of enumeration in the field labeled **Level 1** → Click **Add Level**.
  - a. A common first level enumeration is volume, or "v."
3. Enter the second level of enumeration in the field labeled **Level 2**.
  - a. A common second level enumeration is number, or "no."
4. Select if the second level of enumeration is a set Number, Varies, or is Undetermined.
  - a. **Number** - Enter the number of bibliographic units per next higher level (e.g. 12 no. per v.).
    - i. This conforms to \$u in the 853, 854, and 855 MARC tags.
  - b. Select the radio button for the enumeration scheme: **Restarts at unit completion** or **Increments continuously**.
    - i. This conforms to \$v in the 853, 854, and 855 MARC tags.
5. Check the box adjacent to **Add alternative enumeration** if the publication uses an alternative enumeration.
6. Check the box adjacent to **First level enumeration changes during subscription year** to configure calendar changes if needed.
  - a. A common calendar change is for the first level of enumeration to increment every January.
  - b. Select when the Change occurs from the drop down menu: Start of the month, Specific date, or Start of season.
  - c. Select the specific point in time at which the first level of enumeration should change.
7. Click **Next**



## Chronology display

1. Check the box adjacent to **Use Chronology Captions?**
2. Choose a chronological unit for the first level.
3. Do not check **Display level descriptor?**.
  - a. If checked the term for the unit selected, such as "Year" and "Month" will display next to the chronology caption in the catalog.
4. To add additional levels of chronology for display, click Add level.
  - a. Each level that you add must be a smaller chronological unit than the previous level (e.g. Level 1 = Year, Level 2 = Month).
5. Check the box adjacent to Use Alternative Chronology Captions? If the publication uses alternative chronology.
6. Click **Next**

## MFHD Indicators

1. Choose a **Compression Display Option**
  - a. Compressibility and expandability correspond to the first indicator in the 853 tag.
  - b. Sitka recommends **Can compress or expand**
2. Choose a **Caption Evaluation**
  - a. Caption Evaluation corresponds to the second indicator in the 853 tag.
  - b. Sitka recommends **Captions verified; all levels present**
3. Click **Next**

## Frequency and Regularity



1. Click the radio button for **Pre-selected** and choose the frequency from the drop down menu.
  - a. Alternatively- Use number of issues per year and enter the total number of issues in the field.
2. If the publication has combined, skipped, or special issues, that should be accounted for in the publication pattern, check the box adjacent to Use specific regularity information?.
  - a. From the first drop down menu, select the appropriate publication information: Combined, Omitted, or Published issues.
  - b. From the subsequent drop down menus, select the appropriate frequency and issue information.
  - c. Add additional regularity rows as needed.
  - d. For a Combined issue, enter the relevant combined issue code.
    - i. E.g., for a monthly combined issue, enter 02/03 to specify that February and March are combined.
3. Click **Next**

## Review

1. Review the **Pattern Summary**
  - a. Click the blue arrows to see the **Raw Pattern Code**

2. Click **Save**

## 45.2.2. Edit a Prediction Pattern Template

1. Click **Administration** → **Serials Administration** → **Prediction Pattern Templates**.
2. Click the check box beside the template you want to edit.
3. Click **Actions** → Choose **Edit Record**.

## NOTE

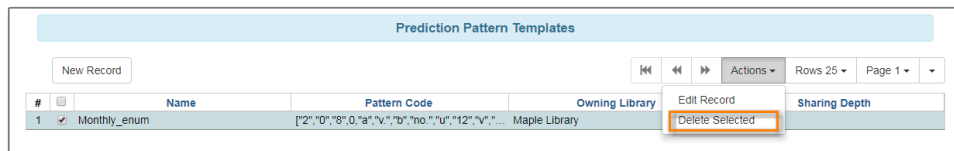
Prediction Patterns can be edited after creation as long as all predicted issues have



the status of "Expected". Once an issue is moved into a different status, the Prediction Pattern cannot be changed.

### 45.2.3. Delete a Prediction Pattern Template

1. Click **Administration** → **Serials Administration** → **Prediction Pattern Templates**.
2. Click the check box beside the template you want to delete.
3. Click **Actions** → Choose **Delete Selected**.



#### NOTE

Prediction Pattern Templates that are being used by subscriptions cannot be deleted.

## 45.3. Serials Settings

Click **Administration** → **Local Administration** → **Library Settings Editor**.

The following settings should be configured in the Library Settings Editor before you start using the Serials module.

Group	Setting	Description	Options	Notes
Serials	Default display grouping for serials distributions presented in the OPAC		"enum" or "chron"	<b>enum</b> display in the OPAC by volume and number. <b>chron</b> display in the OPAC by month and year .
Serials	Previous Issuance Copy Location	When a serial issuance is received, copies (units) of the previous issuance will be automatically moved into the configured shelving location		use this setting to specify a default copy location for serials
OPAC	Use fully compressed serials holdings		"true" or "false"	<b>true</b> is recommended



# Chapter 46. Serials Subscriptions

The Serials Module can be used to create subscriptions, distributions, streams, and prediction patterns, as well as to generate predictions and receive issues as they come in to the library.

To access the Serials Module, retrieve a bibliographic record and click on **Serials** → **Manage Subscriptions**. This will open the serials interface for that particular record.

The screenshot shows the Serials Module interface for a bibliographic record titled "Maclean Magazine". The record details include Edition: July 25 2008, TCN: 65113, Created By: 4e3b98e220310fafeb51c33b14e78ab5, Author, Pubdate: 19uu, Database ID: 65113, Last Edited By: 4e3b98e220310fafeb51c33b14e78ab5, Bib Call #: , Record Owner: , Created On: 9/3/21, 10:42 AM, Last Edited On: 9/3/21, 10:42 AM. The interface includes navigation buttons (Start, Previous, Next, End, Back to Results (3 / 8)), action buttons (Patron View, Place Hold, Add Holdings, Serials, Mark For..., Other Actions), and a table with columns: #, Location, Call Number / Item Notes, Part, Barcode, Shelving Location, Circulation Modifier, Age Hold Protection, Active/C..., Holdable?, Status, Due Date, Last Circ Date, Total Circ Count. The table shows one item with location BRL-BRB, call number MAC, and barcode 35180200031.

## 46.1. Create and Manage Subscriptions

A subscription must be added to a bibliographic record. If the record is not already in the catalogue, you can import it via any of your preferred methods (MARC import, Z39.50 search, etc.). A subscription is designed to hold all information related to a single serial title. Therefore, each library is likely to have only one subscription per serial title.

1. Retrieve the bibliographic record you would like to attach your subscription to.
2. Click **Serials** → Choose **Manage Subscriptions**.
3. Existing subscriptions for the workstation location will be displayed.
4. Click **New Subscription**

The screenshot shows the Manage Subscriptions interface. It includes tabs for Manage Subscriptions, Manage Predictions, Manage Issues, and Manage MFHDs. A dropdown menu for "Subscriptions owned by or below" is set to "MPL", with a message "No subscriptions are owned by this library". A "New Subscription" button is highlighted. The interface also includes a "Cancel" button, a "Save" button, and a table with columns: #, Owing Librar, Distribution, L, Distribution, L, Copy, Stream, Offset, Start Date, End Date, Route To, Additional Ro, MFHD ID, Summary Dis. The table shows "No Items To Display".

5. Enter the subscription information.
  - a. **Owned By** - Owing Library
  - b. **Start Date** - Subscription start date
  - c. **End Date** - Subscription end date (Optional)
  - d. **Expected Offset** - Difference between the nominal publishing date of an issue and the date that you expect to receive your copy. (Optional)



e. **Distributed At** - Circulation Library

i. Click **Add Distribution** to add a second copy to the subscription

f. **Label** - This field is not publicly visible and only appears when an item is received. There are no limits on the number of characters that can be entered in this field. It may be useful to identify the branch to which you are distributing these issues in this field.

g. **OPAC Display** - Whether the public catalog display of issues should be grouped by chronology (e.g., years) or enumeration (e.g., volume and number).

h. **Receiving Template** - Specifies the item attributes applied on receipt - see [Serial Item Templates](#) for more information.

i. **Send to** - Designate specific users and/or departments that serial items need to be routed to upon receiving.

i. Click **Add item stream** to add additional Routing.

6. Click **Save**

## 46.2. Create and Manage Predictions

From the Manage Predictions tab you can create a new prediction pattern from scratch, use an existing pattern template, or use an existing pattern template as the basis for a new prediction pattern.

1. Retrieve the bibliographic record your subscription is attached to.
2. Click **Serials** → Choose **Manage Subscriptions** → Click **Manage Predictions**

### 46.2.1. Predict Issues Using a New Prediction Pattern

1. Within the *Manage Predictions* tab, **Select Subscription** to work on from the drop down menu.



2. Click **Add New**

3. Click **Create Pattern**

The screenshot shows the 'Manage Predictions' tab in a web application. At the top, there are four tabs: 'Manage Subscriptions', 'Manage Predictions' (selected), 'Manage Issues', and 'Manage MFHDs'. Below the tabs, there's a section for subscription selection with a dropdown 'At' set to 'MPL' and a text field 'Subscription 2 at MPL (1/1/2018 - )'. Below this are three orange buttons: 'Add New', 'Import from Bibliographic and/or MFHD Records', and 'Create from Template'. To the right of these buttons is a dropdown 'Monthly\_enum'. Below the buttons, there's a checkbox 'Active' checked, a 'Start Date' of '5/8/2018', and a 'Type' dropdown set to 'Basic'. A 'Create Pattern' button is highlighted with an orange box. To the right of this button are 'Cancel' and 'Create' buttons. Below the buttons is a section titled 'Existing Prediction Patterns'.

4. Follow the [Pattern Wizard](#) steps to modify the template.

5. Click **Create**.

This screenshot is similar to the previous one, showing the 'Manage Predictions' tab. The 'Create Pattern' button is no longer visible, and the 'Create' button is now highlighted with an orange box. The 'Edit Pattern' button is now visible next to the 'Type' dropdown.

6. To create predictions, click **Predict New Issues**.

This screenshot shows the 'Manage Predictions' tab with a table of existing prediction patterns. The table has columns for 'ID', 'Active' (checkbox), 'Start Date', 'Type', and actions. The first row shows 'ID 1', 'Active' checked, 'Start Date 5/8/2018', and 'Type Basic'. The 'Predict New Issues' button is highlighted with an orange box. Other buttons in the row are 'Edit Pattern', 'Delete', and 'Save'.

a. Note: you can also predict new issues from the **Manage Issues** tab.

7. A dialog box called **Predict New Issues: Initial Values** will appear.

a. Select the **Publication date** for the subscription. This will be publication date of the first issue you expect to receive.

b. The **Type** will correspond to the type of prediction pattern selected.

c. Enter any **Enumeration labels** for the first expected issue.


d. Enter any **Chronology labels** for the first expected issue.

e. Enter the **Prediction count**. This is the number of issues that you want to predict.

8. Click **Save**.



**Predict New Issues: Initial Values**

Publication date: 2018-01-01  Type: Basic


---

**Enumeration labels**

Enumeration level 1: 2018 (year)

Enumeration level 2: 01 (month)

---

Prediction count: 24 

**Save** **Cancel**

- Evergreen will generate the predictions and bring you to the *Manage Issues* tab to review the predicted issues.

**Record Summary**

<b>Title:</b>	Pacific sportsman; the outdoor magazine of the Pacific Northwest	<b>Edition:</b>		<b>TCN:</b>	69055	<b>Created By:</b>	sitkaserialsMPL
<b>Author:</b>		<b>Pub Date:</b>	1925-]	<b>Database ID:</b>	69055	<b>Last Edited By:</b>	sitkaserialsMPL
<b>Bib Call #:</b>	SKI.P2	<b>Record Owner:</b>		<b>Last Edited On:</b>	5/8/2018 9:19 AM		

Manage Subscriptions Manage Predictions **Manage Issues** Manage MFHDs

At: GLCONS select subscription to work on Subscription 2 at MPL (1/1/2018 - )

Filter items... Receive Next Predict New Issues Barcode on receive Print routing lists

Page 1 Rows 25

#	Distribution Libr	Issuance	Barcode	Publication Date	Status	Date Expected	Date Received	Holding Type	Receiving Temp Summary	Display
1	Maple Library	2018.Jan.		1/1/2018	Expected	1/1/2018		basic	magazine_po...	
2	Maple Library	2018.Feb.		2/1/2018	Expected	2/1/2018		basic	magazine_po...	
3	Maple Library	2018.Mar.		3/1/2018	Expected	3/1/2018		basic	magazine_po...	
4	Maple Library	2018.Apr.		4/1/2018	Expected	4/1/2018		basic	magazine_po...	
5	Maple Library	2018.May		5/1/2018	Expected	5/1/2018		basic	magazine_po...	
6	Maple Library	2018.Jun.		6/1/2018	Expected	6/1/2018		basic	magazine_po...	
7	Maple Library	2018.Jul.		7/1/2018	Expected	7/1/2018		basic	magazine_po...	
8	Maple Library	2018.Aug.		8/1/2018	Expected	8/1/2018		basic	magazine_po...	
9	Maple Library	2018.Sep.		9/1/2018	Expected	9/1/2018		basic	magazine_po...	

Issuance saved

## 46.2.2. Predict Issues Using a Prediction Pattern Template

- Within the **Manage Predictions** tab, **Select Subscription** to work on from the drop down menu.
- Select a template from the drop down menu beside **Create from Template**.

Manage Subscriptions Manage Predictions **Manage Issues** Manage MFHDs

At: MPL select subscription to work on Subscription 2 at MPL (1/1/2018 - )

**Add New** **Import from Bibliographic and/or MFHD Records** **Create from Template** Monthly\_enum

Existing Prediction Patterns

monthly-calendar

Monthly\_chrom

**Monthly\_enum**

- Click **Create from Template**.
- If you want to use the pattern "as is" click **Create**.



- a. If you want to review or modify the pattern, click **Edit Pattern**. The Pattern Wizard will appear.
  - b. The Pattern Wizard will be pre-populated with the pattern template selected.
  - c. After modifying or reviewing the pattern in the wizard, click **Create**. The prediction pattern will now appear under Existing Prediction Patterns.
5. To create predictions, click **Predict New Issues**.
    - a. Note: you can also predict new issues from the **Manage Issues** tab.
  6. A dialog box called **Predict New Issues: Initial Values** will appear.
    - a. Select the **Publication date** for the subscription. This will be publication date of the first issue you expect to receive.
    - b. The **Type** will correspond to the type of prediction pattern selected.
    - c. Enter any **Enumeration labels** for the first expected issue.
    - d. Enter any **Chronology labels** for the first expected issue.
    - e. Enter the **Prediction count**. This is the number of issues that you want to predict.
  7. Click **Save**.
  8. Evergreen will generate the predictions and bring you to the *Manage Issues* tab to review the predicted issues.

## 46.3. Create and Manage Issues

After generating predictions in the **Manage Predictions** tab, you will see a list of the predicted issues in the **Manage Issues** tab. A variety of actions can be taken in this tab:

- Receive issues
  - Click **Receive Next**. Refer to [Serials Receiving](#) for details.
- Predict new issues
  - Click **Predict New Issues**. Refer to [Create and Manage Predictions](#) for details.
- Add special issues
  - Click **Add Special Issue**. Refer to [Special Issues](#) for details.



Manage Subscriptions
Manage Predictions

Manage Issues

Manage MFHDs

At 

MPL ▾

 select subscription to work on

Subscription 2 at MPL (1/1/2018 - ) ▾

Filter items... ▾

Receive Next

Barcode on receive ☐

Print routing lists ☐

⏮

⏪

⏩

Actions ▾

Predict New Issues

Add Special Issue

Rows 25 ▾

Page 1 ▾

▾

#	<input type="checkbox"/>	Distribution	Issuance	Barcode	Publication	Status	Date Expect	Date Receiv	Holding Typ	Receiving Tr	Summary Di
1	<input type="checkbox"/>	Maple Lib...	v.13:no.1(...		1/1/2018	Expected	1/1/2018		basic	magazine...	
2	<input type="checkbox"/>	Maple Lib...	v.13:no.2(...		2/1/2018	Expected	2/1/2018		basic	magazine...	
3	<input type="checkbox"/>	Maple Lib...	v.13:no.3(...		3/1/2018	Expected	3/1/2018		basic	magazine...	
4	<input type="checkbox"/>	Maple Lib...	v.13:no.4(...		4/1/2018	Expected	4/1/2018		basic	magazine...	
5	<input type="checkbox"/>	Maple Lib...	v.13:no.5(...		5/1/2018	Expected	5/1/2018		basic	magazine...	
6	<input type="checkbox"/>	Maple Lib...	v.13:no.6(...		6/1/2018	Expected	6/1/2018		basic	magazine...	
7	<input type="checkbox"/>	Maple Lib...	v.13:no.7(...		7/1/2018	Expected	7/1/2018		basic	magazine...	
8	<input type="checkbox"/>	Maple Lib...	v.13:no.8(...		8/1/2018	Expected	8/1/2018		basic	magazine...	
9	<input type="checkbox"/>	Maple Lib...	v.13:no.9(...		9/1/2018	Expected	9/1/2018		basic	magazine...	
10	<input type="checkbox"/>	Maple Lib...	v.13:no.1...		10/1/2018	Expected	10/1/2018		basic	magazine...	
11	<input type="checkbox"/>	Maple Lib...	v.13:no.11...		11/1/2018	Expected	11/1/2018		basic	magazine...	
12	<input type="checkbox"/>	Maple Lib...	v.13:no.1...		12/1/2018	Expected	12/1/2018		basic	magazine...	
13	<input type="checkbox"/>	Maple Lib...	v.14:no.1(...		1/1/2019	Expected	1/1/2019		basic	magazine...	
14	<input type="checkbox"/>	Maple Lib...	v.14:no.2(...		2/1/2019	Expected	2/1/2019		basic	magazine...	
15	<input type="checkbox"/>	Maple Lib...	v.14:no.3(...		3/1/2019	Expected	3/1/2019		basic	magazine...	
16	<input type="checkbox"/>	Maple Lib...	v.14:no.4(...		4/1/2019	Expected	4/1/2019		basic	magazine...	
17	<input type="checkbox"/>	Maple Lib...	v.14:no.5(...		5/1/2019	Expected	5/1/2019		basic	magazine...	



# Chapter 47. Serials Receiving

Issues can be received through the **Manage Issues** tab.

## 47.1. Receive Issues

The **Manage Issues** tab can be used to receive the next expected issue and to receive multiple expected issues.

1. Retrieve the serial record
2. Click **Serials** → **Manage Subscriptions** → **Manage Issues** tab.

### 47.1.1. Receive Next Issue and Barcode

1. Within the Manage Issues tab, **Select Subscription** from the drop down menu. The list of predicted issues for the subscription will appear.
2. Check the box adjacent to **Barcode on receive**.
3. Click **Receive Next**.

#	<input type="checkbox"/>	Distribution Library	Issuance	Barcode	Publication	Status	Date Received	Receiving Template
1	<input type="checkbox"/>	Maple Library	v.13.no.1(2018:Jan.)	35181000000155	1/1/2018	Received	5/17/201...	magazine_popular
2	<input type="checkbox"/>	Maple Library	v.13.no.2(2018:Feb.)		2/1/2018	Expected		magazine_popular
3	<input type="checkbox"/>	Maple Library	v.13.no.3(2018:Mar.)		3/1/2018	Expected		magazine_popular
4	<input type="checkbox"/>	Maple Library	v.13.no.4(2018:Apr.)		4/1/2018	Expected		magazine_popular
5	<input type="checkbox"/>	Maple Library	v.13.no.5(2018:May )		5/1/2018	Expected		magazine_popular
6	<input type="checkbox"/>	Maple Library	v.13.no.6(2018:Jun.)		6/1/2018	Expected		magazine_popular
7	<input type="checkbox"/>	Maple Library	v.13.no.7(2018:Jul.)		7/1/2018	Expected		magazine_popular
8	<input type="checkbox"/>	Maple Library	v.13.no.8(2018:Aug.)		8/1/2018	Expected		magazine_popular

4. A Receive items dialog box will appear with the next expected issue and item(s).
5. The Shelving Location and Circulation Modifier will be pre-populated from the Receive Template associated with the Distribution. Changes can be made to the pre-populated information.
6. **Call Number**: Enter a call number. Any item with a barcode must also have a call number.
7. **Barcode**: Scan in the barcode that will be affixed to the item(s).
8. The box to Receive the item(s) will be checked by default.
9. Check the box adjacent to Routing List to print an existing routing list.



**Receive Items**

☒ Barcode Items ☐ Auto-Barcode ☐ Print routing lists

Library : Distribution/Stream Notes Issuance Copy location Call number Circulation modifier Barcode Receive Routing List

Maple Library: MPL:pacificsports/ v.13.no.1(2018) M D m 35181000000155 ☒ ☐

Apply Save Cancel

10. Click **Save** to receive the item(s). The Status of the issue will update to "Received" and a Date Received will be recorded.

- The barcoded item(s) will now appear in the holdings area of the catalogue and the Holdings Summary in the Issues Held tab in the catalogue will reflect the newly received issue.

### 47.1.2. Receive Next Issue (no barcode)

- In the **Manage Issues** tab, make sure the box adjacent to Barcode on receive is unchecked and click Receive Next.

Manage Subscriptions Manage Predictions **Manage Issues** Manage MFHDs

At MPL select subscription to work on Subscription 2 at MPL (1/1/2018 - )

Filter items... **Receive Next** **Barcode on receive** ☐ ☐ ☐

Predict New Issues Add Special Issue Print routing lists ☐

Rows 25 Page 1

#	Distribution Library	Issuance	Barcode	Publication	Status	Date Received	Receiving Template
1	Maple Library	v.13.no.1(2018:Jan.)	35181000000155	1/1/2018	Received	5/17/201...	magazine_popular
2	Maple Library	v.13.no.2(2018:Feb.)		2/1/2018	Expected		magazine_popular
3	Maple Library	v.13.no.3(2018:Mar.)		3/1/2018	Expected		magazine_popular
4	Maple Library	v.13.no.4(2018:Apr.)		4/1/2018	Expected		magazine_popular
5	Maple Library	v.13.no.5(2018:May )		5/1/2018	Expected		magazine_popular
6	Maple Library	v.13.no.6(2018:Jun.)		6/1/2018	Expected		magazine_popular
7	Maple Library	v.13.no.7(2018:Jul.)		7/1/2018	Expected		magazine_popular
8	Maple Library	v.13.no.8(2018:Aug.)		8/1/2018	Expected		magazine_popular

- A Receive items dialog box will appear with the message "Will receive # item(s) without barcoding."

**Receive selected items?**

Will receive 1 item(s) without barcoding.

OK/Continue Cancel

- Click **OK/Continue** to receive the issue. The Status of the issue will update to "Received" and a Date Received will be recorded. The Holdings Summary in the Issues Held tab in the catalogue will reflect the newly received issue.



## 47.2. Batch Receive

Multiple issues can be received at the same time using the Manage Issues tab.

### 47.2.1. Batch Receive and Barcode

1. Within the Manage Issues tab, **Select Subscription** from the drop down menu. The list of predicted issues for the subscription will appear.
2. Check the box adjacent to **Barcode on receive**.
3. Check the boxes adjacent to the expected issues you want to receive.
4. Go to **Actions** → **Receive selected**.
5. A Receive items dialog box will appear with the selected issues and items.
6. The Shelving Location and Circulation Modifier will be pre-populated from the Receive Template associated with the Distribution. Changes can be made to the pre-populated information.
7. Call Number: Enter a call number. Any item with a barcode must also have a call number.
8. Barcode: Scan in the barcodes that will be affixed to the items.
9. The box to Receive the items will be checked by default.
10. Check the box adjacent to Routing List to print an existing routing list.

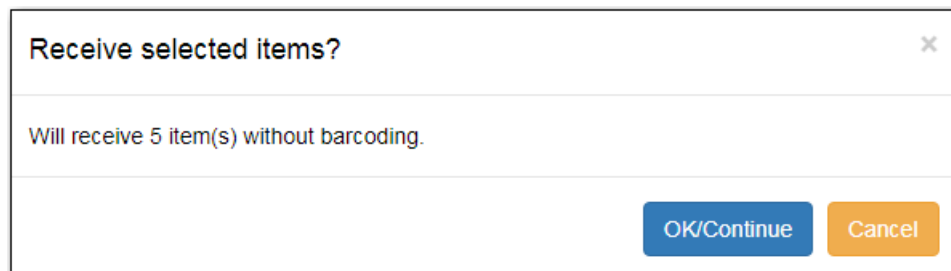
Library : Distribution/Stream Notes	Issuance	Copy location	Call number	Circulation modifier	Barcode	Receive	Routing List
Maple Library: MPLpacificsports/	v.13: no.3(20)	MA			3518100005123	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maple Library: MPLpacificsports/	v.13: no.4(20)	MA			3518100005123	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maple Library: MPLpacificsports/	v.13: no.5(20)	MA			3518100005123	<input checked="" type="checkbox"/>	<input type="checkbox"/>

11. Click **Save** to receive the items. The Status of the items will update to "Received" and a Date Received will be recorded.
  - a. The barcoded items will now appear in the holdings area of the catalogue and the Holdings Summary in the Issues Held tab in the catalogue will reflect the newly received issues.



### 47.2.2. Receive multiple issues (no barcode)

1. Within the Manage Issues tab, **Select Subscription** to work on from the drop down menu. The list of predicted issues for the subscription will appear.
2. Make sure the box next to Barcode on receive is unchecked and check the boxes adjacent to the expected issues you want to receive.
3. A Receive items dialog box will appear with the message "Will receive # item(s) without barcoding."



4. Click OK/Continue to receive the issues. The Status of the issue will update to "Received" and a Date Received will be recorded. The Holdings Summary in the Issues Held tab in the catalogue will reflect the newly received issues.



# Chapter 48. Special Issues

## 48.1. Adding Extra Copies

If the library receives an extra copy of an expected issue, the extra copy can be added to the list of predicted issues so it can be received through the serials module.

*To add an extra copy of an expected issue:*

1. In the **Manage Issues** tab, select the issuance that precedes the issuance that you received an extra copy of and go to **Actions** → **Add following issue**.

#	Distribution Library	Issuance	Barcode	Publication	Status
1	Maple Library	v.13: no.1(2018:Jan.)	35181000000155	1/1/2018	Rec
2	Maple Library	v.13: no.4(2018:Apr.)	35181000051235	4/1/2018	Rec
3	Maple Library	v.13: no.5(2018:May )	35181000051236	5/1/2018	Rec
4	Maple Library	v.13: no.3(2018:Mar.)	35181000051234	3/1/2018	Rec
5	Maple Library	v.14: no.3(2019:Mar.)		3/1/2019	Exp
6	Maple Library	v.14: no.4(2019:Apr.)		4/1/2019	Expected

2. Verify the Publication date, Type, and Chronology labels are correct.
3. The Enumeration labels will be filled in automatically when the issue is created.

**Add following issue**

Publication date: 2018-04-04 Type: Basic

Ad hoc issue? ☐

**Enumeration labels**

Enumeration level 1: v.

Enumeration level 2: no.

**Chronology labels**

Chronology level 1: 2018 (year)

Chronology level 2: 04 (month)

Save Cancel

4. Click **Save** to create the extra copy of the following issue.



- The extra copy will appear in the list of issues and can be received using your typical workflow.

## 48.2. Adding Special Issues

If the library receives an unexpected issue of a subscription, such as Summer Issue or Holiday Issue, it can be added to the list of predicted issues as a Special Issue so it can be received through the serials module.

*To add a special issue:*

- In the **Manage Issues** tab, click **Add Special Issue**.

#	Distribution Library	Issuance	Barcode	Publication	Status	Date Recel	Receiving Template
1	Maple Library	v.13.no.1(2018:Jan.)	3518100000155	1/1/2018	Received	5/17/20...	magazine_popular
2	Maple Library	v.13.no.2(2018:Feb.)		2/1/2018	Expected		magazine_popular
3	Maple Library	v.13.no.3(2018:Mar.)	35181000051234	3/1/2018	Received	5/17/20...	magazine_popular
4	Maple Library	v.13.no.4(2018:Apr.)	35181000051235	4/1/2018	Received	5/17/20...	magazine_popular
5	Maple Library	v.13.no.4(2018:Apr.)		4/1/2018	Expected		magazine_popular
6	Maple Library	v.13.no.5(2018:May )	35181000051236	5/1/2018	Received	5/17/20...	magazine_popular
7	Maple Library	v.13.no.6(2018:Jun.)		6/1/2018	Expected		magazine_popular
8	Maple Library	v.13.no.7(2018:Jul.)		7/1/2018	Expected		magazine_popular
9	Maple Library	v.13.no.8(2018:Aug.)		8/1/2018	Expected		magazine_popular

- Enter the Publication date of the special issue.
- Select the Type (typically Basic).
- Add an Issuance Label to identify the special issue, such as "Holiday Issue".

**Add special issue**

**Publication date** 2018-04-01

**Type** Basic

**Issuance Label** Spring Outdoor Special

Save Cancel

- Click **Save**.
- The special issue will appear in the list of issues and can be received using your typical workflow.

### NOTE

A special issue may also be added as an ad hoc issue by following the instructions for Adding Extra Copies. Enter the Publication date and Type and check the box adjacent to Ad hoc issue? The form will update to allow you to enter an Issuance Label.

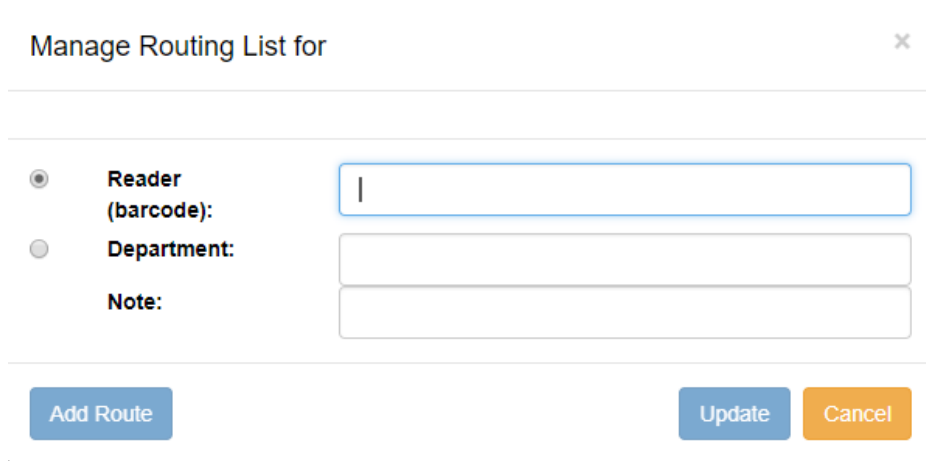


# Chapter 49. Routing List

Routing lists enable you to designate specific users and/or departments that serial items need to be routed to upon receiving.

## *Create a Routing List*

1. Retrieve bibliographic record → Click **Serials** → **Manage Subscriptions**
2. Select the subscription from the list
3. Click **Actions** → **Additional Routing**.
  - a. A dialog box will appear where you can create the routing list.



Manage Routing List for ×

☒ **Reader (barcode):**

☐ **Department:**

☐ **Note:**

4. Scan or type in the barcode of the user the items should be routed to in the Reader (barcode) field and click **Add Route**.
  - a. A Note may be added along with each addition to the list.
  - b. Continue adding barcodes until the list is complete.
5. To route items to a location, click the radio button next to Department, type in the routing location, and click **Add Route**.
6. The names and departments on the list will appear at the top of the dialog box and can be reordered by clicking the arrows or removed by clicking the x next to each name or department.



## Manage Routing List for sslsaMPL



1.	Library Staff	↑ ↓ ×
2.	Toth, Danielle (MPL)	↑ ↓ ×
3.	Sitka Staff, LSA (MPL)	↑ ↓ ×

<input checked="" type="radio"/>	<b>Reader (barcode):</b>	<input type="text" value="sslsaMPL"/>
<input type="radio"/>	<b>Department:</b>	<input type="text" value="Sitka Staff, LSA"/>
	<b>Note:</b>	<input type="text"/>

Add Route

Update

Cancel

7. When the list is complete, click **Update**.

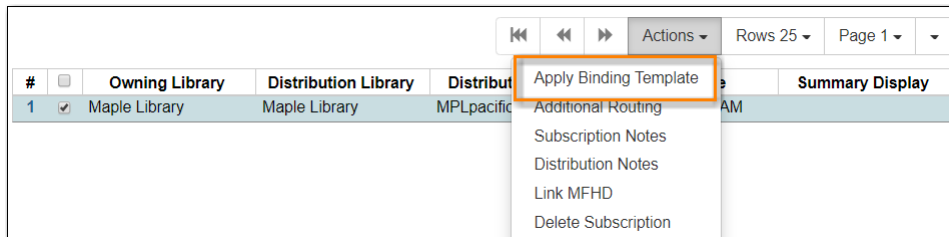


# Chapter 50. Serials Binding

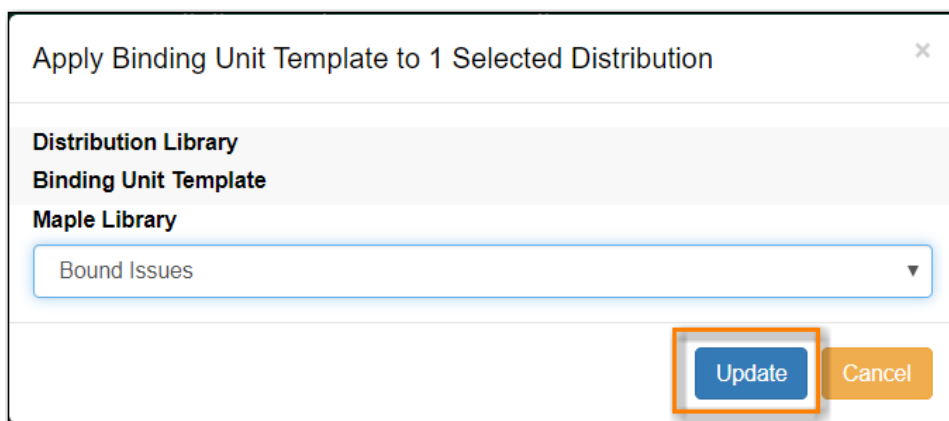
## 50.1. Apply a Binding Template

To bind issues, first a binding template needs to be applied to the associated distribution.

1. Go to the **Manage Subscriptions** tab and from the grid, select the distribution(s) with issues you'd like to bind.
2. Right-click on the distribution(s) or go to **Actions** and select **Apply Binding Template**.

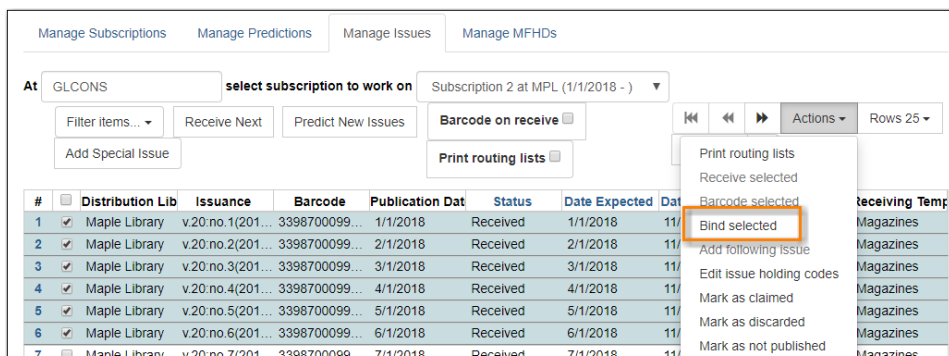


3. In the dialog box that appears, select the Serial Copy Template you'd like to use from the dropdown and click **Update**.



## 50.2. Bind Received Issues Together

1. Go to the **Manage Issues** tab and select the issues you want to bind together.



2. Right-click on the issues or go to **Actions** and select **Bind Selected**.
3. The Bind Items screen will appear and all items will be represented on the screen. The first



item’s fields will be editable.

Bind Items

☒ Barcode Items

☐ Auto-Barcode

☐ Print routing lists

☒ Bind

Library : Distribution/Stream Notes	Issuance	Shelving location	Call number	Circulation modifier	Barcode	Include	Routing List
Maple Library: MPLpacificsports/	v.20: no. 1(201				33987000998884	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maple Library: MPLpacificsports/	v.20: no. 2(201				33987000998876	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maple Library: MPLpacificsports/	v.20: no. 3(201				33987000998875	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Apply

4. Modify the call number if needed.
5. Replace the barcode and click **Save**.

NOTE

The barcode must be replaced with a new barcode. The binding will fail if you attempt to reuse an existing barcode from one of the items being bound. Evergreen views it as a duplicate barcode.



# Course Reserves



# Chapter 51. Implementing Course Reserves

Before implementing course reserves you will need to consider the following:

## **How will your reserve items will be identified in Evergreen?**

Co-op Support recommends setting up course reserves related shelving locations and using reserve specific circulation modifiers.

## **How will your reserve items circulate?**

If your reserve materials will have special loan periods or fines you will need to consider which circulation modifiers you use and contact Co-op Support to set up new circulation policies. If reserve materials are not holdable, your applicable shelving locations will need to be set accordingly, or, your hold policies will have to be adjusted by Co-op Support.

## **Who will have access to course reserves?**

Library staff must have cataloguing permissions in order to use the course reserves module as the module can update item attributes.

To enable the course reserves module in your public catalogue:

1. Go to **Administration** → **Local Administration** → **Library Settings Editor**
2. Set the library setting *Opt Org Unit into the Course Materials Module* to TRUE
3. There will now be options for searching and browsing course reserves in the public catalogue.



# Chapter 52. Course Reserves Administration

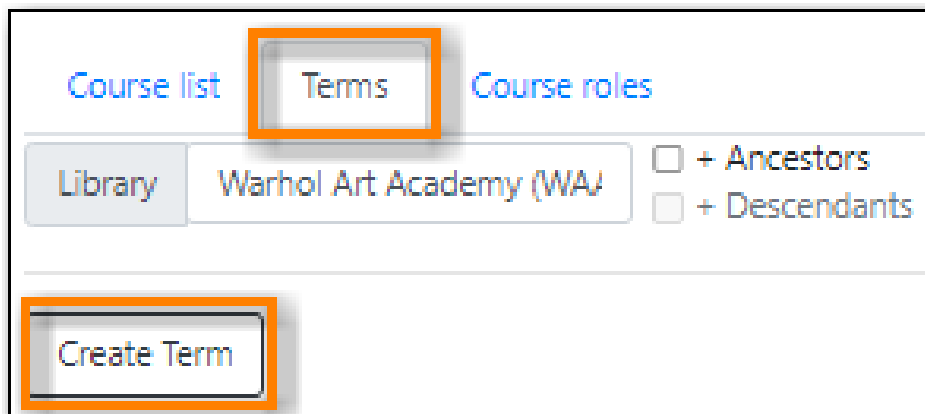
To access the course reserves module go to **Administration** → **Local Administration** → **Course Reserves List**.

## 52.1. Creating Terms

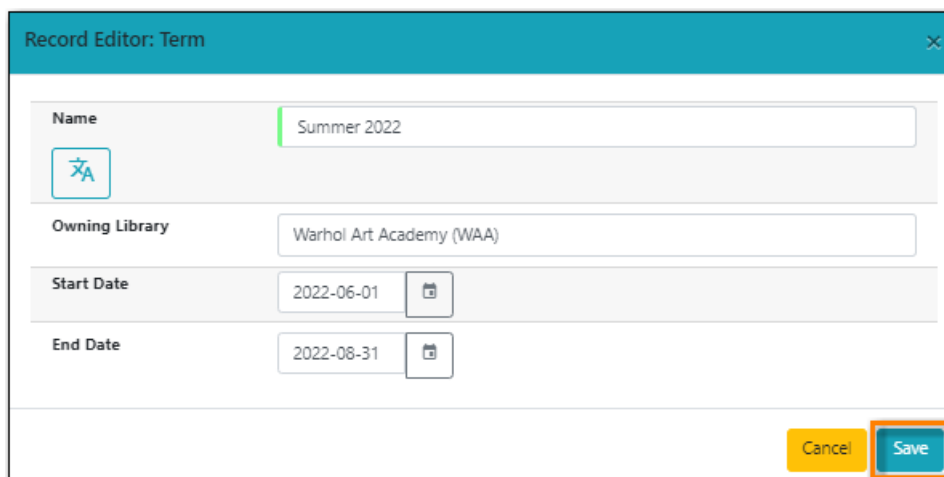
[Sitka Snippet Video - Creating Terms \(1:06\)](#)

You may optionally keep track of your institution's terms or semesters.

1. Go to **Administration** → **Local Administration** → **Course Reserves List**.
2. Click on the **Terms** tab.
3. Click "Create Term".



4. Enter the name of the term.
5. If you are a multi-branch library you may need to change the owning library to be your system, rather than a particular branch.
6. Enter a start date and an end date for the term.
7. Click **Save**.

A screenshot of the 'Record Editor: Term' form. The form has a teal header with the title 'Record Editor: Term' and a close button. It contains several input fields: 'Name' with the value 'Summer 2022', 'Owning Library' with the value 'Warhol Art Academy (WAA)', 'Start Date' with the value '2022-06-01' and a calendar icon, and 'End Date' with the value '2022-08-31' and a calendar icon. At the bottom right, there are two buttons: 'Cancel' and 'Save', both highlighted with orange borders.

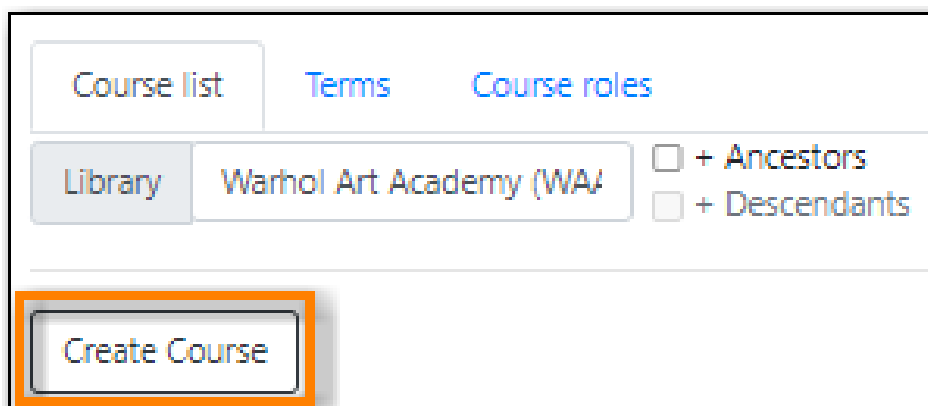


## 52.2. Creating Courses

[Sitka Snippet Video - Creating Course Reserve Lists \(6:29\)](#)

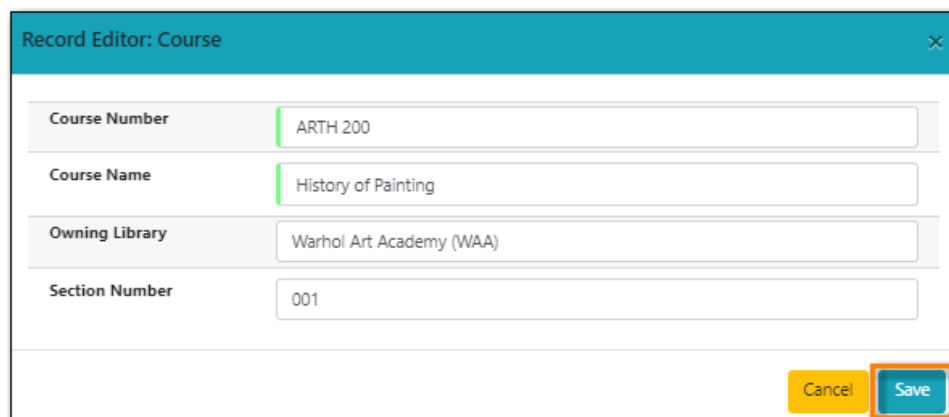
[Sitka Snippet Video - Creating Courses \(0:51\)](#)

1. Go to **Administration** → **Local Administration** → **Course Reserves List**.
2. The **Course list** tab will open by default.
3. Click **Create Course**.



The screenshot shows the 'Course Reserves List' interface. At the top, there are three tabs: 'Course list' (selected), 'Terms', and 'Course roles'. Below the tabs, there is a 'Library' dropdown menu showing 'Warhol Art Academy (WAA)' and two checkboxes: '+ Ancestors' and '+ Descendants'. At the bottom left, a button labeled 'Create Course' is highlighted with an orange rectangular border.

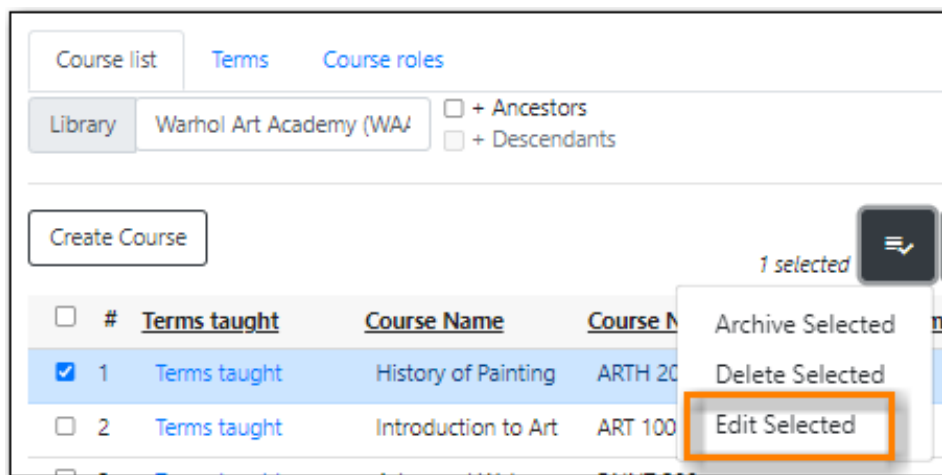
4. Fill out the characteristics of the course. The course's number, name, and owning library are required. The section number is optional.
5. Click **Save**.



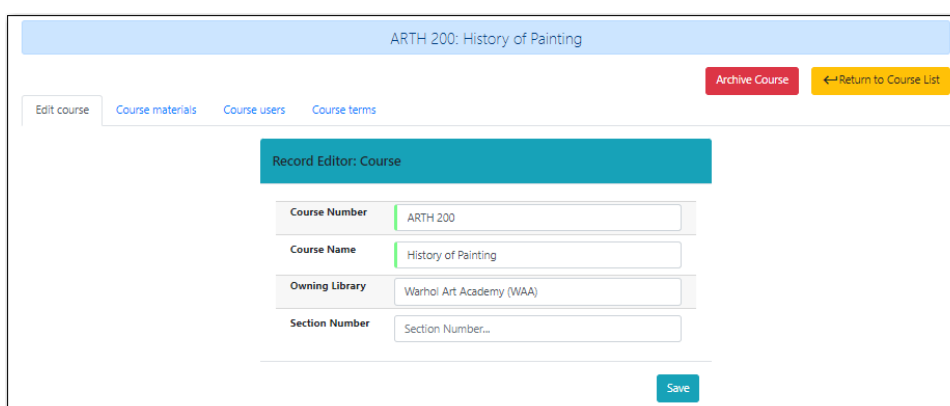
The screenshot shows the 'Record Editor: Course' form. It has a teal header with a close button. The form contains four input fields: 'Course Number' (with 'ARTH 200'), 'Course Name' (with 'History of Painting'), 'Owning Library' (with 'Warhol Art Academy (WAA)'), and 'Section Number' (with '001'). At the bottom right, there are two buttons: 'Cancel' (yellow) and 'Save' (teal), with the 'Save' button highlighted by an orange rectangular border.

6. The course is added to the list.
7. To finish setting up the course, select it and from the **Actions** menu choose **Edit Selected**.





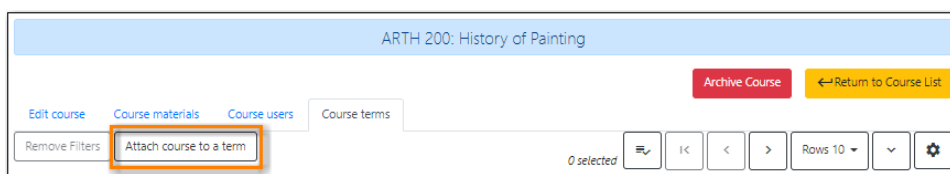
- From here you can attach terms, associate course materials, and add users to your course as well as editing and archiving the course.



## 52.3. Attaching a Course to a Term

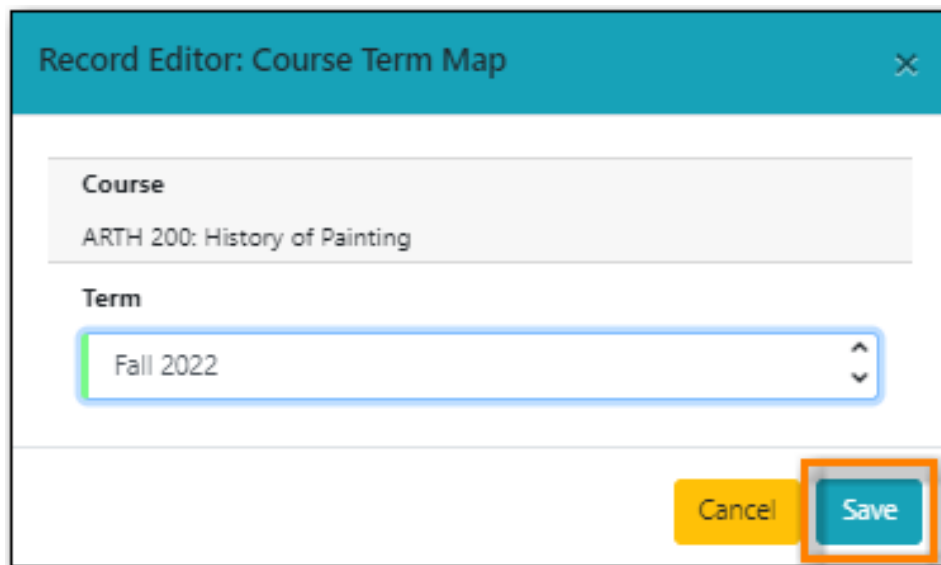
### Sitka Snippet Video - Attaching Terms to a Course (0:46)

- In the course, click on the **Course terms** tab.
- Click **Attach course to a term**.



- Select a term from the drop down menu and click **Save**.



A screenshot of a web application dialog box titled "Record Editor: Course Term Map". The dialog has a teal header bar with a close button (X) in the top right corner. Below the header, there are two input fields. The first is labeled "Course" and contains the text "ARTH 200: History of Painting". The second is labeled "Term" and contains a dropdown menu with "Fall 2022" selected. At the bottom right of the dialog, there are two buttons: a yellow "Cancel" button and a teal "Save" button. The "Save" button is highlighted with an orange rectangular border.

4. Repeat as needed if multiple terms need to be attached to the course.

## 52.4. Associating Materials With a Course

### Sitka Snippet Video - Associating Materials with a Course (4:05)

1. In the course, click on the **Course materials** tab.
2. Three types of materials can be associated with a course:
  - [Catalogued items](#) from your collection.
  - [Brief records](#) for electronic resources that are not part of the library's collection.
  - [Electronic resources](#) from your collection.

### 52.4.1. Associating an Item

1. On the **Course materials** tab, the **Associate item** tab will open by default.
2. Enter the barcode of the item you wish to associate with the course.
3. Enter the relationship the item has with the course. For example, an item may be required reading or be supplemental.
4. A new call number, circulation modifier, and shelving location can be assigned to the item.
  - a. These are temporary values. When the course is archived Evergreen will automatically restore the original values.
5. Optionally, enter an item status.
6. Click **Add Material**.



[Edit course](#)
[Course materials](#)
[Course users](#)
[Course...](#)

## Course Materials

[Associate item](#)
[Associate brief record](#)

[Associate electronic resource from catalog](#)

Barcode

30236262

Relationship

Required

The following fields will be applied to the material added, and reverted once the course is no longer associated with the material.

Call Number

RESERVE

☒

Circulation Modifier

course-reserve

☒

Item Status

Item Status...

☐

Shelving Location

Reserve Books

☒

Add Material

7. The item displays in the list with the updated information.

[Associate item](#)
[Associate brief record](#)

[Associate electronic resource from catalog](#)

Barcode

Relationship

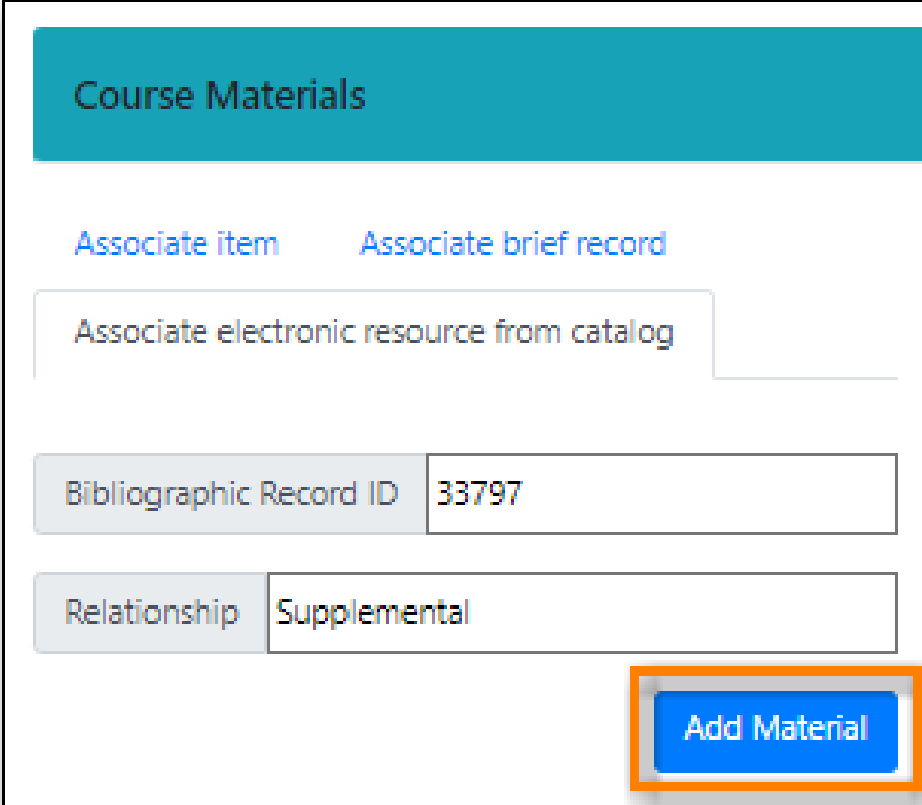
Required

<input type="checkbox"/>	#	Barcode	Title	Call Number	Circulation Library	Relationship
<input type="checkbox"/>	1	30236262	"The art of Emily Carr"	RESERVE	WAA	Required



## 52.4.2. Associating an Electronic Resource from the Catalogue

1. On the **Course materials** tab, click on the **Associate electronic resource from catalog** tab.
2. Enter the record ID for the electronic resource you'd like to add to the course.
3. Enter the relationship the item has with the course. For example, an item may be required reading or be supplemental.
4. Click **Add material**.



**Course Materials**

[Associate item](#)   [Associate brief record](#)

[Associate electronic resource from catalog](#)

Bibliographic Record ID

Relationship

**Add Material**

5. The record displays in the list.



**Course Materials**

[Associate item](#)   [Associate brief record](#)

Associate electronic resource from catalog

Bibliographic Record ID   33797

Relationship   Supplemental

**Add Material**

**NOTE**

Unlike brief records, detaching this resource from the course or archiving the course will not delete the bibliographic record.

### 52.4.3. Associating an Electronic Resource Using a Brief Record

1. On the **Course materials** tab, click on the **Associate brief record** tab.
2. Enter the relationship the item has with the course. For example, an item may be required reading or be supplemental.
3. Fill in the relevant fields to create your brief record. You must enter a value for title.
4. Click **Add material**.



The screenshot shows a web interface for managing course materials. At the top, there are tabs: 'Edit course', 'Course materials' (selected), 'Course users', and 'Course reserves'. Below the tabs is a teal header bar labeled 'Course Materials'. Under this header, there are three links: 'Associate item', 'Associate brief record' (selected), and 'Associate electronic resource from catalog'. Below these links is a form with the following fields:

- Relationship:** A dropdown menu with 'Required' selected.
- Form:** A dropdown menu with '<None selected>' selected.
- Type:** A dropdown menu with 'Language material' selected.
- Title:** A text input field containing 'History of Painting Course'.
- Uniform Resource Identifier:** An empty text input field.
- Link text:** An empty text input field.

At the bottom left of the form, there is a blue button labeled 'Add material' which is highlighted with an orange border.

5. The record displays in the list.

[Associating a brief record] | [images/course-reserves/course-reserves-associate-brief-record-2.png](#)

#### NOTE

After creating a brief record, it is represented as a bibliographic record in your catalogue, which cataloguers may edit and enhance at any time. When the resource is detached from the course or the course is archived, the bibliographic record will be automatically deleted.

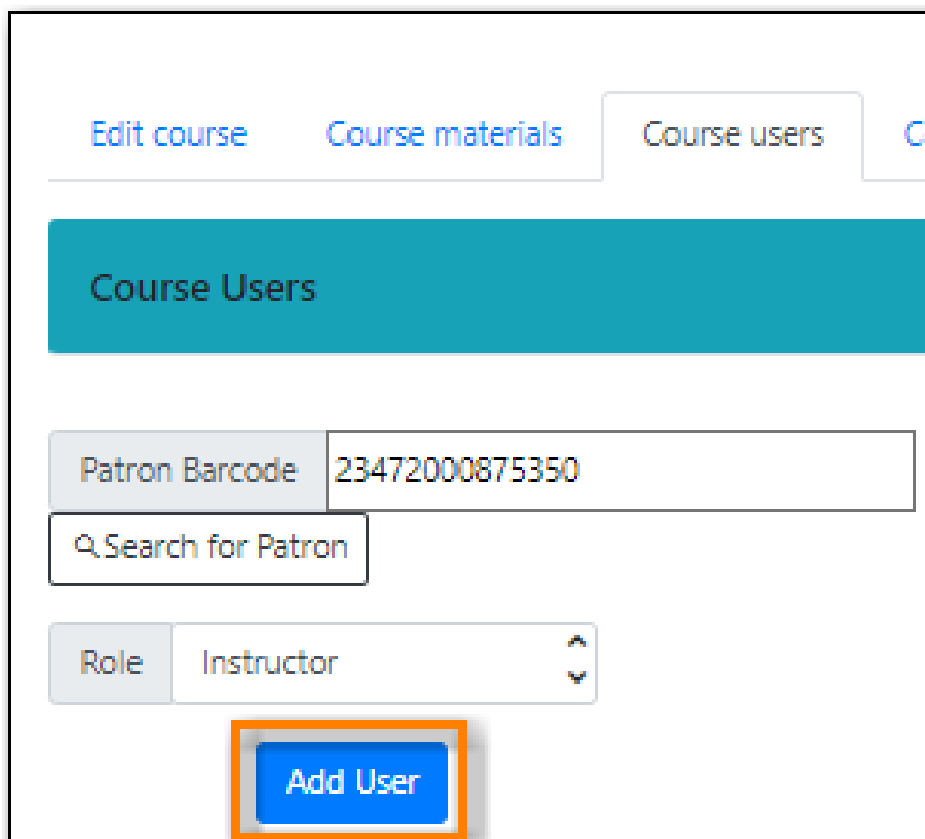
## 52.5. Adding a User to a Course

### Sitka Snippet Video - Adding Users to a Course (1:02)

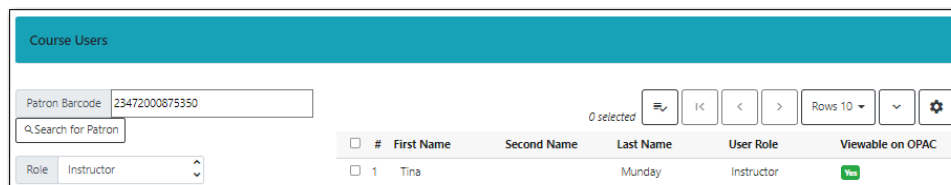
1. In the course, click on the **Course users** tab.
2. Enter the barcode of the patron you'd like to add.
3. Type in the role for the patron. The options are Instructor, Teaching Assistant, and Student.



4. Click **Add User**.

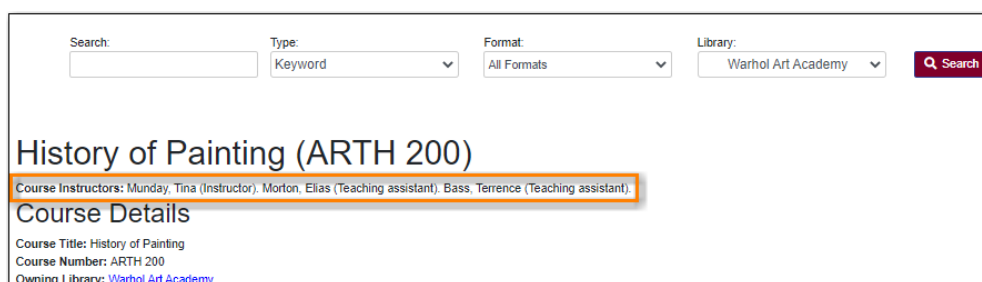


5. The patron will display in the list.



#	First Name	Second Name	Last Name	User Role	Viewable on OPAC
1	Tina		Munday	Instructor	Yes

Patrons assigned the role of Instructor or Teaching Assistant will display on the page for their associated course(s) in the the public catalogue.



Search: [ ] Type: Keyword Format: All Formats Library: Warhol Art Academy Search

**History of Painting (ARTH 200)**

Course Instructors: Munday, Tina (Instructor), Morton, Elias (Teaching assistant), Bass, Terrence (Teaching assistant).

**Course Details**

Course Title: History of Painting  
Course Number: ARTH 200  
Owning Library: Warhol Art Academy

If you wish users to be able to browse the course list in the public catalogue by instructor set the library setting *Allow users to browse Courses by Instructor* to TRUE.

## 52.6. Archiving a Course

When a course is finished for the term it can be archived. Archiving a course gives you the option to use it again in the future and means a record of the course is kept.



## CAUTION

When a course is archived all associated materials and students are removed.

There is no confirmation to ask if you are sure you wish to archive the course so make sure you truly wish to archive your selected course before choosing the option.

1. Go to **Administration** → **Local Administration** → **Course Reserves List**.
2. Select the course you wish to archive and from the **Actions** menu choose **Archive Selected**.

The screenshot shows a web interface for a course titled "CRAFT 100: Fun with Fibre". At the top right, there are two buttons: "Archive Course" (red) and "Return to Course List" (yellow). Below these are tabs for "Edit course", "Course materials", "Course users", and "Course terms". The main content area is titled "Record Editor: Course" and contains two input fields: "Course Number" with the value "CRAFT 100" and "Course Name" with the value "Fun with Fibre".

3. The course now displays as archived. All materials and students have been removed from the course.

## NOTE

You can also archive a course using the **Archive Course** button found within a course.

This screenshot is identical to the one above, but the "Archive Course" button is highlighted with a red rectangular box, indicating it is the focus of the note.

## 52.7. Un-Archiving a Course

Archived courses can be un-archived and used again.

1. Go to **Administration** → **Local Administration** → **Course Reserves List**.
2. Select the course you wish to archive and from the **Actions** menu choose **Reopen Selected**.

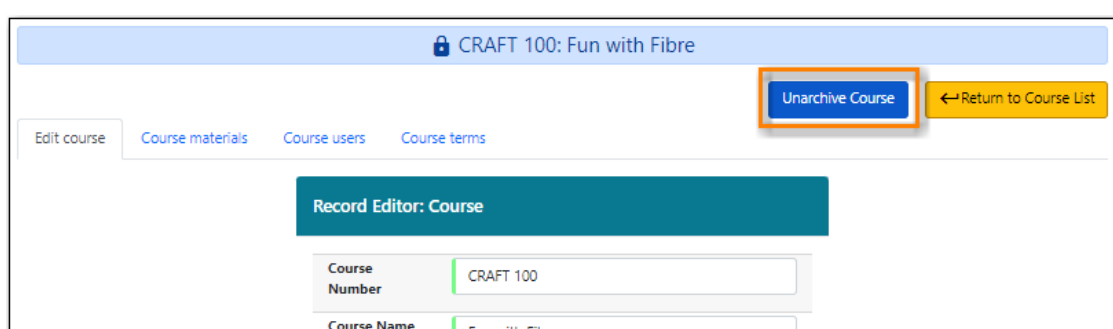




3. The course is no longer archived. Materials and students that were previously associated with the course are not restored.

You can also un-archive a course using the **Unarchive Course** button found within a course.

#### NOTE



## 52.8. Deleting a Course

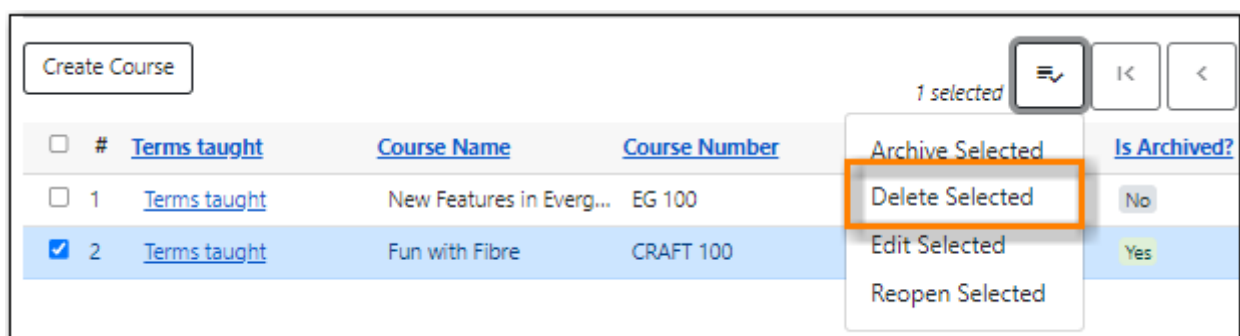
You can delete a course if it is no longer needed and you don't want to keep a record of it by archiving it.

When a course is deleted it cannot be restored.

#### CAUTION

There is no confirmation to ask if you are sure you wish to delete the course so make sure you truly wish to archive your selected course before choosing the option.

1. Go to **Administration** → **Local Administration** → **Course Reserves List**.
2. Select the course you wish to archive and from the **Actions** menu choose **Delete Selected**.





3. The message *Deletion of Course was sucessful* displays in the bottom right corner.
4. The course is deleted and no longer displays in the grid.

**NOTE**

Courses with course users attached cannot be deleted. Users can be removed from the course through the Course Users tab.



# Booking



# Chapter 53. Booking Module

[Sitka Training Video - Booking Module \(10:36\)](#)

## 53.1. Create Booking reservations

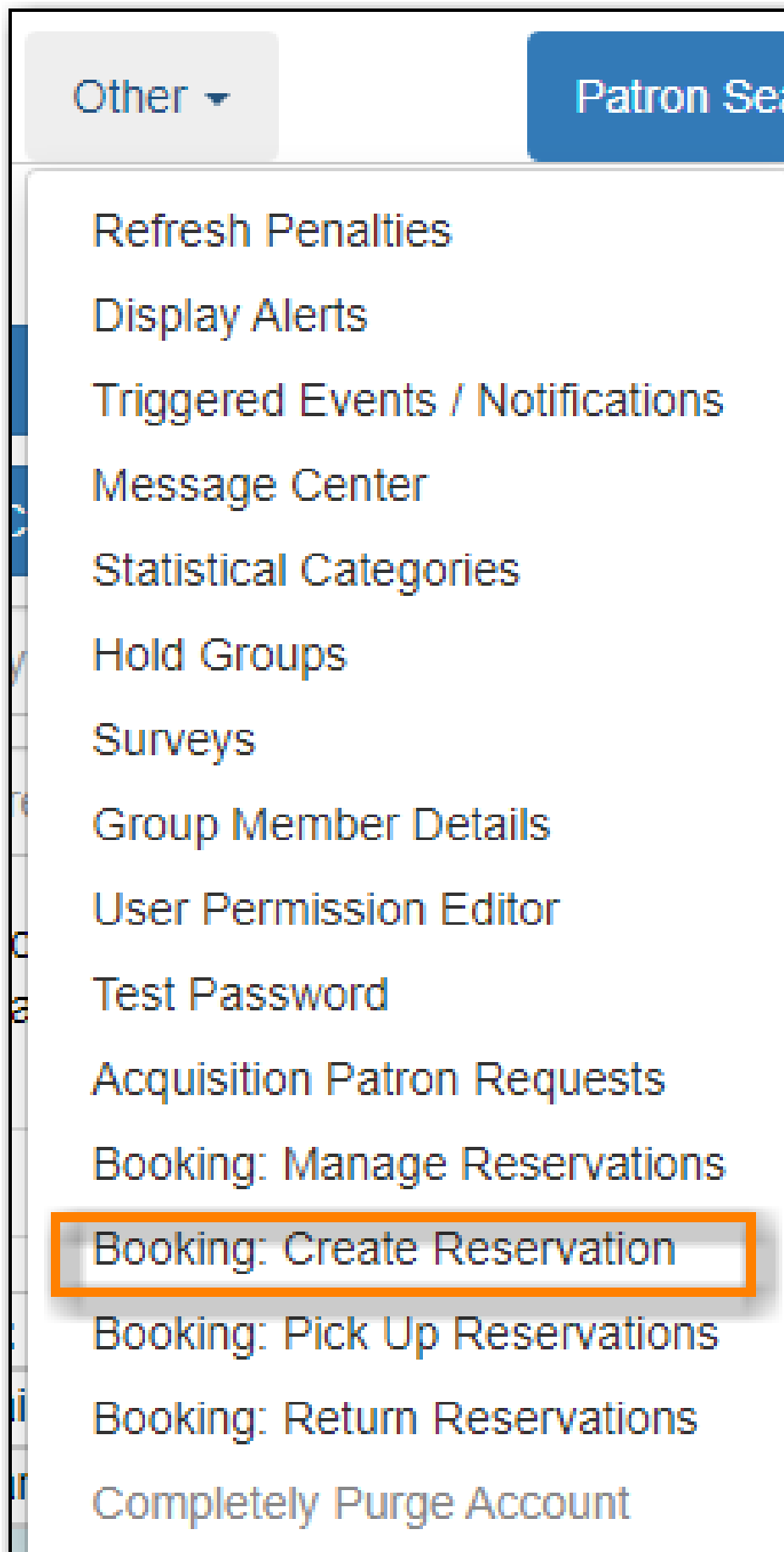
[Sitka Snippet Video - Create Reservations,window=\\_blank](#)

Only staff members may create reservations. A reservation can be started from a patron record, or from the booking module. To reserve catalogued items, you may start from searching the catalogue.

### 53.1.1. Create reservations from the patron record

1. Retrieve the patron record.
2. Click **Other** → **Booking: Create Reservation**.





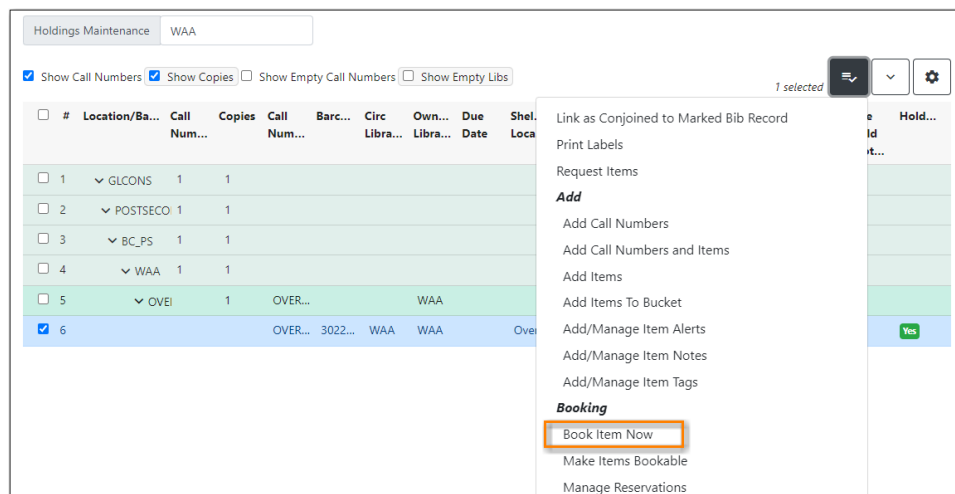
3. This will open the [Create Reservations](#) screen.



### 53.1.2. Create reservations from the catalogue

If you would like to reserve a catalogued item but do not know the item barcode, you may start with a catalogue search.

1. In the staff client, click **Cataloguing** → **Search the Catalogue**. You may search by any bibliographic information.
2. Click the title to display the record summary. Click **Holdings View** → select Copy → click **Actions** → **Book Item Now**.



3. This will open the [Create Reservations](#) screen.

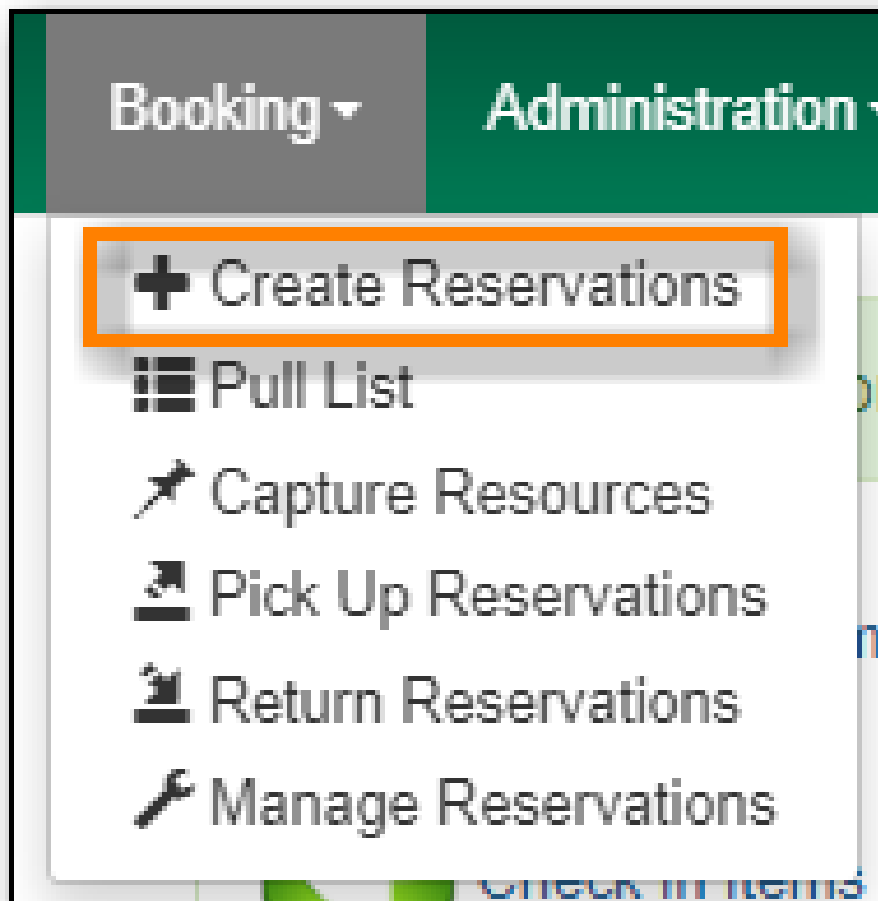
#### NOTE

If you know the catalogued item's barcode a reservation can be created from Item Status (Scan the barcode → **Actions** → **Book Item Now**).

### 53.1.3. Create reservations

1. Click **Booking** → **Create Reservations**.
  - a. from the patron record, click **Other** → **Booking: Create Reservation**.
  - b. from the catalogue record, click **Holdings View** → select Copy → click **Actions** → **Book Item Now**.





2. **Reservation type** - Choose Single day reservation or Multiple day reservation

The image displays two screenshots of the 'Create Reservation' form. The top screenshot shows the 'Reservation type' set to 'Single day reservation' and the 'Reservation date' as '2020-05-16'. The right-hand 'Reservation details' section includes options to 'Choose resource by type', 'Choose resource by barcode', and 'Limit by attributes', along with 'Schedule settings' and a search bar. The bottom screenshot shows the 'Reservation type' changed to 'Multiple day reservation'. This view includes a calendar for May and June 2020, with several dates highlighted in green (May 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26). The 'Reservation details' section on the right remains the same.

3. **Reservation date** - Enter the reservation date(s)

4. **Reservation details** - use the filters to find a bookable resource

a. **Choose resource by type** - use this to see all resources of a specific type



Create Reservation

Reservation type: Single day reservation | Reservation date: 2020-05-16

**Reservation details**

Choose resource by type | Choose resource by barcode | Limit by attributes

Schedule settings

Search by resource type: Meeting Room

Owning library: WAA | + Descendants

Previous day | 2020-05-16 | Next day

Create Reservation

#	Time	conference	smroom1	smroom2	smroom3
1	9:00 AM				
2	10:00 AM				
3	11:00 AM				
4	12:00 PM				
5	1:00 PM				

- b. **Choose resource by barcode** - use this if you know the barcode of the resource you want to reserve

Create Reservation

Reservation type: Single day reservation | Reservation date: 2020-05-16

**Reservation details**

Choose resource by type | Choose resource by barcode | Limit by attributes

Schedule settings

Search by resource barcode: 321654987

Previous day | 2020-05-16 | Next day

Create Reservation

#	Time	321654987
1	9:00 AM	
2	10:00 AM	
3	11:00 AM	
4	12:00 PM	
5	1:00 PM	

5. Click **Create Reservation**

6. Confirm Reservation Details

- Patron barcode** - enter or search for the patron barcode.
- Start time** - choose or confirm the start time for the reservation.
- End time** - choose or confirm the end time for the reservation.
- Reservation location** - the library where the resource is picked up or used.
- Resource** - choose **Any resource** to reserve any available resource of the chosen resource type or choose a specific resource barcode from the drop down menu.
- Notify by email?** - check the box to notify the patron by email when the resource is ready for pick up
- Note** - enter a note (optional)



Confirm Reservation Details

Patron barcode

23472000875360

Search for Patron

Janet Adamson

Start time

2021-04-30 09:30

End time

2021-04-30 10:30

Reservation location

WAA

Resource

Any resource

Notify by email?

☒

Note

Confirm reservation

Confirm and show patron reservations

Cancel


7. Click **Confirm reservation** or **Confirm and show patron reservations** to save the reservation.

## Schedule settings

The schedule start time and end time will match your Hours of Operation.

1. Start Time - adjust the schedule start time.
2. End time - adjust the schedule end time.
3. Granularity - adjust the schedule granularity. Options are 15 min, 30 min or 60 min.



Schedule settings

Start time

09

:

00

AM

End time

05

:

00

PM

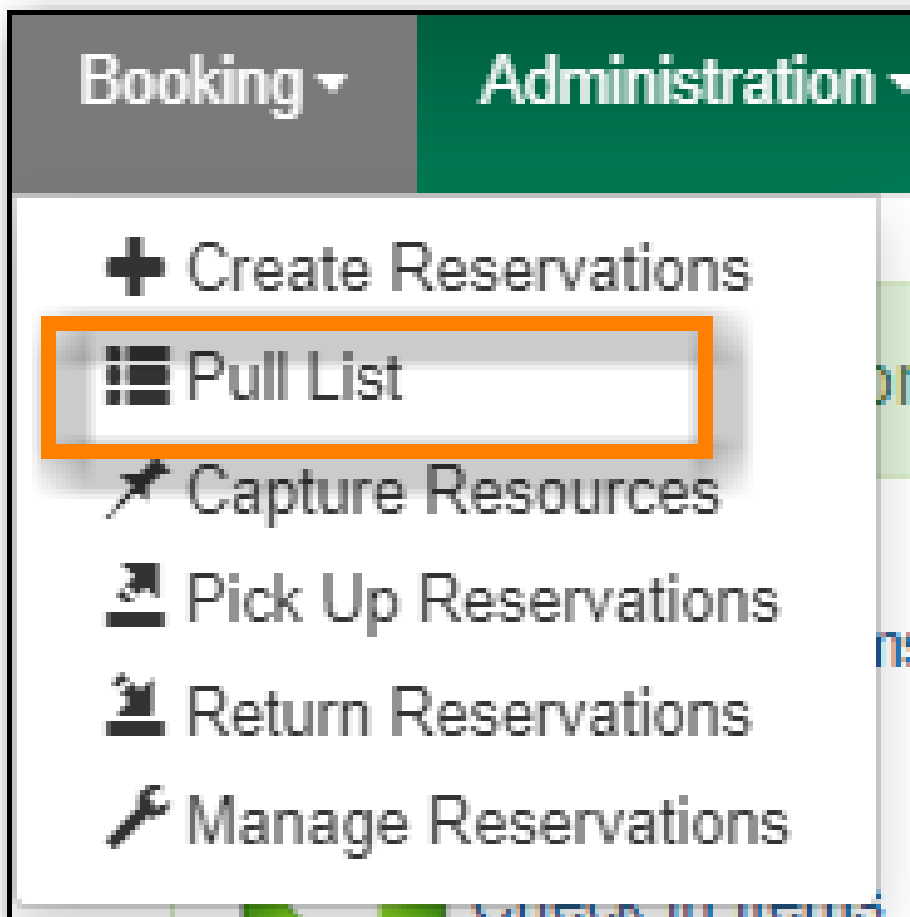
Granularity

60 minutes

## 53.2. Reservation Pull List

1. Click **Booking** → **Pull List**.





2. The pull list of reserved resources will appear

Booking Pull List							
Library: WAA		Number of days to fetch: 5		<input type="button" value="0 selected"/> <input type="button" value="IK"/> <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="Rows 10"/> <input type="button" value="⚙"/>			
#	Title or name	Barcode	Shelving location	Call number	Reservation start time	Patron first name	Patron last name
1	Paint : the painted work...	30228037	Book	N6549 .J537 A4 2012	2020-05-08 11:00	LSA	Sitka Staff
2	Laptop	123456789			2020-05-08 12:00	Earl	Grey
3	Projector	321654987			2020-05-08 12:00	Earl	Grey
4	Meeting Room	conference			2020-05-08 12:00	Earl	Grey

3. Edit the **Number of days to fetch**. For example, if you would like to see only resources that are needed today, enter 1 in the box to retrieve a list of resources with reservations that start today.

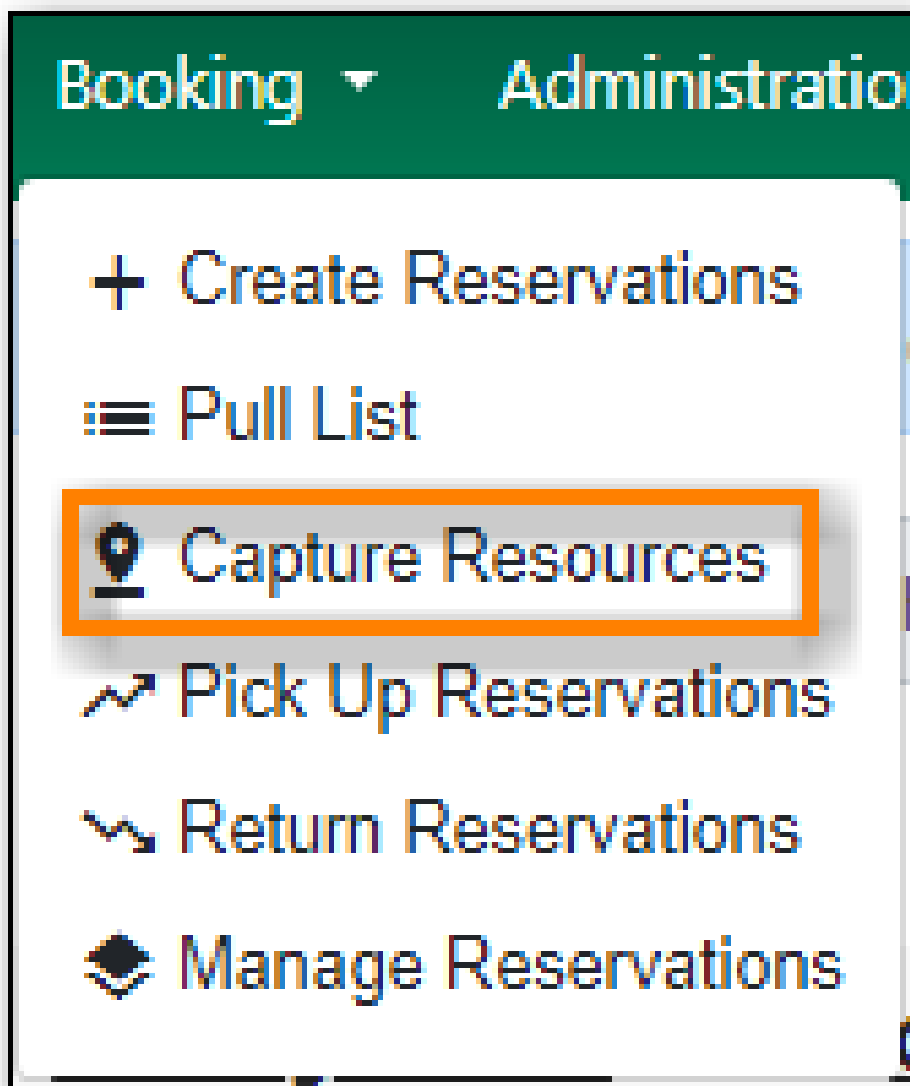
4. Click **Actions** → **Print Pull List** to print the pull list.

Booking Pull List							
Library: WAA		Number of days to fetch: 5		<input type="button" value="0 selected"/> <input type="button" value="IK"/> <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="Rows 10"/> <input type="button" value="⚙"/>			
#	Title or name	Barcode	Shelving location	Call number	Reservation start time	Patron first name	Patron last name
1	Meeting Room	conference				Earl	Grey
2	Projector	321654987				Earl	Grey
3	Laptop	123456789			2020-05-08 12:00	Earl	Grey

## 53.3. Capture Resources for Reservations

1. Click **Booking** → **Capture Resources**.





2. Enter the resource barcode then press **ENTER**.

The image shows a 'Booking Capture' form. At the top, there's a light blue header with the text 'Booking Capture'. Below it, there's a form with a label 'Resource barcode' and a text input field containing 'WAA12347'. The input field is highlighted with an orange box. Below the form, there's a green link that says 'Captured today'. Underneath that, there's a table with columns: '#', 'Patron barcode', 'Patron first name', 'Patron family name', 'Request Time', 'Capture Time', 'Resource Barcode', 'Note', 'Resource Type', and 'Reservatis length'. The table has one row of data.

#	Patron barcode	Patron first name	Patron family name	Request Time	Capture Time	Resource Barcode	Note	Resource Type	Reservatis length
1	sitkageneralWAA	GENERAL	WAA	2022-08-02 18:12	2022-08-02 18:13	WAA12345		Laptop	8 hours

3. The Capture succeeded message will appear and you will be prompted to print the reservation slip.



This item need to be routed to **RESERVATION SHELF:**

Barcode: WAA12347

Title: Community Room

Note:

**Reserved for patron** Fellsworth, Quinton

Barcode: 23472000875397

Request time: 06/29/22 05:06:08 PM

Reserved from: 07/05/22 10:00:00 AM - 07/05/22 04:00:00 PM

Slip date: 08/02/22 06:19:45 PM

Printed by Sitka Staff, LSA at WAA-Reserves

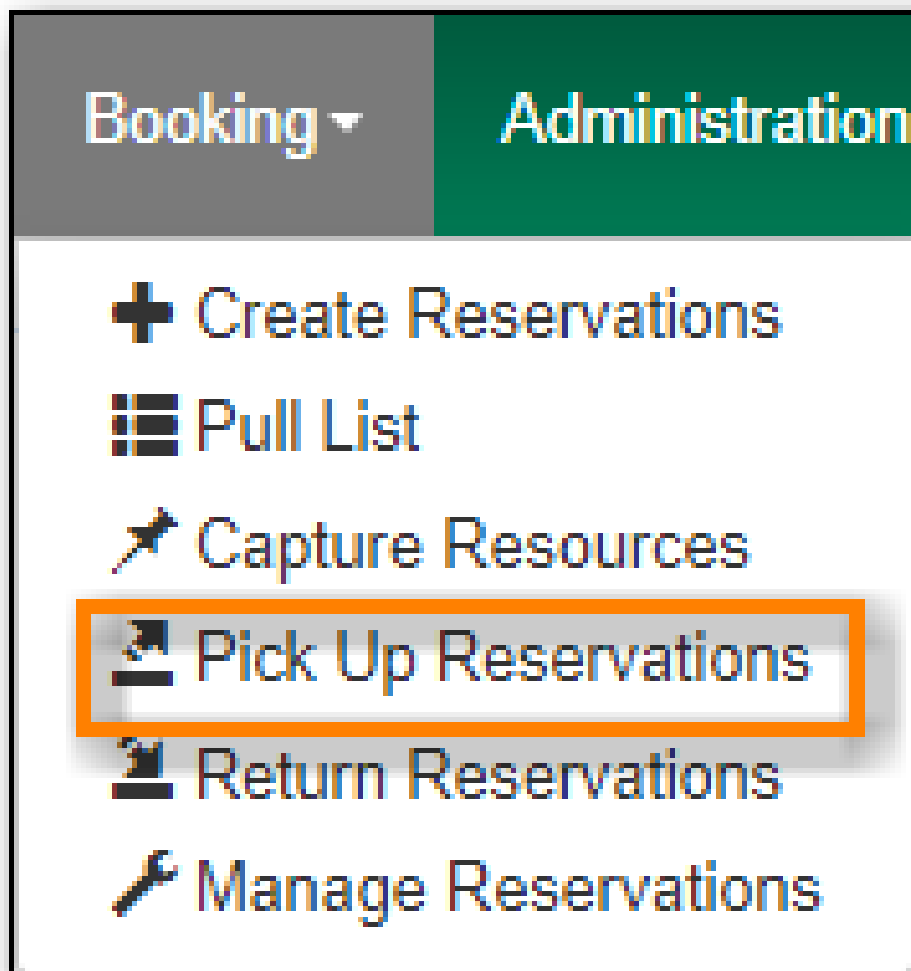
#### CAUTION

Always capture reservations in Booking Module. Check In function in Circulation does not function the same as Capture Resources.

## 53.4. Pick Up Reservations

1. Click **Booking** → **Pick Up Reservations**.





2. Enter the patron barcode
3. The reservation(s) available for pickup will display.

Booking Pickup

Patron barcode

[Ready for pickup](#)

☐ Show only captured resources

Pick Up Selected 0 selected ≡ |< < > >| Rows 10 ▼ ⚙

#	Patron first name	Patron family name	Start Time	End Time	Resource Barcode	Note	Resource Type	Reservation length
1	Earl	Grey	2020-03-06 09:15	2020-03-06 16:15	321654987		Projector	7 hours
2	Earl	Grey	2020-03-09 11:00	2020-03-10 09:00	123456789		Laptop	a day
3	Earl	Grey	2020-05-08 12:00	2020-05-08 15:00	321654987		Projector	3 hours
4	Earl	Grey	2020-05-08 12:00	2020-05-08 15:00	123456789		Laptop	3 hours
5	Earl	Grey	2020-05-08 12:00	2020-05-08 15:00	conference		Meeting Room	3 hours

[Already picked up](#)

0 selected ≡ |< < > >| Rows 10 ▼ ⚙

#	Patron first name	Patron family name	Pickup Time	End Time	Resource Barcode	Note	Resource Type
1	Earl	Grey	2020-03-05 16:24	2020-03-05 20:30	123456789		Laptop

4. **Show only captured resources**
  - a. if checked, only captured resources will display
  - b. if unchecked, all the resources the patron has upcoming reservations for will display
5. Select the resources you want to pick up and click **Pick Up Selected**.
6. The screen will refresh to show that the patron has picked up the reservation(s).



Booking Pickup

Patron barcode

23472000875360

Ready for pickup

☐ Show only captured resources

Pick Up Selected

0 selected

≡

|<

<

>

Rows 10

▼

⚙

#	Patron first name	Patron family name	Start Time ↑	End Time	Resource Barcode	Note	Resource Type	Reservation length
1	Earl	Grey	2020-03-09 11:00	2020-03-10 09:00	123456789		Laptop	a day
2	Earl	Grey	2020-05-08 12:00	2020-05-08 15:00	321654987		Projector	3 hours
3	Earl	Grey	2020-05-08 12:00	2020-05-08 15:00	123456789		Laptop	3 hours
4	Earl	Grey	2020-05-08 12:00	2020-05-08 15:00	conference		Meeting Room	3 hours

Already picked up

0 selected

≡

|<

<

>

Rows 10

▼

⚙

#	Patron first name	Patron family name	Pickup Time	End Time	Resource Barcode	Note	Resource Type
1	Earl	Grey	2020-03-05 16:24	2020-03-05 20:30	123456789		Laptop
2	Earl	Grey	2020-05-08 10:24	2020-03-06 16:15	321654987		Projector

NOTE

Reservations can also be picked up from the patron record. Retrieve the patron record → click **Other** → **Booking: Pick Up Reservations**.

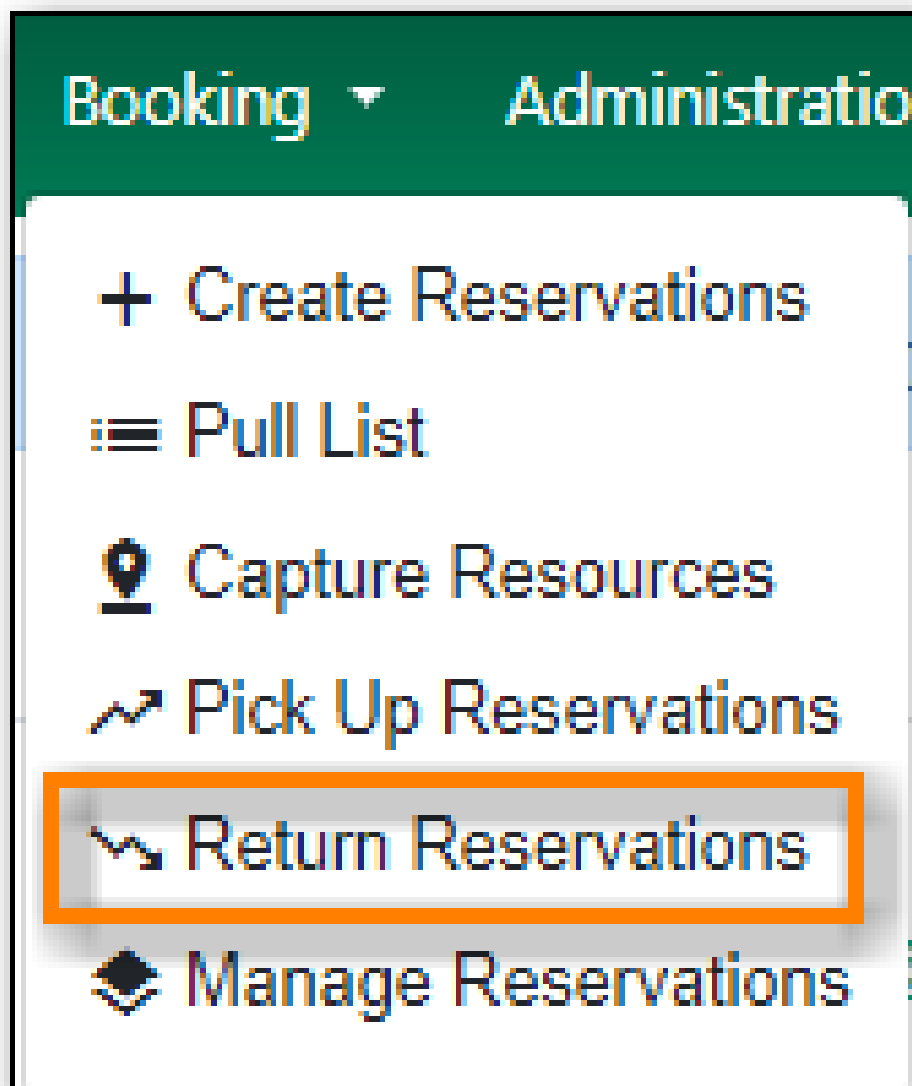
CAUTION

Always use the dedicated Booking Module interfaces for tasks related to reservations. Resources that have been captured for a reservation cannot be checked out using the Check Out interface, even if the patron is the reservation recipient.

# 53.5. Return Reservations

1. Click **Booking** → **Return Reservations**.





2. You can return the reservation by patron or resource barcode. Scan or enter the barcode.

Booking Return

By patron

By resource

Patron barcode

Patron barcode

3. Select the resources you want to return and click **Return Selected**.

Booking Return

By patron

By resource

Patron barcode

23472000875360

Return Selected

Ready for return

2 selected

I<

<

>

I>

Rows 10

#	Resource Type	Resource Barcode	Patron first name	Patron family name	End Time	Pickup Time	Note
1	Laptop	123456789	Earl	Grey	2020-03-05 20:30	2020-03-05 16:24	
2	Projector	321654987	Earl	Grey	2020-03-06 16:15	2020-05-08 10:24	

Returned today

0 selected

I<

<

>

I>

Rows 10

#	Resource Type	Resource Barcode	Patron first name	Patron family name	End Time	Pickup Time	Note
Nothing to Display							



- The screen will refresh to show that the patron has returned the resource(s).

Booking Return

By patron By resource

Patron barcode 23472000875360

Ready for return

Return Selected 0 selected

#	Resource Type	Resource Barcode	Patron first name	Patron family name	End Time	Pickup Time	Note
Nothing to Display							

Returned today

0 selected

#	Resource Type	Resource Barcode	Patron first name	Patron family name	End Time	Pickup Time	Note
1	Laptop	123456789	Earl	Grey	2020-03-05 20:30	2020-03-05 16:24	
2	Projector	321654987	Earl	Grey	2020-03-06 16:15	2020-05-08 10:24	

#### NOTE

Reservations can be returned from the patron record. Retrieve patron → click **Other** → **Booking: Return Reservations**.

#### CAUTION

When a reserved resource is brought back, staff must use the Booking Module to return the reservation.

## 53.6. Manage Reservations

### Sitka Snippet Video - Manage Reservations (2:17)

A reservation can be cancelled or edited from the patron's record or from Manage Reservations.

#### 53.6.1. Manage reservations from the patron record

- Retrieve the patron's record.
- Click **Other** → **Booking: Manage Reservation**.



Other ▼

Patron Search

Refresh Penalties

Display Alerts

Triggered Events / Notifications

Message Center

Statistical Categories

Hold Groups

Surveys

Group Member Details

User Permission Editor

Test Password

Acquisition Patron Requests

Booking: Manage Reservations

Booking: Create Reservation

Booking: Pick Up Reservations

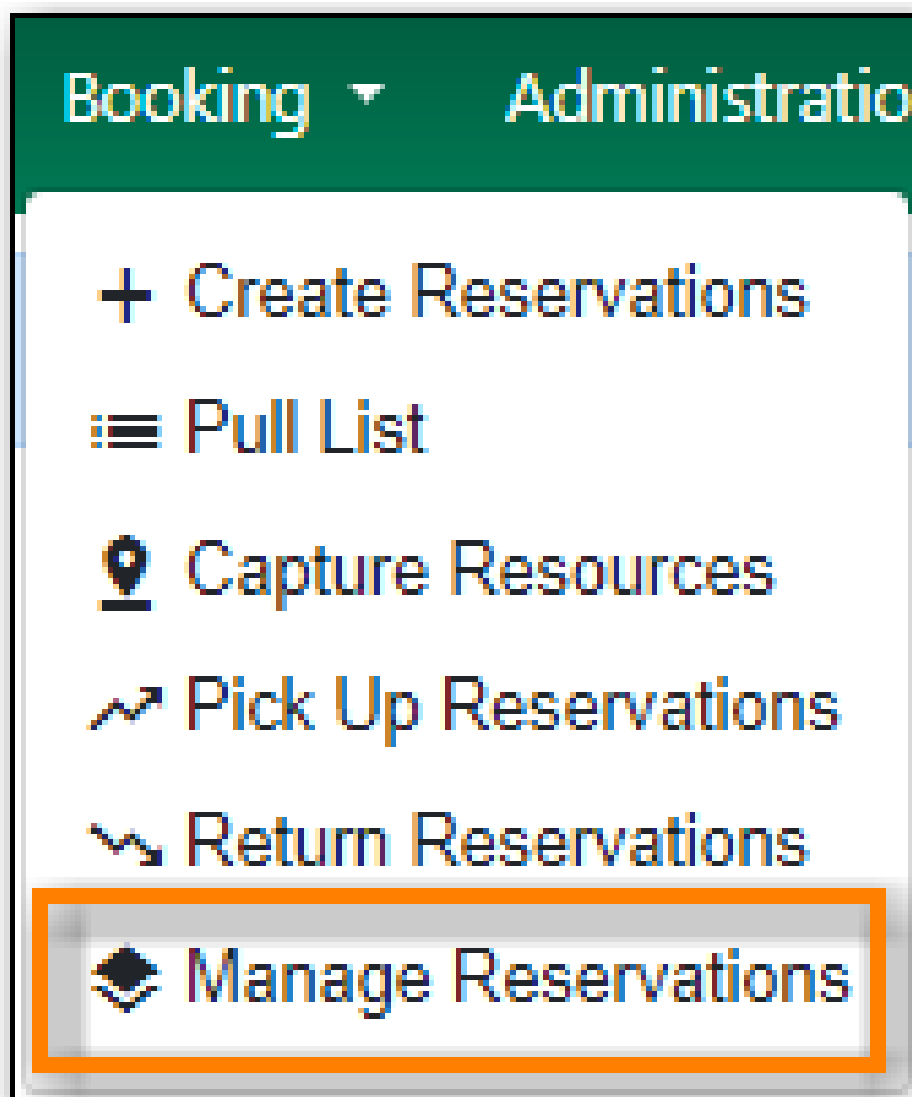
Booking: Return Reservations

Completely Purge Account



## 53.6.2. Manage reservations from the Manage Reservations screen

1. Click **Booking** → **Manage Reservations**.



2. Use the filters to find specific reservations

- a. Filter by patron

The screenshot shows the 'Manage Reservations' screen. At the top, there's a 'Reservation location' dropdown set to 'WAA'. Below it are checkboxes for 'Ancestors' and 'Descendants'. A 'Create New Reservation' button is on the left. On the right, there's a 'Filter reservations' section with tabs for 'Filter by patron', 'Filter by resource', and 'Filter by resource type'. The 'Filter by patron' tab is active, showing a 'Patron barcode' field with the value '23472000875360' and a 'Remove filter' button. Below the filters, there's a table of reservations. The table has columns for #, Patron barcode, Patron first name, Patron family name, Start Time, End Time, Pickup Time, Resource Barcode, Resource Type, and Reservation length. There are 4 rows of data.

#	Patron barcode	Patron first name	Patron family name	Start Time	End Time	Pickup Time	Resource Barcode	Resource Type	Reservation length
1	23472000875360	Earl	Grey	2020-05-08 12:00	2020-05-08 15:00		321654987	Projector	3 hours
2	23472000875360	Earl	Grey	2020-05-08 12:00	2020-05-08 15:00		123456789	Laptop	3 hours
3	23472000875360	Earl	Grey	2020-05-08 12:00	2020-05-08 15:00		conference	Meeting Room	3 hours
4	23472000875360	Earl	Grey	2020-05-12 09:00	2020-05-12 13:00		smvroom1	Meeting Room	4 hours

- b. Filter by resource



Manage Reservations

Reservation location: WAA

Filter reservations

Filter by patron | Filter by resource | Filter by resource type

Resource barcode: conference

0 selected

#	Patron barcode	Patron first name	Patron family name	Start Time	End Time	Pickup Time	Resource Barcode	Resource Type	Reservation length
1	23472000875360	Earl	Grey	2020-05-08 12:00	2020-05-08 15:00		conference	Meeting Room	3 hours
2	sslsaWAA	LSA	Sitka Staff	2020-05-19 14:00	2020-05-19 16:00		conference	Meeting Room	2 hours

### c. Filter by resource type

Manage Reservations

Reservation location: WAA

Filter reservations

Filter by patron | Filter by resource | Filter by resource type

Resource type

0 selected

#	Patron barcode	Patron first name	Patron family name	Start Time	End Time	Pickup Time	Resource Barcode	Resource Type	Reservation length
1	23472000875360	Earl	Grey	2020-05-08 12:00	2020-05-08 15:00		conference	Meeting Room	3 hours
2	23472000875360	Earl	Grey	2020-05-12 09:00	2020-05-12 13:00		smroom1	Meeting Room	4 hours

### 3. Select the reservation → Click **Actions** to see a list of available Actions.

Manage Reservations

Reservation location: WAA

Filter reservations

Filter by patron | Filter by resource | Filter by resource type

Resource type

1 selected

#	Patron barcode	Patron first name	Patron family name	Start Time	Resource Barcode	Resource Type	Reservation length
1	2347200087...	Quinton	Fellsworth	2022-06-29 ...	WAA12346	Hotspot	9 days
2	2347200087...	Quinton	Fellsworth	2022-06-29 ...	WAA12345	Laptop	2 hours
3	2347200087...	Tom	Geller	2022-07-28 ...	WAA12346	Hotspot	5 days
4	sitkageneral...	GENERAL	WAA	2022-08-03 ...	WAA12345	Laptop	8 hours
5	2347200087...	Janet	Adamson	2022-08-03 ...	WAA12347	Community ...	8 hours
6	2347200087...	Quinton	Fellsworth	2022-07-05 ...	WAA12347	Community ...	6 hours

Actions menu:

- Cancel Selected
- Edit Selected
- Pick Up Selected
- Reprint Capture Slip
- Return Selected
- View Item Status
- View Patron Record
- View Reservations for This Patron
- View Reservations for This Resource

## Cancel Reservation

1. Select the reservation(s) → Click **Actions** → Cancel Selected
2. A pop-up will ask you to confirm the cancellation → Click **Confirm**
3. A confirmation message will appear - Reservation successfully canceled.

## Edit Reservation

You can change the start time and/or the end time of a reservation. You can also add a Note.

1. Select the reservation → Click **Actions** → Edit Selected
2. The reservation record editor will open



Record Editor: Reservation

Capture Staff

Capture Time

Current Resource

321654987

End Time

2020-05-08 15:00

Fine Amount

Fine Interval

Max Fine Amount

Note

Note...

Notify by Email?

☒

Pickup Library

WAA

Pickup Time

Request Library

WAA

Request Time

2020-05-08

Return Time

Start Time

2020-05-08 12:00

Target Resource

Target Resource Type

Projector

Transaction ID

840

Unrecovered Debt

☐

User

egrey

Cancel

Save

3. Edit the reservation
4. Click **Save**



# Chapter 54. Booking Module Administration

## 54.1. Creating Bookable Non-Bibliographic Resources

Staff with the required permissions can create bookable non-bibliographic resources such as laptops, projectors, and meeting rooms.

The following pieces make up a non-bibliographic resource:

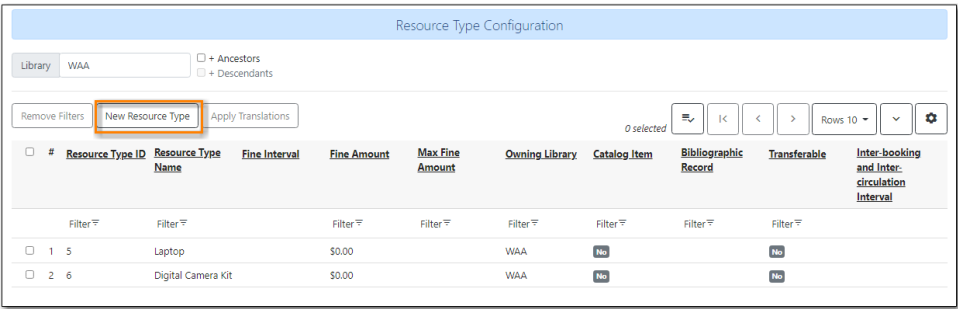
- Resource Type
- Resource
- Resource Attribute
- Resource Attribute Values
- Resource Attribute Map

NOTE

You must create **Resource Types** and add **Resources** (booking items) to individual resource types. **Resource Attributes** are optional. Resource attribute may have multiple values. You need to link the applicable features (resource attributes and values) to individual items (resource) through the **Resource Attribute Map**. Before you create resources (booking items) you need to have a resource type and associated resource attributes and values, if any, for them.

### 54.1.1. Create New Resource Type

1. Select **Administration** → **Booking Administration** → **Resource Types**.
2. A list of current resource types will appear.
  - a. You may also see catalogued items in the list. Those items have been marked bookable or booked before.
3. To create a new resource type, click **New Resource Type** in the top right corner.



Resource Type Configuration										
Library WAA		<input type="checkbox"/> + Ancestors <input type="checkbox"/> + Descendants								
Remove Filters		New Resource Type		Apply Translations		0 selected				
#	Resource Type ID	Resource Type Name	Fine Interval	Fine Amount	Max Fine Amount	Owning Library	Catalog Item	Bibliographic Record	Transferable	Inter-booking and Inter-circulation Interval
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/>	1 5	Laptop		\$0.00		WAA	No		No	
<input type="checkbox"/>	2 6	Digital Camera Kit		\$0.00		WAA	No		No	

4. A box will appear in which you create your new type of resource.



**Record Editor: Resource Type**

**Bibliographic Record**

Catalog Item ☐

Fine Amount

Fine Interval

Inter-booking and Inter-circulation Interval

Max Fine Amount

Owning Library

**Resource Type ID**

Resource Type Name

Transferable ☐

**Cancel Save**

- Catalog Item - (Function not currently available.)
- Fine Amount - The amount that will be charged at each Fine Interval.
- Fine Interval - How often will fines be charged?
  - second(s), minute(s), hour(s), day(s), week(s)
  - 00:00:30, 00:01:00, 01:00:00
- Inter-booking and Inter-circulation Interval - The amount of time required by your library between the return of a resource and a new reservation for the resource.
- Max Fine Amount - The amount at which fines will stop generating.
- Owning Library - The home library of the resource.
- Resource Type Name - Give your resource a name.
- Transferable - This allows the item to be transferred between libraries.

5. Click **Save**.

## 54.1.2. Create New Resource

1. Click **Administration** → **Booking Administration** → **Resources**.
2. Click **New Resource** in the top right corner.



Resource Configuration

Library WAA ☐ + Ancestors ☐ + Descendants

Remove Filters New Resource Apply Translations

0 selected

<

3. A box will appear. Add information for the resource.

Record Editor: Resource

Barcode

smroom1

Deposit Amount

Deposit Amount...

Is Deposit Required

☐

Overbook

☐

Owning Library

WAA

Resource ID

Resource Type

Meeting Room

User Fee

User Fee...

Cancel

Save

- Owning Library - The home library of the resource.
- Resource Type - Type in the first letter of the resource type's name to list then select the resource type for your item.
- Barcode - Barcode for the resource.
- Overbook - This allows a single item to be reserved, picked up, and returned by multiple patrons during overlapping or identical time periods.
- Is Deposit Required
- Deposit Amount
- User Fee

4. Click **Save**.

### 54.1.3. Create New Resource Attribute

1. Select **Administration** → **Booking Administration** → **Resource Attributes**.
2. Click **New Resource Attribute** in the top right corner.



Resource Attribute Configuration

Library: WAA ☐ + Ancestors ☐ + Descendants

Remove Filters **New Resource Attribute** Apply Translations

0 selected [Filter Icon] [Previous] [Next] Rows 10 [Dropdown] [Settings]

#	Resource Attribute ID	Owning Library	Resource Attribute Name	Resource Type	Is Required
Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾
1	1	WAA	Operating System	Laptop	No

3. A box will appear in which you can add the attributes of the resource.
  - a. Attributes are categories of descriptive information. For example, an attribute of a projector may be the type of projector. Other attributes might be the number of seats available in a room, or the computing platform of a laptop.

Record Editor: Resource Attribute

Is Required ☐

Owning Library: WAA

Resource Attribute ID: 4

Resource Attribute Name: Room size

Resource Type: Meeting Room

Cancel Save

- Resource Attribute Name - Give your attribute a name.
- Owning Library - The home library of the resource.
- Resource Type - Type in the first letter to list then choose the Resource Type to which the Attribute is applicable.
- Is Required - (Function not currently available.)

4. Click **Save**.

#### NOTE

One resource type may have multiple attributes. You may repeat the above procedure to add more.

### 54.1.4. Create New Resource Attribute Value

1. Select **Administration** → **Booking Administration** → **Resource Attribute Values**.
2. Click **New Resource Attribute Value** in the top right corner.

Resource Attribute Value Configuration

Library: WAA ☐ + Ancestors ☐ + Descendants

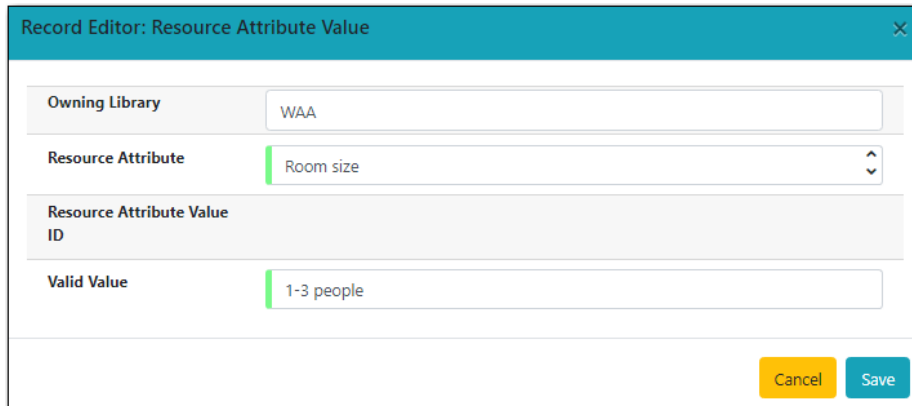
Remove Filters **New Resource Attribute Value** Apply Translations

0 selected [Filter Icon] [Previous] [Next] Rows 10 [Dropdown] [Settings]

#	Resource Attribute Value ID	Owning Library	Resource Attribute	Valid Value
Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾
1	1	WAA	Operating System	Windows
2	2	WAA	Operating System	IOS



3. A box will appear in which you assign a value to a particular attribute.
  - a. Values can be numbers, words, or a combination of them, that describe the particular aspects of the resource that have been defined as Attributes.
  - b. As all values appear on the same list for selection, values should be as unique as possible. For example, a laptop may have a computing platform that is either PC or Mac.



The dialog box titled "Record Editor: Resource Attribute Value" contains the following fields:

- Owning Library:** A text field with the value "WAA".
- Resource Attribute:** A dropdown menu with "Room size" selected.
- Resource Attribute Value ID:** A text field that is currently empty.
- Valid Value:** A text field with "1-3 people" entered.

At the bottom right, there are two buttons: "Cancel" (yellow) and "Save" (blue).

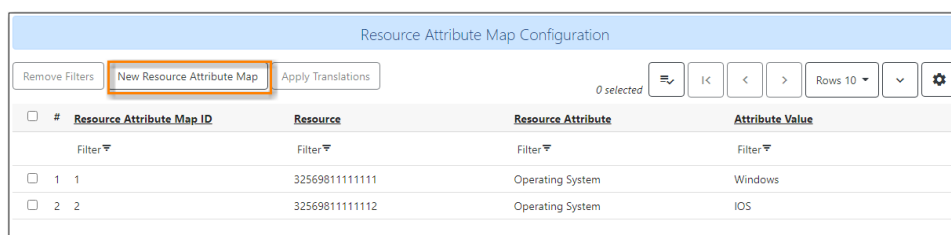
- Owning Library - The home library of the resource.
- Resource Attribute - The attribute you wish to assign the value to.
- Valid Value - Enter the value for your attribute.

4. Click **Save**..
  - a. Each attribute should have at least two values attached to it; repeat this process for all applicable attribute values.

### 54.1.5. Map Resource Attributes and Values to Resources

Use Resource Attribute Maps to bring together the resources and their attributes and values.

1. Select **Administration** → **Booking Administration** → **Resource Attribute Maps**.
2. Click **New Resource Attribute Map** in the right top corner.

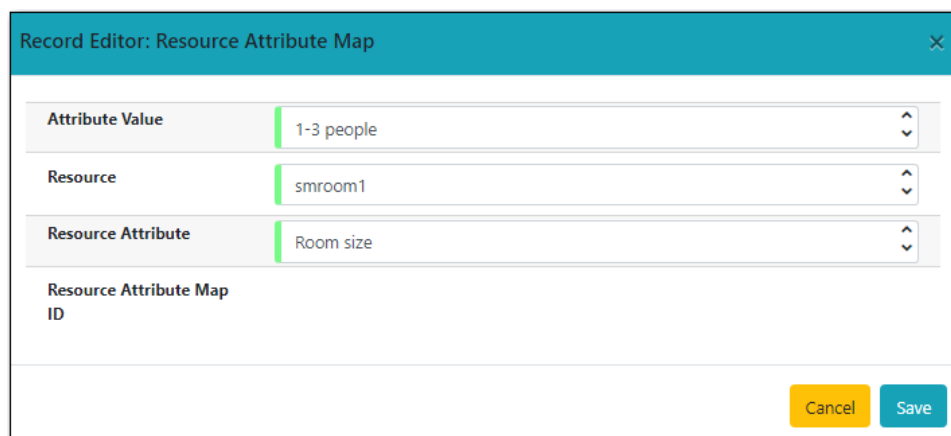


The table is titled "Resource Attribute Map Configuration". It has a toolbar at the top with buttons for "Remove Filters", "New Resource Attribute Map" (highlighted with an orange box), "Apply Translations", and a "0 selected" status. There are also navigation buttons (back, forward, search) and a "Rows 10" dropdown.

#	Resource Attribute Map ID	Resource	Resource Attribute	Attribute Value
1	1	32569811111111	Operating System	Windows
2	2	32569811111112	Operating System	IOS

3. A box will appear in which you will map your attributes and values to your resources.





The image shows a dialog box titled "Record Editor: Resource Attribute Map". It contains three dropdown menus: "Attribute Value" with "1-3 people" selected, "Resource" with "smroom1" selected, and "Resource Attribute" with "Room size" selected. Below these is a label "Resource Attribute Map ID". At the bottom right are "Cancel" and "Save" buttons.

- Resource - Enter the barcode of your resource.
- Resource Attribute - Select an attribute that belongs to the Resource Type.
- Attribute Value - Select a value that belongs to your chosen attribute and describes your resource. If your attribute and value do not belong together you will be unable to save.

4. Click **Save**.

#### NOTE

A resource may have multiple attributes and values. Repeat the above steps to map all.

## 54.2. Editing Non-Bibliographic Resources

Staff with the required permissions can edit aspects of existing non-bibliographic resources. For example, resource type can be edited in the event that the fine amount for a laptop changes from \$2.00 to \$5.00.

### 54.2.1. Editing Resource Types

1. Bring up your list of resource types. Select **Administration** → **Booking Administration** → **Resource Types**.
2. A list of current resource types will appear.
3. Select the check box of the resource type you want to edit.
4. Click **Actions** → **\*Edit Selected**.
5. The resource type box will appear. Make your changes and click **Save**.
6. Following the same procedure you may edit Resource Attributes, Attribute Values, Resources and Attribute Map by selecting them on **Administration** → **Booking Administration**.

## 54.3. Deleting Non-bibliographic Resources

1. To delete a booking resource, go to **Administration** → **Booking Administration** → **Resources**.
2. Select the check box of the resource you want to delete.
3. Click **Actions** → **\*Delete Selected**. The resource will disappear from the list.



**NOTE** | Following the same procedure you may delete Resource Attributes Maps.

You may also delete Resource Attribute Values, Resource Attributes and Resource Types. But you have to delete them in the reverse order as when you created them to make sure the entry is not in use when you try to delete it.

This is the deletion order: Resources → Resource Attribute Values → Resource Attributes → Resource Types.



# Administration



# Chapter 55. Administration Overview

Administration functions are available on the **Administration** dropdown menu. Functions on this menu are grouped into either the target module that the configuration applies to or the effect scope, e.g. individual workstations, libraries or the whole consortium. These function are visible to anyone logged into the staff client but most of them require special permissions to edit.

**Workstation Administration:** Here you may register your computer with extra libraries, configure printer settings, print templates, workstation's settings and their storage location.

**Local Administration:** Most settings applied to individual libraries are configured here.

**Server Administration:** Settings here are mainly applied to the whole consortium. But individual libraries can configure a few items, such as, call number prefix/suffix, library's operation hours and addresses under Organizational Units.

**User Permission Editor:** Local system administrators may add extra permissions to individual staff accounts.

## NOTE

You may access most of the administration functions but attempting to edit may fail silently if you do not have the required permission. Your editing will not be saved.



# Chapter 56. Workstation Administration

## 56.1. Registered Workstations

### 56.1.1. Register a New Workstation For This Browser

*Register more than one workstation on a computer.*

1. Click **Administration** → **Workstation** → **Registered Workstations**
2. Choose your library short code from the drop down menu.
3. Enter a unique workstation name → Click **Register**.
  - a. If you are re-registering a workstation, you can use the workstation's previous name to keep your workstation settings.
4. The new workstation is listed in the **Workstations Registered With This Browser** menu → click **Use Now** to return to the login page.

The screenshot shows a web interface titled "Workstations". Below the title is the heading "Register a New Workstation For This Browser". There are two input fields: "Library" with the value "MPL" and "Workstation Name" with the placeholder text "Workstation Name". To the right of these fields is a "Register" button. Below this is a section titled "Workstations Registered With This Browser". It contains a dropdown menu showing "MPL-JP-Maple-Cataloguing" with a downward arrow. Below the dropdown are three buttons: "Use Now" (green), "Mark As Default" (light blue), and "Remove" (red).

#### TIP

Multi-branch library administrators and federation coordinators may require multiple workstations.

### 56.1.2. Workstations Registered With This Browser

A drop down menu shows the Workstations registered with this browser. Use the drop down to choose a registered workstation

- Click **Use Now** to go to the staff client login page.
- Click **Mark as Default** to make the selected workstation your default.
- Click **Remove** to delete the selected workstation.



The screenshot shows a web interface titled "Workstations". It has a section "Register a New Workstation For This Browser" with two input fields: "Library" (containing "MPL") and "Workstation Name" (containing "Workstation Name"), followed by a "Register" button. Below this is a section "Workstations Registered With This Browser" with a dropdown menu showing "MPL-JP-Maple-Cataloguing". Below the dropdown are three buttons: "Use Now" (green), "Mark As Default" (light blue), and "Remove" (red). These three buttons are highlighted with an orange rectangular box.

## 56.2. Printer Settings

Click **Administration** → **Workstation** → **Printer Settings**

### 56.2.1. Printing without Hatch

If you do not have Hatch installed on your computer you will see this message "Hatch is not installed in this browser. Printing must be configured via the native browser print configuration."

The screenshot shows a web interface titled "Hatch Printer Settings". It has a tabbed interface with tabs: "Default", "Receipt", "Label", "Mail", and "Offline". The "Default" tab is selected. In the top right corner, there is a "Test Printing" link. Below the tabs, there is a yellow message box that says: "Hatch is not installed in this browser. Printing must be configured via the native browser print configuration."

### 56.2.2. Printing with Hatch

If Hatch is installed on your computer you will use this screen to setup your printer defaults.



## Hatch Printer Settings

Default
Receipt
Label
Mail
Offline
Test Printing

Select Printer ▼
PDFCreator
Reset Form
Apply Changes

Print Color	<input type="text"/>	Default: COLOR
Paper Source	<input type="text"/>	Default: Automatic
Paper Type	<input type="text"/>	Default: A4
Page Orientation	<input type="text"/>	Default: PORTRAIT
Collation	<input type="text"/>	Default: COLLATED
Print Quality	<input type="text"/>	Default: NORMAL
Print Sides	<input type="text"/>	Default: ONE_SIDED
Number of Items	<input type="text"/>	Default: 1

## 56.3. Print Templates

Most of the receipts that print from the Evergreen staff client software are managed via the Print Template Editor (**Administration** → **Workstation** → **Print Templates**) and can be customized on an individual workstation basis. Typically, library systems will set up the receipts the way they want them to print out on one workstation at a branch, then export the settings as a file and import that file to each of the other workstations at that branch.

If Hatch is installed receipts can be forced to use specific printer settings. Printer Settings can be set at **Administration** → **Workstation** → **Printer Settings**.

**This is a complete list of the receipts currently in use in Evergreen.**

### *List of Receipts*

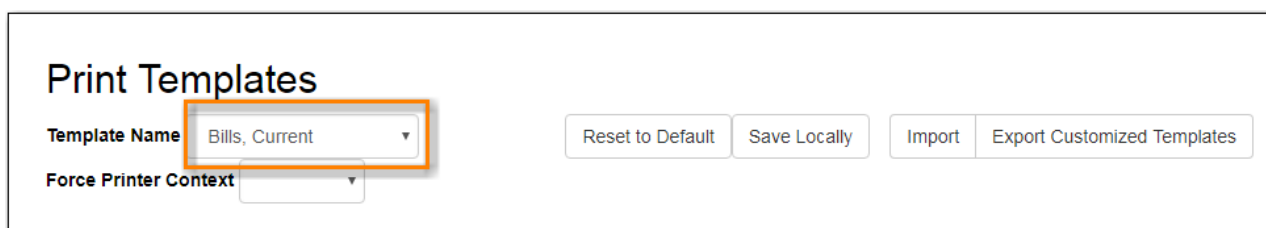
- **Bills, Current:** Listing of current bills on an account.
- **Bills, Historic:** Listing of bills that have had payments made on them. This used on the Bill History Transaction screen.
- **Bills, Payment:** Patron payment receipt.
- **Checkin:** List of items that have been entered in to the check-in screen.
- **Checkout:** List of items currently checked out by a patron during the transaction.
- **Hold Transit Slip:** This is printed when a hold goes in-transit to another library.
- **Hold Shelf Slip:** This prints when a hold is fulfilled.
- **Holds for Bib Record:** Prints a list of holds on a Title record.
- **Holds for Patron:** Prints a list of holds on a patron record.



- **Hold Pull List:** Prints the Holds Pull List.
- **Hold Shelf List:** Prints a list of hold that are waiting to be picked up.
- **In-House Use List:** Prints a list of items imputed into In-house use.
- **Item Status:** Prints a list of items imputed into Item Status.
- **Items Out:** Prints the list of items a patron has checked out.
- **Patron Address:** Prints the current patrons address.
- **Patron Note:** Prints a note on a patron's record.
- **Renew:** List of items that have been renewed using the Renew Item Screen.
- **Transit List:** Prints the list of items in-transit from the Transit List.
- **Transit Slip:** This is printed when an items goes in-transit to another location.

### 56.3.1. Customize Receipt Templates

1. In Evergreen, go to **Administration** → **Workstation** → **Print Templates**.
2. Select the Template Name of the receipt you wish to customize.



**Print Templates**

Template Name Bills, Current ▼

Force Printer Context ▼

Reset to Default Save Locally Import Export Customized Templates

3. If Hatch is enabled, you can choose different printers for different receipts with the Force Printer Context field. Otherwise, disregard this field.
4. Make changes to the code in the Template editor field on right. Examples of code and formatting are below.
5. Click **Save Locally**.



# Print Templates

**Template Name**

Bills, Current

Reset to Default

Save Locally

Import

Export Customized Templates

**Force Printer Context**

## Preview

Welcome to Maple Library!  
You have the following bills:

---

**Bill #1**  
Date: 2018-05-17 08:37  
Type: circulation  
Last Billing: Overdue materials  
Total Billed: \$1.50  
Last Payment: cash\_payment  
Test Note 1  
Total Paid: \$0.50  
**Balance: \$1.00**

**Bill #2**  
Date: 2018-05-17 08:37  
Type: circulation  
Last Billing: Overdue materials  
Total Billed: \$2.50  
Last Payment: credit\_payment  
Test Note 2

## Template

```

<!--
Template for printing a list of current bills. Data specific
to this template includes:

* transasctions - a list of transactions, each of which
contains:

xact.summary - information about the transaction
xact.title - Copy title
xact.copy_barcode - Copy barcode
-->
Welcome to {{current_location.name}}!<br/>
You have the following bills:
<hr/>
<dl>
<div ng-repeat="xact in transactions">
  <dt><b>Bill #{{xact.id}}</b></dt>
  <dd>
    <table>
      <tr valign="top">
        <td>Date:</td>

```

## Formatting

The print templates follow W3C HTML standards <http://w3schools.com/html/default.asp>.

Print templates use variables for various pieces of information coming from the Evergreen database. These variables deal with everything from the library name to the due date of an item. Information from the database is entered in the templates with curly brackets. Different types of print templates have access to different pieces of information. Example: `{{checkout.title}}`

Some print templates have sections that are repeated for each item in a list. For example, the portion of the Checkout print template below repeats every item that is checked out in HTML list format by means of the *ng-repeat* in the `li` tag.

```

<ol>
<li ng-repeat="checkout in circulations">
  <b>{{checkout.title}}</b><br/>
  Barcode: {{checkout.copy.barcode}}<br/>
  Due: {{checkout.circ.due_date | date:"short"}}<br/>
</li>
</ol>

```

Table 2. Text Formatting

Goal	Original	Code	Result
Bold (HTML)	hello	<code>&lt;b&gt;hello&lt;/b&gt;</code>	hello



Goal	Original	Code	Result
Bold (CSS)	hello	<code>&lt;span style="font-weight:bold;"&gt;hello&lt;/span&gt;</code>	<b>hello</b>
Capitalize	circulation	<code>&lt;span style="text-transform:capitalize;"&gt;circulation&lt;/span&gt;</code>	Circulation
Currency	1	<code>{{1   currency}}</code>	\$1.00

Table 3. Date Formatting

Code	Result
<code>{{today}}</code>	2017-08-01T14:18:51.445Z
<code>{{today   date:'short'}}</code>	8/1/17 10:18 AM
<code>{{today   date:'M/d/yyyy'}}</code>	8/1/2017

Table 4. Currency Formatting

Code	Result
<code>{{xact.summary.balance_owed   currency}}</code>	\$2.50

## Conditional Formatting

You can use Angular JS to only print a line if the data matches. For example:

```
`$$<div ng-if="hold.email_notify == 't'">Notify by email: {{patron.email}}</div>$$`
```

This will only print the “Notify by email:” line if email notification is enabled for that hold.

See also: <https://docs.angularjs.org/api/ng/directive/ngIf>

## Substrings

To print just a substring of a variable, you can use a **limitTo** function: `{{variable | limitTo:limit}}` where limit is the number of characters you want.

Original	Code	Result
The Sisterhood of the Traveling Pants	<code>{{checkout.title   limitTo:10}}</code>	The Sisterhood of th
123456789	<code>{{patron.card.barcode   limitTo:-5}}</code>	56789

## Images

You can use HTML and CSS to add an image to your print template if you have the image uploaded onto a publicly available web server. The logo image from your Evergreen public catalogue can be used for this.



```

```

## Sort Order

You can sort the items in an ng-repeat block using orderBy. For example, the following will sort a list of holds by the shelving location first, then by the call number:

```
`$$<tr ng-repeat="hold_data in holds | orderBy :  
['copy.location.name','volume.label']">$$`
```

## Reset Print Templates to Default

Click **Reset to Default**.

## Export / Import Customized Templates

To quickly set up all workstations in a branch in the same way, set up one workstation's receipt templates completely, then use the "Export Customized Templates" function to save an external file of templates that you can import into other workstations. Just remember to 'Save Locally' once you import the receipts on the new machine.

### Export Customized Templates

1. Click **Export Customized Templates**.
2. The file will open in your default text editor, select the location to save the file to, name the file, and click **Save**.
3. Click **OK**.

### Import Customized Templates

1. Click **Import**.
2. Navigate to and select the file that you want to import. Click **Open**.
3. A message displays advising file imported.
4. Click **Save Locally**.

## 56.3.2. Receipt Content Reference

Receipt templates use variables for various pieces of information coming from the Evergreen database. These variables deal with everything from the library name to the due date of an item. Information from the database is entered in the templates with {{term}}.

*Table 5. Any Type of Print Template*



Tag	Notes
{{current_location.name}}	Current library's full name
{{current_location.shortname}}	Current library's short name
{{current_location.email}}	Current library's email address
{{current_location.phone}}	Current library's phone number
{{today}}	Today's time and date - raw data
{{today date:'short'}}	Readable time and date: 8/1/17 10:18 AM
{{today date:'M/d/yyyy'}}	Date only: 8/1/2017
{{staff.first_given_name}}	Staff first name

Table 6. Bills, Current

Tag	Notes
{{xact.summary.balance_owed}}	Balance remaining
{{xact.copy_barcode}}	Barcode
{{xact.id}}	Bill ID
{{xact.xact_start}}	Bill start date
{{xact.summary.xact_type}}	Bill type (circulation vs. grocery)
{{xact.summary.last_billing_note}}	Last billing note
{{xact.summary.last_billing_type}}	Last billing type
{{xact.summary.last_payment_note}}	Last payment note
{{xact.summary.last_payment_type}}	Last payment type
{{xact.title}}	Title
{{xact.summary.total_owed}}	Total billed
{{xact.summary.total_paid}}	Total paid

Table 7. Bills, Historical

Tag	Notes
{{xact.summary.balance_owed}}	Balance remaining
{{xact.copy_barcode}}	Barcode
{{xact.id}}	Bill ID
{{xact.xact_start}}	Bill start date
{{xact.summary.xact_type}}	Bill type (circulation vs. grocery)
{{xact.summary.last_billing_type}}	Last billing type
{{xact.summary.total_owed}}	Total billed
{{xact.summary.total_paid currency}}	Total paid



Tag	Notes
{{xact.summary.last_billing_note}}	Last billing note
{{xact.summary.last_billing_type}}	Last billing type
{{xact.summary.last_payment_note}}	Last payment note
{{xact.summary.last_payment_type}}	Last payment type
{{xact.title}}	Title
{{xact.summary.total_owed}}	Total billed
{{xact.summary.total_paid}}	Total paid

Table 8. Bills, Payment

Tag	Notes
{{payment_applied}}	Amount paid
{{amount_voided}}	Amount voided
{{change_given}}	Change given
{{payment_note}}	Payment note
{{payment_type}}	Payment type
{{previous_balance}}	Previous balance
{{new_balance}}	Remaining balance
{{payment.xact.copy_barcode}}	Barcode
{{payment.xact.summary.last_billing_type}}	Last billing type
{{payment.xact.id}}	Payment ID
{{payment.amount}}	Payment received
{{payment.xact.title}}	Title

Table 9. Checkin

Tag	Notes
{{checkin.copy_barcode}}	Barcode
{{checkin.call_number.label   "Not Cataloged"}}	Call Number (if no call number, displays “Not Cataloged”)
{{checkin.title}}	Title

Table 10. Checkout

Tag	Notes
{{patron_money.balance_owed}}	Amount Owed
{{checkout.author}}	Author
{{checkout.copy_barcode}}	Barcode



Tag	Notes
{{checkout.call_number.label}}	Call Number
{{checkout.circ.due_date}}	Due Date
{{checkout.copy.price}}	Price
{{checkout.title}}	Title

Table 11. Hold Pull List

Tag	Notes
{{hold_data.author}}	Author
{{hold_data.copy.barcode}}	Barcode
{{hold_data.volume.label}}	Call number
{{hold_data.hold.hold_type}}	Hold type
{{hold_data.part.label}}	Part
{{hold_data.copy.location.name}}	Shelving location
{{hold.title}}	Title

Table 12. Hold Shelf Slip

Tag	Notes
{{call_number.label}}	Call Number
{{today}}	Hold available date
div ng-switch on="hold.behind_desk">div ng-switch-when="t">strong>Private - Hold Behind Desk/strong>/div>div ng-switch-when="f">strong>Public Holds Shelf/strong>/div>/div>	Hold location (Hold behind desk or public holds shelf)
ol>li ng-repeat="note in hold_notes   filter: {slip : 't'}">strong>{{note.title}}/strong>br/>{{note.body}}/li>/ol>	Hold Notes
{{hold.request_time   date:'M/d/yyyy'}}	Hold request date
{{hold.shelf_expire_time   date:'M/d/yyyy'}}	Hold shelf expire date
{{author}}	Item author
{{copy.barcode}}	Item barcode
{{title}}	Item title
{{hold.email_notify}}	Returns true or false flag
{{hold.phone_notify}}	Notification phone number
{{hold.sms_notify}}	Notification SMS text number
{{patron.card.barcode}}	Patron barcode



Tag	Notes
{{patron.email}}	Patron email address
{{patron.first_given_name}}	Patron first name
{{patron.family_name}}	Patron last Name
{{patron.second_given_name}}	Patron middle name

Table 13. Hold Transit Slip

Tag	Notes
{{dest_address.city}}	Destination city
{{dest_courier_code}}	Destination courier code
{{dest_location.name}}	Destination full name
{{dest_location.shortname}}	Destination short name
{{dest_address.state}}	Destination state
{{dest_address.street1}}	Destination street address 1
{{dest_address.street2}}	Destination street address 2
{{dest_address.post_code}}	Destination zip code
{{hold.behind_desk}}	Hold behind desk
{{hold.request_time}}	Hold request date
{{author}}	Item author
{{copy.barcode}}	Item barcode
{{title}}	Item title
{{hold.email_notify}}	Notification email address
{{hold.phone_notify}}	Notification phone number
{{hold.sms_notify}}	Notification SMS text number
{{patron.card.barcode}}	Patron barcode
{{patron.first_given_name}}	Patron first name
{{patron.family_name}}	Patron last Name
{{patron.second_given_name}}	Patron middle name

Table 14. Holds for Bib Record

Tag	Notes
{{holds.title}}	Title
{{hold_data.author}}	Author
{{hold.copy.barcode}}	Hold target copy barcode
{{hold.hold.request_time}}	Hold request date



Tag	Notes
{{hold.patron_barcode}}	Patron barcode
{{hold.patron_alias}}	Patron hold alias
{{hold.patron_last}}	Patron last name

Table 15. Holds for Patron

Tag	Notes
{{hold.author}}	Author
div ng-if="hold.hold.email_notify == 't'">{{hold.hold.requestor.email}} /div>	Notify by email (shows email only if selected)
{{hold.hold.phone_notify}}	Notify by phone (shows number)
{{hold.hold.sms_notify}}	Notify by SMS text (shows number)
{{hold.hold.pickup_lib.name}}	Pickup library
{{hold.hold.request_time}}	Request date
{{hold.title}}	Title

Table 16. In-House Use List

Tag	Notes
{{ihu.copy.barcode}}	Barcode
{{ihu.num_uses}}	Number of uses

Table 17. Item Status

Tag	Notes
{{copy.barcode}}	Barcode
{{copy['call_number.record.simple_record.title']}} }	Title

Table 18. Items Out

Tag	Notes
{{checkout.copy.barcode}}	Barcode
{{checkout.circ.due_date}}	Due date
{{checkout.title}}	Title

Table 19. Patron Address

Tag	Notes
{{patron.first_given_name}}	Patron first name
{{patron.second_given_name}}	Patron middle name
{{patron.family_name}}	Patron last name



Tag	Notes
{{address.street1}}	Street address 1
{{address.street2}}	Street address 2
{{address.city}}	City
{{address.state}}	State
{{address.post_code}}	Zip code

Table 20. Patron Note

Tag	Notes
{{note.value}}	Note contents
{{note.create_date}}	Note creation date
{{note.title}}	Note title
{{note.usr.card.barcode}}	Patron barcode
{{note.usr.first_name}}	Patron first name
{{note.usr.family_name}}	Patron last name
{{note.usr.second_given_name}}	Patron middle name

Table 21. Renew

Tag	Notes
{{renewal.copy.barcode}}	Barcode
{{renewal.circ.due_date}}	Due date
{{renewal.title}}	Title

Table 22. Transit List

Tag	Notes
{{transit.target_copy.barcode}}	Barcode
{{transit.source_send_time}}	Date sent
{{transit.dest.shortname}}	Short name of destination library
{{transit.source.shortname}}	Short name of sending library
{{transit.target_copy.call_number.record.simple_record.title}}	Title

Table 23. Transit Slip

Tag	Notes
{{dest_address.city}}	Destination city
{{dest_courier_code}}	Destination courier code
{{dest_location.name}}	Destination full name



Tag	Notes
{{dest_location.shortname}}	Destination short name
{{dest_address.state}}	Destination state
{{dest_address.street1}}	Destination street address 1
{{dest_address.street2}}	Destination street address 2
{{dest_address.post_code}}	Destination zip code
{{author}}	Item author
{{copy.barcode}}	Item barcode
{{title}}	Item title

## 56.4. Stored Preferences

Go to **Administration** → **Workstation** → **Stored Preferences**

Here you can view stored user preferences. User settings are added to the list whenever you choose to **Save Columns**, **Set default view** or pick a value from a sticky drop down menu.




- Click on a preference to view the stored value.
- Click on the delete (X) button to remove a preference's value

### Stored User Preferences

Preference values are stored as JSON strings. Click on a preference to view the stored value. Click on the delete (X) button to remove a preference's value.

In-Browser Prefs
Hatch Prefs

Server Workstation Prefs

- eg.grid.cat.items 
- eg.grid.circ.patron.billhistory\_xacts 
- eg.grid.admin.server.config.copy\_status 

### 56.4.1. In-Browser Prefs

- Saved settings for this workstation only

### 56.4.2. Hatch Prefs

- Saved settings via Hatch



### 56.4.3. Server Workstation Prefs

- Saved settings for any workstation registered to your library

## 56.5. Print Service ("Hatch")

Hatch is an optional installable program that works with your browser to manage complex printing needs (such as printing to different printers under different circumstances).

Refer to [\[download-hatch\]](#) for installation instructions.

### 56.5.1. Troubleshooting Hatch

#### Operating System

Hatch will only work with Windows 7, 8, and 10 at this time. If you are going to submit a ticket, include the version in your ticket, as well as whether it is 32 or 64-bit. You can find this by:

1. Click on the Windows Start button.
2. Right-click on Computer.
3. Click on Properties.

#### Java

Verify that the Java Runtime Environment (JRE) is up to date (version 8 update 161 or higher). If you are unsure which version you have, view your computer's list of programs or simply download and install the latest version from:

[https://www.java.com/en/download/help/windows\\_manual\\_download.xml](https://www.java.com/en/download/help/windows_manual_download.xml)

You can also check to be sure that your operating system is able to find the path to Java:

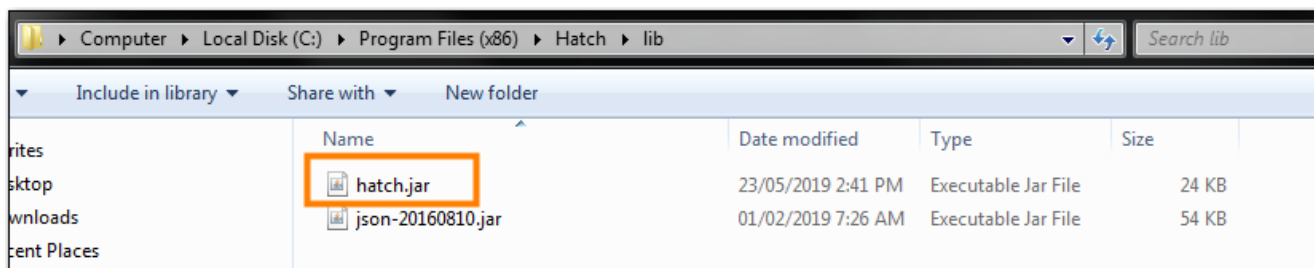
1. Open up a command window (Start Menu, type in cmd).
2. Type in: java -version
3. You should see the Java version number listed. If there is a problem, you will see an error message.

#### Hatch Program

Verify that you are running the correct version of Hatch (0.3.2). You can see this from your computer's list of programs **Control Panel > Programs and Features**.

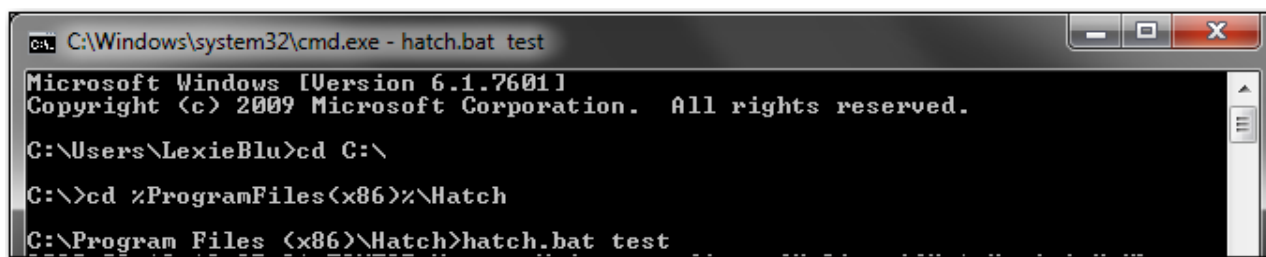
Confirm a "lib" directory exists in the Hatch install directory and that it includes a hatch.jar file





### Test Hatch

1. Open up a command window (Start Menu, type in cmd).
2. Enter command `C:\>cd %ProgramFiles(x86)%\`
3. Enter command `C:\Program Files (x86)\Hatch>hatch.bat test`

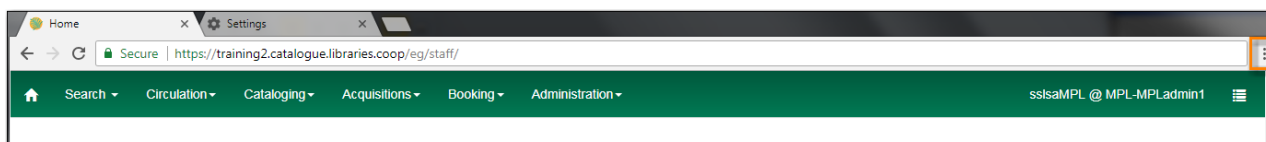


4. Either take a screenshot or copy and paste the text that appears in the command window.

### Hatch Extension

Verify that you are running the correct version of the Hatch Chrome Extension (0.2.2).

1. Click Menu.



2. Click **More Tools**.
3. Click **Extensions**.
4. Scroll down to Hatch Native Messenger.
5. Verify that it is version 0.2.2 and Enabled.
6. When the Hatch Extension is installed and enabled, a small yellow icon should appear in the top-right corner of the browser:

### Hatch Extension Console Messages:

1. In Chrome, click **Menu**.
2. Select **More Tools**.
3. Select **Extensions**.
4. Enable Developer Mode.
5. Choose Hatch Native Messenger.



6. Click on the link that says "background" page. (This will open a new window.)
7. Select the Console tab.
8. Change the "Default" drop down to be sure that Verbose is checked.
9. Either take a screen shot or copy and paste the text that appears in the console when you see the errors occurring. Be sure to include any of the errors that display in red.

## 56.6. Tests

Go to **Administration** → **Workstation** → **Tests**

### 56.6.1. Latency Test

This will measure the websocket latency between your workstation client and the Evergreen server.

1. Click **Start Test** to run the test
2. Click **Copy to Clipboard** to copy the results
3. Click **Clear** to clear the results

Webclient Latency Test

Server Details

Hostname

training2.catalogue.libraries.coop

### Latency Test

A latency test provides information about the current speed of your internet connection. Information from this test can be used to help troubleshoot if you experience system slowdowns. This test measures the websocket latency between your workstation client and the Evergreen server host listed above.

Start Test

Clear

Latency results for training2.catalogue.libraries.coop. Average Latency: 79.6 ms

1. Time: "2025-04-02T05:36:29.261Z" Latency: 79 ms

2. Time: "2025-04-02T05:36:29.340Z" Latency: 78 ms

3. Time: "2025-04-02T05:36:29.419Z" Latency: 78 ms

4. Time: "2025-04-02T05:36:29.497Z" Latency: 78 ms

5. Time: "2025-04-02T05:36:29.575Z" Latency: 79 ms

6. Time: "2025-04-02T05:36:29.655Z" Latency: 80 ms

7. Time: "2025-04-02T05:36:29.735Z" Latency: 79 ms

8. Time: "2025-04-02T05:36:29.814Z" Latency: 80 ms

9. Time: "2025-04-02T05:36:29.894Z" Latency: 80 ms

10. Time: "2025-04-02T05:36:29.974Z" Latency: 85 ms

Copy to Clipboard



**Average Latency** - Indicates how long it takes for your workstation to communicate with Sitka's Evergreen servers.

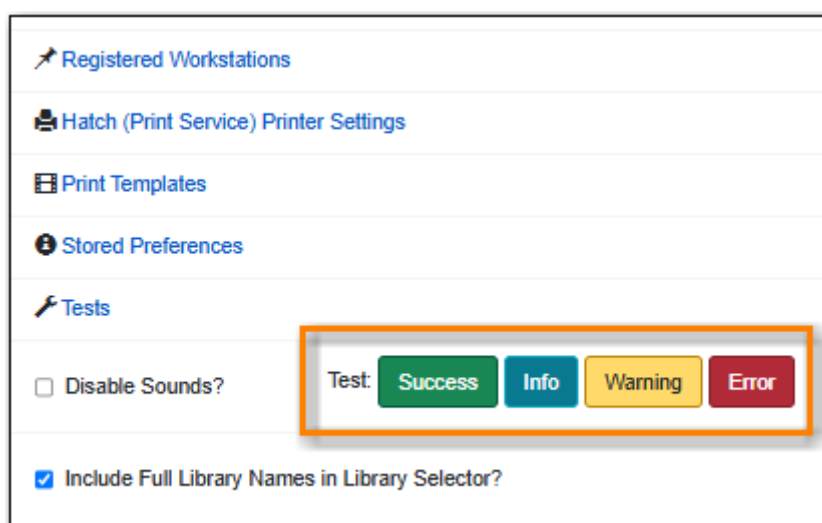
## 56.7. Sounds

Sound is on by default in the Evergreen staff client. You can test the sounds and disable them if desired.

Go to **Administration** → **Workstation**

### *Test Sounds*

1. Click the buttons to test the staff client sounds.



2. Distinct sounds will be played for each event.
  - a. **Success**
  - b. **Info**
  - c. **Warning**
  - d. **Error**

### *Disable Sounds*

1. Check the box for **Disable Sounds** to turn off the staff client sounds.



Registered Workstations

Hatch (Print Service) Printer Settings

Print Templates

Stored Preferences

Tests

☒ Disable Sounds? Test: Success Info Warning Error

☒ Include Full Library Names in Library Selector?

2. This will also disable the sound test buttons.

## 56.8. Include Full Library Names in Library Selector

[Sitka Snippet Video - Turning on Full Library Names \(1:19\)](#)

Go to **Administration** → **Workstation**

*Library Selector Shows Combined Names*

1. Check the box for **Include Full Library Names in Library Selector** to show the full name, as well as the short code, in library selectors in the staff client.

Registered Workstations

Hatch (Print Service) Printer Settings

Print Templates

Stored Preferences

Tests

☐ Disable Sounds? Test: Success Info Warning Error

☒ Include Full Library Names in Library Selector?

2. Log out of the staff client.
3. Clear your browser cache. See [Clear Cache](#).
4. Log into the staff client. The full library name will now display in the library selector drop down.

### NOTE

This setting only applies to library selectors written in angular code, such as the staff catalogue. Library selectors in older interfaces, such as most of circulation, will



not show the full name.

Libraries can expect to see this setting apply to more interfaces in the future as the older parts of the staff client are re-written in the newer code.

## 56.9. Search Preferences

Staff should not use the search preferences settings found in Workstation Administration. Instead, search preferences should be set from within the staff catalogue. See [Search Preferences](#).



# Chapter 57. Local Administration

## 57.1. Overview

The following table describes each of the menu options in use and their required permission levels. Contact Co-op support team if you have questions about settings that cannot be edited with a Local System Administrator (LSA) account.

Menu option	Description	Permission
<a href="#">Age Overdue Circs to Lost</a>	To create a queue of ALL overdue items by selected patron profiles at selected libraries to be marked lost. It does not support date parameter. This feature is mainly for school libraries' end of term process. To automatically mark items lost when they are overdue for x days, contact Co-op support	LSA
Auto-Print Settings	To block automatic receipt printing in selected staff client transactions	LSA
<a href="#">Cash Reports</a>	View summary report of cash transactions for selected date range	All staff
<a href="#">Circulation Policy</a>	View circulation policies	Viewable to LSA. Contact Co-op support for editing
<a href="#">Closed Dates Editor</a>	Set library ad hoc closure dates (affects due dates and fines)	LSA
<a href="#">[group-penalty-threshold]</a>	Set library-specific thresholds for maximum items out, maximum overdues, and maximum fines	LSA
<a href="#">Creating Holdings Templates</a>	Interface to create holdings templates	LSA/Cataloguers
<a href="#">Item Alert Suppression</a>	not to display copy alert on selected actions	LSA
<a href="#">Item Tags</a>	Searchable copy information	LSA
<a href="#">Library Settings Editor</a>	Detailed library configuration settings	LSA/Co-op support



Menu option	Description	Permission
<a href="#">Non-catalogued Type Editor</a>	Create and edit optional non-catalogued item types	LSA
Patrons with Negative Balances	Display a list of patron accounts with negative bill balances, to whom the library may owe refunds	All staff
<a href="#">Shelving Location Editor</a>	Create and edit copy locations, also known as shelving locations	LSA
<a href="#">Shelving Location Group</a>	Allows one or more shelving locations to be grouped together as a search location.	LSA
<a href="#">Shelving Location Order</a>	Change display order of copy locations on Holds Pull list, also known as shelving locations	LSA
<a href="#">[stat-cat]</a>	Create and manage optional categories for detailed patron/item information	LSA
<a href="#">Survey</a>	Create patron surveys to be completed at patron registration	LSA
<a href="#">Transit List</a>	View items in transit to or from your library during selected date range	All staff
<a href="#">Work Log</a>	List the most recent transactions processed on the workstation	All staff

## 57.2. Age Overdue Circs to Lost

The *Age Overdue Circs to Lost* feature allows you to create a queue of items to be marked lost. **ALL** overdue items by selected patron profiles at selected libraries will be marked Lost.

### NOTE

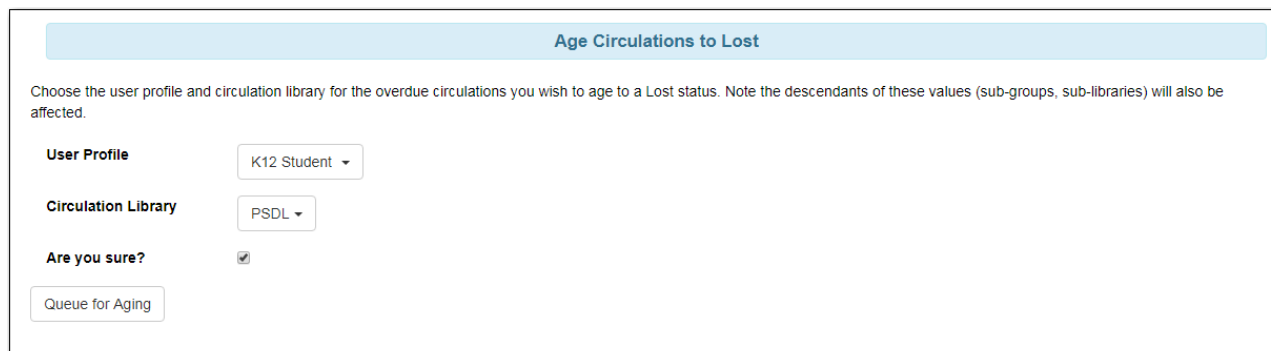
This feature does not support a date parameter. **ALL** overdue items by selected patron profiles at selected libraries will be marked Lost. It is mainly for school libraries' end of term process. To automatically mark items lost when they are overdue for x days, contact Co-op support.

### *Age Overdue Items to Lost*

1. Click **Administration** → **Local Administration** → **Age Overdue Circs to Lost**

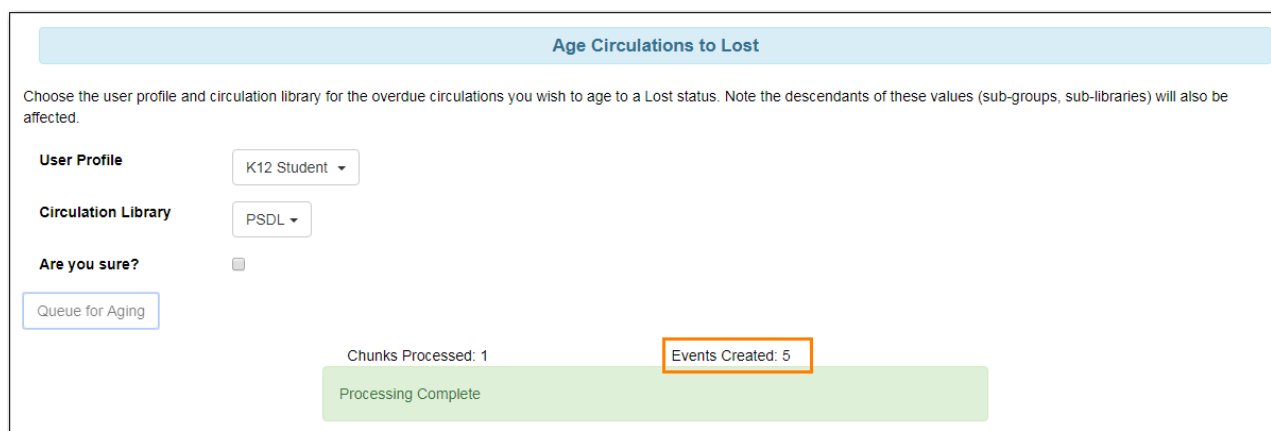


2. Choose the **User Profile** and **Circulation Library** for the overdue circulations you wish to age to a Lost status.
  - a. Note the descendants of these values (sub-groups, sub-libraries) will also be affected.
3. Check the **Are you Sure?** check box.
4. Click **Queue for Aging**



The screenshot shows a web form titled "Age Circulations to Lost". Below the title is a light blue bar with the same text. The form contains the following elements: a text instruction "Choose the user profile and circulation library for the overdue circulations you wish to age to a Lost status. Note the descendants of these values (sub-groups, sub-libraries) will also be affected.", a "User Profile" dropdown menu set to "K12 Student", a "Circulation Library" dropdown menu set to "PSDL", an "Are you sure?" checkbox which is checked, and a "Queue for Aging" button.

5. Evergreen will process the request and create action trigger events for all overdue items for the selected patron profiles at the selected libraries.
6. You will see a *Processing Complete* message with a count of Events created.



This screenshot shows the same "Age Circulations to Lost" form, but with the "Are you sure?" checkbox unchecked. Below the form fields, a green bar displays "Processing Complete". To the right of this bar, a small box shows "Events Created: 5". Above this box, the text "Chunks Processed: 1" is visible. The "Queue for Aging" button is still present on the left.

7. The number of events created indicates the number of items which will be marked Lost.

**NOTE** Please email Support if you would like this feature turned on for your library. Please indicate if you would like to send an automatic email when the items are marked lost.

## 57.3. Carousels

Sitka does not currently use the Carousels feature in the Evergreen public catalogue.

Libraries using LibPress can find information on using carousels in the [Sitka Carousels](#) section of the [LibPress manual](#).

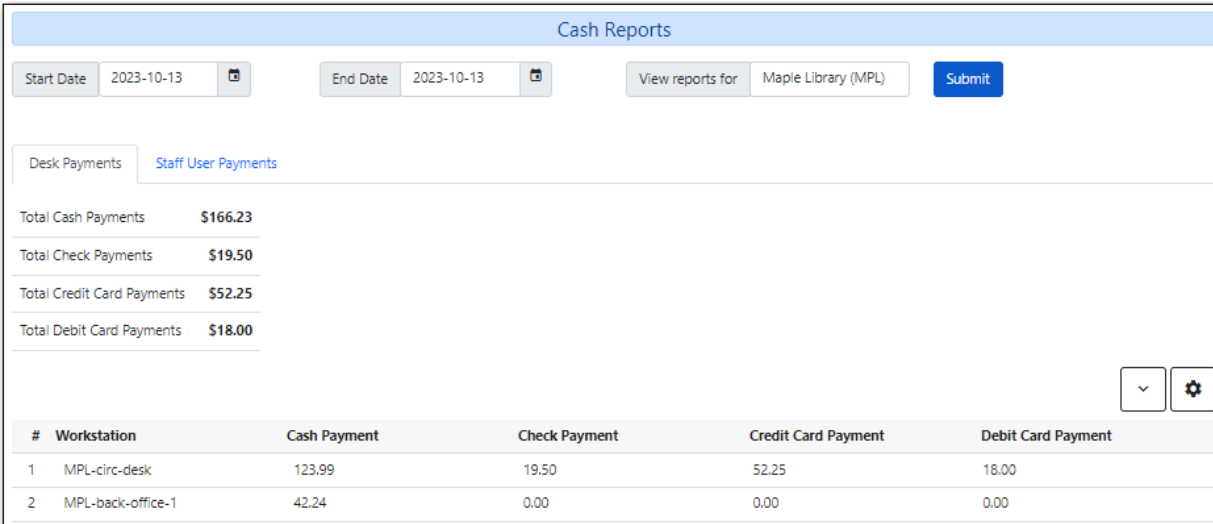


## 57.4. Cash Reports

Evergreen generates a basic cash reports libraries can use to track the payments made.

Libraries can also create customized payment reports through the [Reporter](#). Sitka templates related to billing can be found in the [Bills Payments](#) folder under Sitka\_templates.

1. Go to **Administration** → **Local Administration** → **Cash Reports**.
2. By default the cash report for the current day will display.
3. As needed, adjust the start date and the end date to see cash reports for a particular period.
4. Multi-branch libraries can change the library and click Submit to see reports for different branches.
5. The report is divided into two section.
  - a. The *Desk Payments* tab includes payments that have been made by cash, cheque, credit card, and debit card.



The screenshot displays the 'Cash Reports' interface. At the top, there are input fields for 'Start Date' (2023-10-13) and 'End Date' (2023-10-13), both with calendar icons. To the right is a dropdown for 'View reports for' set to 'Maple Library (MPL)' and a blue 'Submit' button. Below these are two tabs: 'Desk Payments' (active) and 'Staff User Payments'. The 'Desk Payments' section shows four summary rows: 'Total Cash Payments \$166.23', 'Total Check Payments \$19.50', 'Total Credit Card Payments \$52.25', and 'Total Debit Card Payments \$18.00'. To the right of these totals are two icons: a dropdown arrow and a gear icon. Below the summary is a table with the following data:

#	Workstation	Cash Payment	Check Payment	Credit Card Payment	Debit Card Payment
1	MPL-circ-desk	123.99	19.50	52.25	18.00
2	MPL-back-office-1	42.24	0.00	0.00	0.00

- b. The *Staff User Payments* tab includes payments that have been made by patron credit, forgiving bills, work, and goods.



Cash Reports									
Start Date	2023-10-13		End Date	2023-10-13		View reports for	Maple Library (MPL)	Submit	
<div>Desk Payments</div> <div>Staff User Payments</div>									
<div>Total Patron Credit Payments \$10.75</div> <div>Total Forgive Payments \$7.50</div> <div>Total Work Payments \$40.00</div> <div>Total Goods Payments \$19.85</div>									
<div> <div></div> <div></div> </div>									
#	User	Credit Payment	Forgive Payment	Work Payment	Goods Payment	Staff Card	Staff First Name	Staff Family Name	Staff Home OU
1	sitkacircMPL	0.00	5.00	0.00	0.00	<a href="#">sitkacircMPL</a>	CIRCULATOR	MPL	MPL
2	sitkageneralMPL	0.00	2.50	40.00	19.85	<a href="#">sitkageneralMPL</a>	GENERAL	MPL	MPL
3	sitkalsalMPL	10.75	0.00	0.00	0.00	<a href="#">sitkalsalMPL</a>	LSA	MPL	MPL

## NOTE

There is a bug on the *Staff User Payments* tab where a column displays for Debit Payment. Staff should use the [column picker](#) to remove the column.

## 57.5. Circulation Policies

Circulation policies define the loan rules when an item is checked out. The policies are applied based on factors including the item's circulation modifier, shelving location, and the patron's permission profile.

When an item is scanned for check out, Evergreen checks the following to determine if the item can be checked out to the patron and, if so, with what parameters:

- [Group Penalty Thresholds](#) for the check out library
- Item's [Status](#)
- Circulate flag for the item's [Shelving Location](#)
- [Circulate flag for the item](#)
- Circulation Policies for the check out library
- [Library Operating Hours](#) for the check out library
- [Closed Dates Editor](#) for the check out library

### 57.5.1. Viewing Your Circulation Policies

#### [Sitka Training Video - Viewing Your Circulation Policies \(2:15\)](#)

Local system administrators can view their library's circulation policies within Evergreen.



1. Go to **Administration** → **Local Administration** → **Circulation Policies**.
2. The library selector will be scoped to your workstation's location. Multi-branch libraries will need to select their system in order to see their policies.
3. View all your policies at once or [filter](#) to see specific policies.

Circulation Policy Configuration

Maple Library (MPL)

☐ + Ancestors

☐ + Descendants

Remove Filters

New Circulation Policy

0 selected

Actions

I<

<

>

Rows 100

		<a href="#">Active?</a>	<a href="#">Checkout Library</a>	<a href="#">Item Circ Library</a>	<a href="#">Permission Group</a>	<a href="#">User Home Library</a>	<a href="#">Circulation Modifier</a>	<a href="#">Shelving Location</a>	<a href="#">Reference?</a>	<a href="#">Item Age ≤</a>	<a href="#">Circulate?</a>	<a href="#">Duration Rule</a>	<a href="#">Hard Due Date</a>	<a href="#">Renewals Override</a>	<a href="#">Recurring Fine Rule</a>	<a href="#">Max Fine Rule</a>	<a href="#">Grace Period Override</a>
<input type="checkbox"/>	#																
<input type="checkbox"/>	1	Yes	MPL	PLF	PL ILL	GLCONS					Yes	42_0			zero	zero	
<input type="checkbox"/>	2	Yes	MPL	PLF	Public Library Users	GLCONS					Yes	14_21_28_2_AR			zero	zero	
<input type="checkbox"/>	3	Yes	MPL	PLF	Public	GLCONS	video-games				Yes	7_14_21_			zero	zero	

### TIP

There are many fields for circulation policies that are not used by Sitka. Co-op Support recommends using the columns that are displayed in the screenshot above as a guide when adjusting the columns that display. See [Columns](#) for information on managing the columns.

Library staff with reporter permissions can run a report to view their library's circulation policies.

1. In the reporter go to **Shared Folders** → **Templates** → **Sitka\_templates** → **Local Administration**
2. Clone the template *Circulation Policies by Checkout Library* into your folders and run the report for your library.

## 57.5.2. Understanding Your Circulation Policies

Circulation policies can be divided into two parts - the pieces that determine which patrons and items a policy applies to, and the pieces that determine how the policy is applied.

### Who/What Does A Policy Apply To

(Circulation Policy Filters)

- Patron Profile (Main Profile Permission Group)
- Org Unit (Check Out Library)
- Copy Circ Lib (Circulating Library)
- Patron Home Library
- Circulation Modifier
- Shelving Location
- Reference
- Item Age



The filters are weighted differently in the system. For most libraries, the system looks at the patron group, then at the libraries involved, then the circulation modifier, then the shelving location, then whether or not the item is reference, and then the age of the item.

		Active?	Checkout Library	Item Circ Library	Permission Group	User Home Library	Circulation Modifier	Shelving Location	Reference?	Item Age ≤	Circulate?	Duration Rule	Hard Due Date	Renewals Override	Recurring Fine Rule	Max Fine Rule	Grace Period Override
<input type="checkbox"/>	#																
<input type="checkbox"/>	1	Yes	MPL	PLF	PL ILL	GLCONS					Yes	42_0			zero	zero	
<input type="checkbox"/>	2	Yes	MPL	PLF	Public Library Users	GLCONS					Yes	14_21_28_2_AR			zero	zero	
<input type="checkbox"/>	3	Yes	MPL	PLF	Public Library Users	GLCONS	video-games				Yes	7_14_21_2_AR			zero	zero	
<input type="checkbox"/>	4	Yes	MPL	PLF	Public Library Users	MPL	special-collection				Yes	13_13_13_0			zero	zero	
<input type="checkbox"/>	5	Yes	MPL	PLF	Public Library Users	GLCONS	special-collection				No	13_13_13_0			zero	zero	

All libraries have at least one default circulation policy. The default policy has no circulation modifier or shelving location specified, and so applies to all check outs unless there is a more specific policy that applies to a check out. More specific policies will look at the item's circulation modifier, shelving location, reference flag, and item age individually or in combination to determine if policy should be used for the check out. In Sitka, most circulation policies are based off the item's circulation modifier. While circulation policies can be based off shelving location, additional set up is required to enable this for a library.

Some libraries apply different policies to different patron profiles. Libraries that do this will see separate default policies for the different patron groups. Generally, policies are set for the patron group at the top of the permission tree and then additional policies are added for more specific patron groups as needed. For example, most public libraries have policies set for *Public Library Users* which apply to all patron groups unless there's a policy for a more specific group such as *PL Extended Loans*.

Libraries that participate in reciprocal borrowing will see policies with different organizational units specified for the circulating library and patron's home library. These policies tell Evergreen how to handle items and patrons from other libraries who are checking out at your library. For example, libraries participating in Interlibrary Connect may have different loan durations or renewals for items that come from another library compared to the items the library owns. Additionally, libraries participating in BC One Card may have items that can only be checked out by patrons who live in the library's service area, and so need policies to block check outs by patrons visiting from other areas.

The image below shows two policies. The first policy blocks patrons with a home library that falls within the Green Land Consortium from borrowing items that use the circulation modifier *special-collection* at Maple Public Library. The second policy allows patrons of Maple Public Library to borrow those items.

		Active?	Checkout Library	Item Circ Library	Permission Group	User Home Library	Circulation Modifier	Shelving Location	Reference?	Item Age ≤	Circulate?	Duration Rule	Hard Due Date	Renewals Override	Recurring Fine Rule	Max Fine Rule	Grace Period Override
<input type="checkbox"/>	#																
<input type="checkbox"/>	1	Yes	MPL	PLF	Public Library Users	MPL	special-collection				Yes	13_13_13_0			zero	zero	
<input type="checkbox"/>	2	Yes	MPL	PLF	Public Library Users	GLCONS	special-collection				No	13_13_13_0			zero	zero	

## How Is the Policy Applied



- Circulate? - true/false
- Duration Rule - includes renewals and auto-renewals
- Renewals Override
- Recurring Fine Rule
- Maximum Fine Rule
- Grace Period Override
- [Hard Due Date](#)
- Item Specific Limit

		Active?	Checkout Library	Item Circ Library	Permission Group	User Home Library	Circulation Modifier	Shelving Location	Reference?	Item Age ≤	Circulate?	Duration Rule	Hard Due Date	Renewals Override	Recurring Fine Rule	Max Fine Rule	Grace Period Override
<input type="checkbox"/>	#																
<input type="checkbox"/>	1	Yes	MPL	PLF	PL ILL	GLCONS					Yes	42_0			zero	zero	
<input type="checkbox"/>	2	Yes	MPL	PLF	Public Library Users	GLCONS					Yes	14_21_28_2_AR			zero	zero	
<input type="checkbox"/>	3	Yes	MPL	PLF	Public Library Users	GLCONS	video-games				Yes	7_14_21_2_AR			zero	zero	
<input type="checkbox"/>	4	Yes	MPL	PLF	Public Library Users	MPL	special-collection				Yes	13_13_13_0			zero	zero	
<input type="checkbox"/>	5	Yes	MPL	PLF	Public Library Users	GLCONS	special-collection				No	13_13_13_0			zero	zero	

The **circulate flag**, on a circulation policy, when set to false will block a check out from going through. (In the circulation policy report, a 1 indicates true while a 0 indicates false.) Staff with the appropriate permission level can force the check out through. If the check out is forced it will follow the other parameters, such as duration, that are specified in the policy.

**Duration rules** will display in one of four ways in circulation policies:

- SHORT\_NORMAL\_LONG\_RENEWAL (ie. 3\_7\_14\_100)
- SHORT\_NORMAL\_LONG\_RENEWAL\_AR (ie. 3\_7\_14\_100\_AR)
- NORMAL\_RENEWAL (ie. 21\_0) - this is an older naming convention which is being phased out
- NORMAL\_RENEWAL\_AR (ie. 21\_0\_AR) - this is an older naming convention which is being phased out

AR indicates that auto-renewals apply to items checked out using the duration rule.

When applying the duration rule, Evergreen looks at the value in *Loan Duration* for the item, set via the [Holdings Editor](#), to tell it what duration to assign the check out. The default value is Normal.

**Renewals override** it will override the number of renewals specified in the duration rule.

**Recurring fine rule** specifies the amount a patron is charged on an hourly or daily basis until the item is returned; set to lost, claimed returned, or claimed never checked out; or reaches the amount specified in the maximum fine rule. Hourly recurring fines indicate per hour in the fine rule name. The fine level can be set as Low, Normal, or High for an item via the [Holdings Editor](#). This is rarely used in Sitka's Evergreen.

The **grace period override** enables libraries to specify a different grace period per circulation policy. Sitka's Evergreen has a default grace period for all check outs of one day.



The **hard due date** is set up separately, and linked to the relevant circulation policies, so that Evergreen can use the current hard due date and applicable settings to determine what due date to give the item.

**Item specific limits** can be applied to specific circulation policies to restrict how many items using a particular circulation modifier or shelving location can be out to a patron at a time. For example, an item specific limit can restrict a user to having 5 items with the circulation modifier *dvd* out at a time. The limits can also have combinations specified, so you can have a limit of up to 5 items using the circulation modifier *dvd*, *dvd-feature*, or *video*. Item specific limits can't be included in the circulation policy report, so contact [Co-op Support](#) if you have questions about your existing limits.

As you can see from the options, Evergreen can handle complex circulation policy needs, but, keep in mind the more policies you have and the more complex they are the more complicated it is to troubleshoot when items aren't circulating as expected.

### 57.5.3. Troubleshooting Your Circulation Policies

#### [Sitka Training Video - Troubleshooting Your Circulation Policies \(3:12\)](#)

There are three common reasons why items do not circulate as expected:

1. Policy has changed and the circulation policy needs to be updated in Evergreen to match your actual library policy.
2. The expected policy does not currently exist in Evergreen. To prevent these issues it is a good idea to regularly review your circulation policies using the report and request changes as needed.
3. The item attributes for the item are incorrect. Most commonly the circulation modifier is incorrect or missing.

To check the item attributes:

1. Enter the item barcode into [Item Status](#) and click on **Detail View**.
  - a. Here you can see the item attributes as well as the circulation policy applied to the current check out.



Quick Summary		Recent Circ History		Circ History List		Holds / Transit		Cataloguing Info		Triggered Events	
Barcode	33987000364744	Circ Library	MPL	Call # Prefix		Status	Checked out				
Price	9.99	Owning Library	MPL	Call #	J597.8 MAG	Due Date	2021-11-12 23:59				
Acquisition Cost		Shelving Location	Juvenile Non-Fiction	Call # Suffix		Checkout Date	2021-10-15 16:09				
ISBN	{9780789496294}	Loan Duration	Normal	Renewal Type		Checkout Workstation	MPL-JP-MPL				
Date Created	2021-09-03 12:24	Fine Level	Normal	Total Circs	1	Duration Rule	14_28_28_100				
Date Active	2021-09-03 12:24	Reference	false	Total Circs - Current Year	1	Recurring Fine Rule	zero				
Status Changed	2021-10-15 16:09	OPAC Visible	true	Total Circs - Prev Year	0	Max Fine Rule	zero				
Item ID	35592	Holdable	true	In-House Uses	0	Checkin Time					
Circulate	true	Renewal Workstation		Remaining Renewals	100	Checkin Scan Time					
Floating		Circ Modifier	juvenile-collection	Age-based Hold Protection		Checkin Workstation					

2. Check the values for Circulate, Circ Library, Owning Library, Shelving Location, Loan Duration, Fine Level, Reference, and Circ Modifier.
3. If any values are incorrect, [edit the item](#) to have the correct values.
4. Once the item is updated, to apply the correct policy you need to check the item in and then back out to the patron.
5. If the item still doesn't follow the expected policy, double check that the patron's permission profile matches what is specified in the policy you expect to be followed.
6. If the item still doesn't follow the expected policy, contact [Co-op Support](#) for assistance.
  - a. In your ticket make sure to include the item barcode, the patron barcode, and a description of what is currently happening (and what should be happening).

If you're unsure about what values are used for different policies, you can run the circulation policy report to view your current circulation policies.

### 57.5.4. Changing Your Circulation Policies

Only Co-op Support can edit circulation policies.

Local system administrators can view circulation policies within Evergreen, but making changes and clicking save will have no effect.

Submit a ticket to [Co-op Support](#) to request changes to your circulation policies. We recommend submitting your request at least one week before you'd like the change to go into effect.

In your request, please include the specific changes you need made.

When requesting a new circulation policy you must include:

- Circulation modifier, shelving location, or item age
- What patron group(s) the policy applies to
- Loan duration



- Number of renewals
- Recurring fine - if you don't charge fines please specify zero
- Maximum fine amount - if you don't charge fines please specify zero

If additional parameters are needed such as item specific limits, grace period overrides, or hard due dates please include that information.

If the policy should have different parameters for different patron groups, or based on the patron's home library, please specify that as well.

When selecting a circulation modifier to use for a new circulation policy, please pick one that is not already used at your library from the list of [recommended circulation modifiers](#).

If you are making extensive changes to your circulation policies, please make sure to contact Co-op Support well in advance of when you would like the new policies to go into effect. In those circumstances, we recommend running the circulation policies report, making all your desired changes on the report in a spreadsheet program, and then sending the updated spreadsheet to Support.

#### NOTE

Changes made to circulation policies only apply to new circulations. Items already checked out will continue to follow the policy that was in place at the time of check out until the item is checked in.

## Going Fine Free

If your library decides to go fine free, your circulation policies need to be updated.

To make the change we need to know the following:

- What date does this go into effect?
- Are there any items (based on circulation modifier) that should still generate fines?
- Are there any patron groups who should still get fined?
- Are borrowers from other libraries exempt from fines? (ie. BC One Card users)
- Do you want existing overdue fines voided or will staff manually resolve them as patrons come in?
  - We do not void partially paid fines. We can generate a list of those for library staff to resolve manually.

## 57.6. Closed Dates Editor

[Sitka Snippet Video - Setting Closed Dates \(2:18\)](#)

These dates are in addition to your regular weekly closed days (see [Library Hours of Operation](#)).



Both regular closed days and those entered in the Closed Dates Editor affect due dates, fines, and targeting for holds.

**NOTE** The due date for daily loans will fall on a day marked partially closed.

### 57.6.1. Entering Closed Dates

To enter closed dates:

1. Go to **Administration** → **Local Administration** → **Closed Date Editor**.
2. Click **Add Closing**

#	Closing Start	Closing End	Reason for Closing	Emergency Closing Processing Summary
1	2020-01-01 00:00	2020-01-01 23:59	New Year's Day	

3. By default the Library field is populated with the workstation's location.
  - a. Multi-branch libraries must set closed dates at the branch level. This can be done individually by branch or by setting **Library** to the system level organizational unit and then checking the box for *Apply to all of my libraries* to apply the closing to all branches.
4. Select the type of closing from the drop down menu.
  - a. One Full Day - use for single day closure.
  - b. Multiple Days - use for closures spanning more than one day.
  - c. Detailed - use for closures involving a partial day closure.
5. Depending on the closing type enter the required dates and time.
6. Enter the reason for the closing.
7. Click **OK**.



Library Closing

Library
MPL

Apply to all of my libraries
☐

Closing type
One Full Day

Date
2020-02-17

Reason
Family Day

Possible Emergency Closing

Emergency
☐

Process immediately
☐

OK
Cancel

8. The closed date displays in the grid and will also display in the [Upcoming Closures](#) section of the [Library Information](#) page on your public catalogue.

**NOTE** The closed period is your local time.

## 57.6.2. Emergency Closing

[Sitka Snippet Video - Emergency Closures \(1:37\)](#)

If your library needs to close unexpectedly it is important to enter the closure as an emergency closure to alert patrons and reduce staff workload.

When an emergency closing is processed due dates are adjusted to fall on the day they would have had the closing been in place at the time of check out; hourly loans have their due date adjusted to the end of the day following the closing. Depending on a library's settings any fines accrued doing the closing may be voided. Notification emails will be sent to patrons to alert them to the change in due date.

**NOTE** The notification email is a global email and cannot be customized for individual libraries.

The section [Temporary Library Closures](#) contains additional recommendations from Co-op Support for libraries having to close unexpectedly.



## Adding an Emergency Closing

1. Go to **Administration** → **Local Administration** → **Closed Date Editor**.
2. Click **Add Closing**
3. Fill out the top section of the form as you would for a regular closed date.
4. Check the box for *Emergency*.
5. Check the box for *Process immediately*.

Library Closing

Library: MPL

Apply to all of my libraries: ☐

Closing type: One Full Day

Date: 2019-10-14

Reason: Power Outage

Possible Emergency Closing

Emergency: ☒

Process immediately: ☒

OK Cancel

6. Click **OK**.
7. A summary of what has been processed during the emergency closing will display.

#	Closing Start	Closing End	Reason for Closing	Emergency Closing Processing Summary
1	2019-10-14 00:00	2019-10-14 23:59	Power Outage	Circulations: 5 / 5   Holds: 0 / 0   Reservations 0 / 0
2	2020-01-01 00:00	2020-01-01 23:59	New Year's Day	

## Editing an Emergency Closure

If your emergency closure needs to be extended past the original end date you must add a new emergency closing in order to move your due dates ahead again. In this circumstance do not edit the existing closure.

If your library re-opens earlier than expected you need to edit the End date for your closure to be the last day you were actually closed on. This is important as otherwise Evergreen still thinks the library is closed and some functions, like hold targetting, may not behave as expected.

1. Go to **Administration** → **Local Administration** → **Closed Date Editor**.



2. Select the applicable closure and from the **Actions** menu choose **Edit Closing**.
3. Edit the *End* date to be the final day you were closed.

Library Closing

Library: MPL

Closing type: Multiple Days

Start: 2024-05-26

End: 2024-06-14

Reason: Pipe burst

**Emergency Closing**

Circulations  
4 / 4

Holds  
0 / 0

Booking Reservations  
0 / 0

OK Cancel

4. Click **OK**.

## 57.7. Group Penalty Thresholds

Group penalty thresholds block circulation for users who exceed maximum fine limits, check out limits, number of overdue items, and number of lost items. Settings for your library are visible under **Administration** → **Local Administration** → **Group Penalty Thresholds**. There are four penalties in use now.

- **PATRON\_EXCEEDS\_FINES**: Blocks new circulations, renewals, and placing of holds if patron exceeds X in fines
- **PATRON\_EXCEEDS\_OVERDUE\_COUNT**: Blocks new circulations, renewals, and placing of holds if patron exceeds X overdue items
- **PATRON\_EXCEEDS\_CHECKOUT\_COUNT**: Blocks new circulations if patron exceeds X items out
- **PATRON\_EXCEEDS\_LOST\_COUNT**: Blocks new circulations, renewals, and placing of holds if patron exceeds X lost items



**NOTE** Other penalties are not used by Sitka.

Accounts that meet or exceed penalty thresholds display an alert message when opened and require staff overrides for blocked transactions. See [System Generated Notes](#) for information on how this displays in a patron account.

The screenshot shows a patron account for Nikky Gentle. On the left, a profile sidebar lists details: PL Adult, Maple Library, Filtered access, birth date 1997-05-01, last activity 2025-03-28, last updated 2025-03-25, create date 2025-02-27, expire date 2028-02-27, fines owed \$7.00, and 4 items out. The main area features a red 'STOP' icon and a yellow alert banner stating 'Patron exceeds fine threshold' with the date 2025-04-01. Below the banner, a message instructs the user to press a navigation button like 'Check Out' to clear the alert. The top navigation bar includes links for Check Out, Items Out (4), Holds (0 / 1), Bills (\$7.00), Notes (3), Edit, Other, and a Patron Search button.

Group penalty thresholds may be set up on different levels in terms of patron profiles and libraries. Penalties on more specific levels of profile and/or library take precedence. This allows you to set up penalties on a higher level of profile, e.g. Public Library Patrons, and/or library, e.g. system instead of branch, for most profiles and/or branches to share. If there are rules applied to lower level profiles, e.g. PL Juvenile or a branch, you just need to set them up for these specific profile/branch.

There are default penalty thresholds set at the Sitka level. All four penalties have a threshold of 9999. These thresholds apply if there isn't a more specific penalty set for a library.

### 57.7.1. Creating Local Penalty Thresholds

Local System Administrators can create local penalty thresholds.

1. Go to **Administration** → **Local Administration** → **Group Penalty Threshold**.

To view the group penalty thresholds for your library enter your library code into the Library filter. Multi-branch libraries can enter the system and then check the box to display the descendants.

The screenshot shows a library filter section with a text input containing 'Maple Library (MPL)'. To the right of the input are two checkboxes: '+ Ancestors' and '+ Descendants', both of which are currently unchecked.

1. Click **New Group Penalty Threshold**.

The screenshot shows a table titled 'New Group Penalty Threshold' with columns for Group, Penalty, Threshold, and Org Unit. The first three rows of data are visible, each with a checkbox in the first column. The header row is highlighted with a blue background.

	Group	Penalty	Threshold	Org Unit
<input type="checkbox"/>	1 Public Library Patrons	PATRON_EXCEEDS_FINES	5.00	MPL
<input type="checkbox"/>	2 Public Library Patrons	PATRON_EXCEEDS_OVERDUE_COUNT	6.00	MPL
<input type="checkbox"/>	3 Public Library Patrons	PATRON_EXCEEDS_CHECKOUT_COUNT	50.00	MPL

2. Enter the appropriate values for each field.
3. Click **Save**.



**Record Editor: Group Penalty Threshold**

Group: PL Home Services

ID:

Org Unit: Maple Library (MPL)

Penalty: PATRON\_EXCEEDS\_CHECKOUT\_COUNT

Threshold: 30

Buttons: Cancel, Save

4. The penalty threshold is created and appears in the grid.

## 57.7.2. Editing Local Penalty Thresholds

1. Double click on the penalty you would like to edit or select it and from the the **Actions** menu choose **Edit Selected**.

Remove Filters | New Group Penalty Threshold | Apply Translations | 1 selected | Actions | Rows 100

	Group	Penalty	Threshold	Org Unit
<input type="checkbox"/>	1	Public Library Patrons	PATRON_EXCEEDS_FINES	5.00 MPL
<input checked="" type="checkbox"/>	2	Public Library Patrons	PATRON_EXCEEDS_OVERDUE_COUNT	6.00 MPL
<input type="checkbox"/>	3	Public Library Patrons	PATRON_EXCEEDS_CHECKOUT_COUNT	50.00 MPL

Actions menu: Delete Selected, Edit Selected

2. Make your changes and click **Save**.

**Record Editor: Group Penalty Threshold**

Group: Public Library Patrons

ID: 117

Org Unit: Maple Library (MPL)

Penalty: PATRON\_EXCEEDS\_OVERDUE\_COUNT

Threshold: 5.00

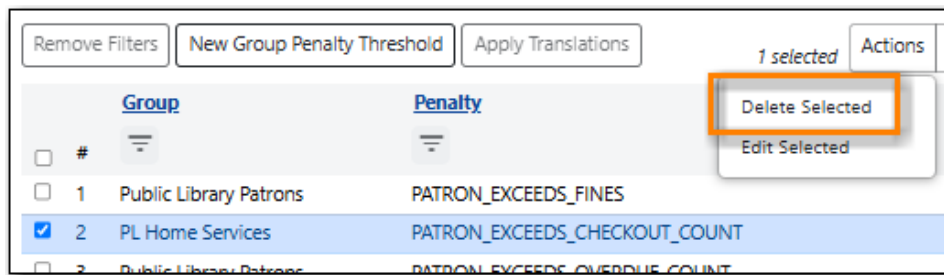
Buttons: Cancel, Save

3. The penalty threshold is updated.

## 57.7.3. Deleting Local Penalty Thresholds

1. Select the penalty you'd like to delete.
2. From the **Actions** menu select **Delete Selected**.





3. A pop-up will appear asking for confirmation of the deletion. Click **Confirm**.
4. The penalty is deleted.
5. An acknowledgement of the successful deletion will appear in the lower right hand corner of the interface.

## 57.8. Hold Policies

Hold policies define who can place how many holds on what types of materials. They also define whether the library's materials can be used to fill holds to be picked up at other libraries.

When a hold is initiated Evergreen checks the following to determine if the hold can be placed and if it will be filled:

- [Group Penalty Thresholds](#)
- Item's [Status](#)
- Holdable flag for the item's [Shelving Location](#)
- [Holdable flag for the item](#)
- [Age based hold protection for the item](#)
- Relevant library setting such as *Has Local Copy Block* and *Block hold request if hold recipient privileges have expired*
- Hold Policies
  - [Age based hold protection](#) within the hold policies.

### 57.8.1. Viewing Your Hold Policies

To view your current hold policies run a report (reporter permissions required) or view your policies in Evergreen (Local System Administrator permissions required).

- In the reporter go to **Shared Folders** → **Templates** → **Sitka\_templates** → **Local Administration**
  - Multiple report templates for hold policies are available in the Local Administration folder.
- In Evergreen select **Administration** → **Local Administration** → **Hold Policies**.



Hold Matrix Matchpoint Configuration

Remove Filters

New Hold Matrix Matchpoint

Apply Translations

0 selected

↩

<

>

Rows 25

⌵

⚙

#	Matchpoint ID	Active?	User Home Library	Pickup Library	Owning Library	Item Circ Library	User Permission Group	Requester Permission Group	Circulation Modifier	Reference?	Item Age ≤	Holdable?	Transit Range	Max Holds	Max includes Frozen
	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾
<input type="checkbox"/>	1 761	Yes	GLCONS	APL	APL	APL	Users	Public Lib...	map	No		Yes	Library	100	No
<input type="checkbox"/>	2 753	Yes	GLCONS	PLF	MPL	MPL	Users	Public Lib...	special-c...	No		No	Federatio...		No
<input type="checkbox"/>	3 755	Yes	GLCONS	PLF	MPL	MPL	Users	Public Lib...	non-circu...			No	Federatio...		No
<input type="checkbox"/>	4 754	Yes	GLCONS	PLF	MPL	MPL	Users	Public Lib...	library-eq...	No		No	Federatio...		No
<input type="checkbox"/>	5 97	Yes	GLCONS	APL	APL	APL	Users	Public Lib...		No		Yes	Library	100	No
<input type="checkbox"/>	6 757	Yes	GLCONS	APL	APL	APL	Users	Public Lib...	literacy-kit	No		Yes	Library	100	No
<input type="checkbox"/>	7 758	Yes	GLCONS	PLF	APL	APL	Users	Public Lib...	literacy-kit	No		No	Federatio...		No
<input type="checkbox"/>	8 759	Yes	GLCONS	APL	APL	APL	Users	Public Lib...	e-reader			Yes	Library	100	No
<input type="checkbox"/>	9 760	Yes	GLCONS	PLF	APL	APL	Users	Public Lib...	e-reader	No		No	Federatio...		No

For libraries participating in reciprocal borrowing like Interlibrary Connect not all hold policies will display in Evergreen by default. To ensure you see all your policies you need to filter the display twice: once by Owning Library, and then a second time by Pickup Library.

## NOTE

Click **Filter** under **Pickup Library**. In the popped up window, select **Is (or includes)**, check the box for + **Ancestors**, and choose your library. Click **Apply filter** to display policies based on the pickup library.

Click **Filter** under **Owning Library**. In the popped up window, select **Is (or includes)**, check the box for + **Ancestors**, and choose your library. Click **Apply filter** to display policies based on the owning library.

## 57.8.2. Changing Your Hold Policies

All changes to your hold policies are made by Co-op Support Staff.

Submit a ticket to [Co-op Support](#) to request changes to your hold policies. We recommend submitting your request at least one week before you'd like the change to go into effect.

In your request please include the specific changes you need made.

When requesting a new hold policy you must include:

- Circulation modifier or item age
- What patron group(s) the policy applies to
- The maximum number of holds (if applicable)
- Whether or not interlibrary connect holds can be placed (for libraries participating in reciprocal borrowing)

## 57.9. Hopeless Holds

### Sitka Snippet Video - Hopeless Holds (1:11)

In Evergreen unfillable holds are called Hopeless Holds. A hold will become hopeless when all of



the items that could potentially fill the hold are in a hopeless prone item status or all potential items have been deleted from the database.

The hopeless prone item statuses in Sitka's Evergreen are *Discard/Weed*, *Damaged*, *Lost*, *Lost and Paid*, and *Missing*. This is set globally and cannot be altered for individual libraries.

Libraries should review and resolve hopeless holds on a regular basis.

1. Click **Administration** → **Local Administration** → **Hopeless Holds**.
2. A list of holds that are considered unfulfillable is generated.

3. From the **Actions** menu select:
  - a. **Cancel Hold** to cancel the patron's hold.
  - b. **Transfer to Marked Title** to move the hold to a record with holdable items.
  - c. **Add Holdings** to add a new item to the record. This can be temporary on order item while your library waits for a replacement to arrive.
  - d. **View/Place Orders** to add a line item to a selection list or purchase order. This will only work for libraries using the acquisitions module.

#### NOTE

The Hopeless Holds interface displays holds where your library is the pickup library. Multi-branch libraries may wish to adjust the scope to see their whole system.

Libraries participating in interlibrary connect may see holds on your hopeless holds list for titles you've never had in your collection. These are interlibrary connect holds that can no longer be filled by any other library in your zone. Libraries can decide whether to purchase the title, try to fill the hold via your external provincial ILL system, or simply cancel the hold.

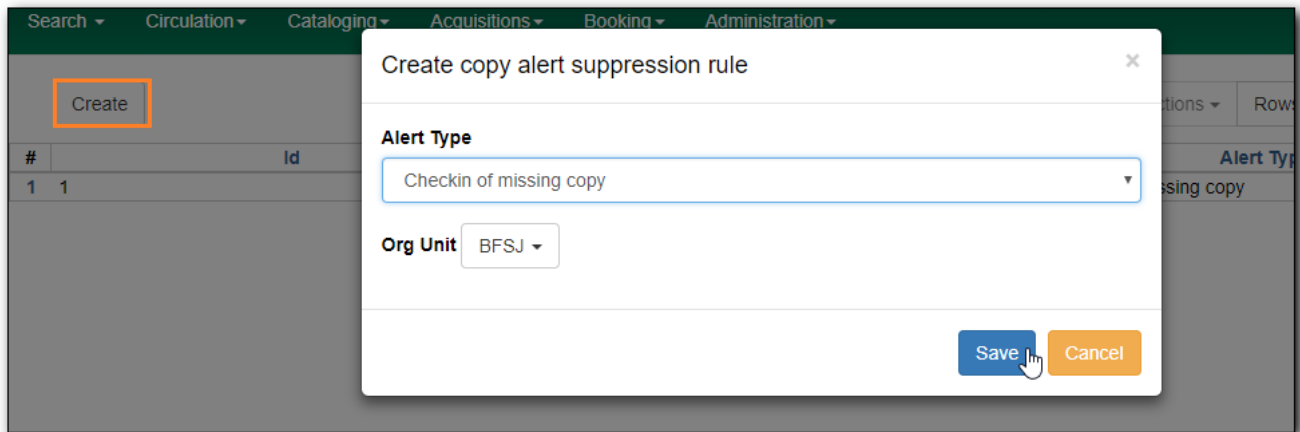
## 57.10. Item Alert Suppression

You may suppress some item alerts from showing up on the corresponding staff action. For example, you may choose to suppress the alert when checking out a missing item.

1. Go to **Administration** → **Local Administration** → **Item Alert Suppression**.
2. Click **Create**.



3. In the pop-up window, select the Alert Type from the dropdown list.
4. Make sure your library is in the Org Unit box.
5. Click **Save**.



## 57.11. Item Tags

Item tags are not currently used.

## 57.12. Library Settings Editor

Local system administrators can use library settings to customize some of Evergreen's behavior for their library or library system.

Library settings are set in one of four ways:

- No value by default and library staff can set a value if desired.
- Value is the Sitka default and can be changed by library staff if desired.
- Value is set for all of Sitka by Co-op Support and cannot be changed by library staff.
- Library setting is obsolete or for functionality not used by Sitka.

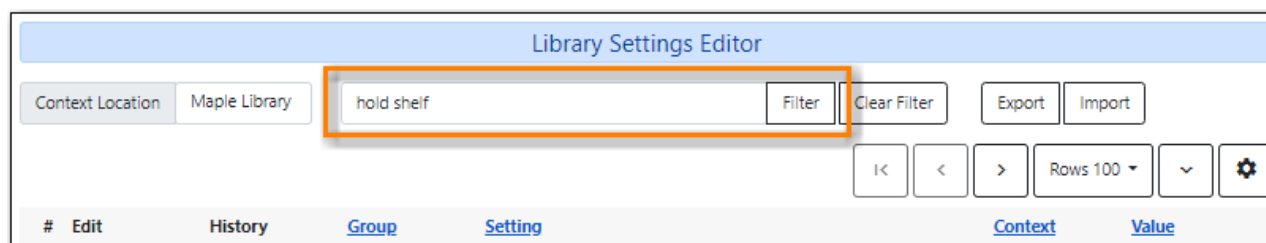
The tables in [Settings Overview](#) describe the available settings and indicate who can edit each library settings.

All libraries **MUST** have a value set for the library setting *Sending email address for patron notices*. This ensures that any bounces or responses to automatic emails such as courtesy, hold, and overdue email notices go to the applicable library.



## 57.12.1. Editing Library Settings

1. Go to **Administration** → **Local Administration** → **Library Settings Editor**.
2. There are over 400 library settings so the editor will take a moment to load them.
3. Find the setting you wish to edit by browsing the list or filtering using search terms. The filter searches both the name and description for the settings.
4. Enter your search term in the filter box and click **Filter**.



Library Settings Editor

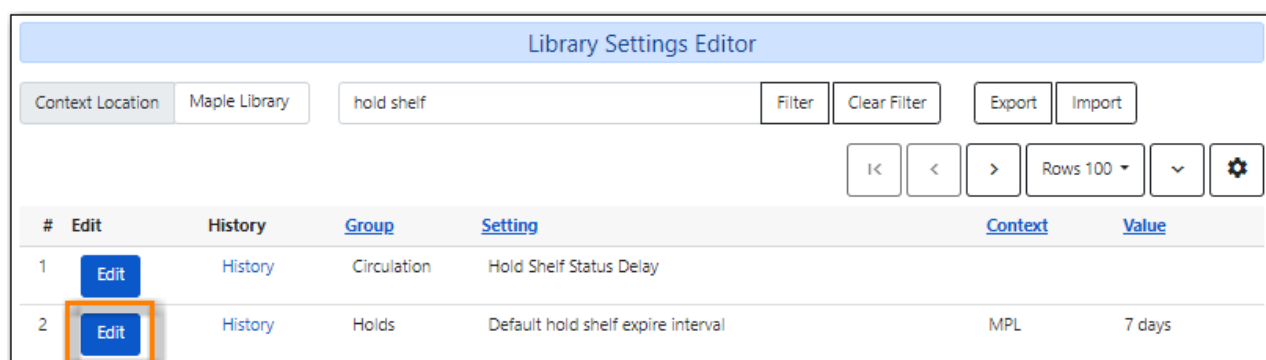
Context Location: Maple Library

hold shelf

Rows 100

#	Edit	History	Group	Setting	Context	Value
---	------	---------	-------	---------	---------	-------

5. Click the **Edit** button beside the setting you would like to change.



Library Settings Editor

Context Location: Maple Library

hold shelf

Rows 100

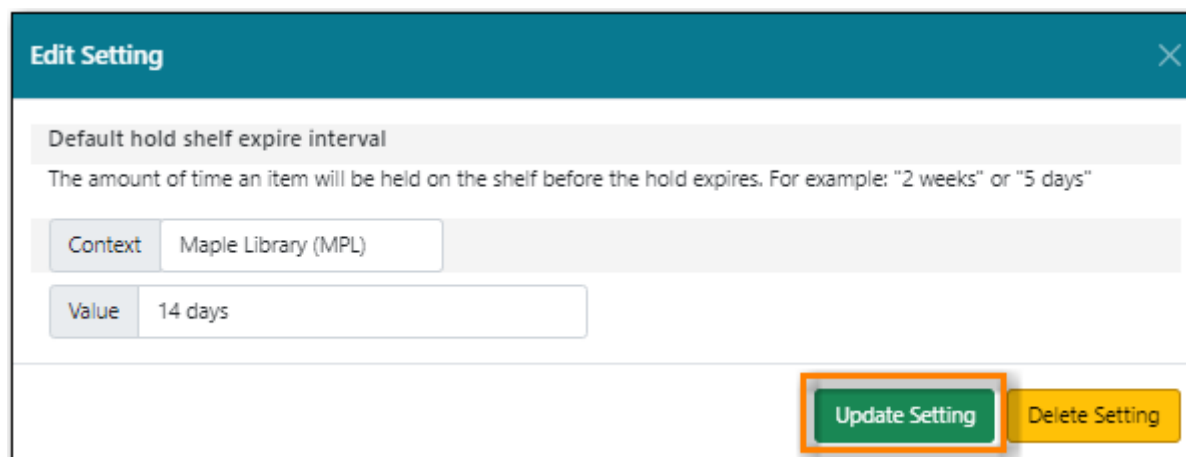
#	Edit	History	Group	Setting	Context	Value
1	<input type="button" value="Edit"/>	History	Circulation	Hold Shelf Status Delay		
2	<input type="button" value="Edit"/>	History	Holds	Default hold shelf expire interval	MPL	7 days

6. In the pop-up that appears read the description to learn about the setting and in some cases the options for the setting.

### NOTE

Different settings require different data formats for their values. See [\[library\\_setting\\_data\\_types\]](#) for more information.

7. Make your change and click **Update Setting**.



Edit Setting

Default hold shelf expire interval

The amount of time an item will be held on the shelf before the hold expires. For example: "2 weeks" or "5 days"

Context: Maple Library (MPL)

Value: 14 days

8. If you no longer want any value entered for the setting click **Delete Setting**.



1. Click **History** to view the previous values, if any, of a setting. You can revert back to an old value by clicking **revert**.

### 57.12.2. Exporting/Importing Library Settings

1. To export library settings, click the **Export** button on the above *Library Setting Editor* screen. Click **Copy** in the pop-up window. Those settings displayed on the screen are copied to the clipboard. Paste the contents to a text editor, such as Notepad. Save the file on your computer.
2. To import library settings, click the **Import** button on the *Library Settings Editor* screen. Open your previously saved file and copy the contents. Click **Paste** in the pop-up window. Click **Submit**.

### 57.12.3. Settings Overview

The library settings editor groups settings into different categories. In this documentation the settings have been divided into tables based on the value of their *Group* column.

Each table describes the available settings in the group and shows which can be changed by library staff, what the default value is if applicable, and which settings are set globally for the consortium by Co-op Support.

#### NOTE

Some library settings apply to old features that have been replaced or features that are not currently used by the Sitka consortium.

These library settings have been marked as not in use by Sitka or as obsolete so library staff know they can be ignored in the editor.

### Data Types

Acceptable formats for each setting type are listed below. Quotation marks are never required when updating settings in the staff client.

Table 24. Data Types in the Library Settings Editor

Data type	Formatting
True/False	Boolean True/False drop down
Number	Enter a numerical value (decimals allowed in price settings)
Duration	Enter a number followed by a space and any of the following units: minutes, hours, days, months (30 minutes, 2 days, etc)
Selection list	Choose from a drop-down list of options (e.g. copy status, copy location)
Text	Free text



- [\[\\_library\\_settings\\_acquisitions\]](#)
- [Booking](#)
- [Cataloging](#)
- [Circulation](#)
- [Credit Card Processing](#)
- [Ebook API Integration](#)
- [Finances](#)
- [Global](#)
- [GUI: Graphic User Interface](#)
- [Holds](#)
- [Library](#)
- [Offline](#)
- [OPAC](#)
- [Program](#)
- [Receipt Templates](#)
- [Security](#)
- [Self Check](#)
- [Serials](#)
- [SMS Text Message](#)
- [URL Verify](#)
- [Vandelay](#)
- [Un-categorized](#)

## Acquisitions

See [Acquisitions Settings in the Library Settings Editor](#) in the Acquisitions Manual.

*Table 25. Booking*

Setting	Description	Data type	Default	Edited by	Notes
Booking Allow Email Notify	Permit email notification when a reservation is ready for pick-up.	True/false		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Elbow room	Elbow room specifies how far in the future you must make a reservation on an item if that item will have to transit to reach its pick-up location. It secondarily defines how soon a reservation on a given item must start before the check-in process will opportunistically capture it for the reservation shelf.	Duration	7 days	LSA	

Table 26. Cataloging

Setting	Description	Data type	Default	Edited by	Notes
Default Classification Scheme	Defines the default classification scheme for new call numbers: 1 = Generic; 2 = Dewey; 3 = LC	Number			This library setting is obsolete. Default classification scheme is now set in the <a href="#">Holdings Editor Preferences</a> .
Default copy status (fast add)	Default status when a copy is created using the <i>Fast Item Add</i> interface.	Selection list	In process	LSA	



Setting	Description	Data type	Default	Edited by	Notes
Default copy status (normal)	Default status when a copy is created using the normal volume/copy creator interface.	Selection list	In process	LSA	
Default Merge Profile (Z39.50 and Record Buckets)	Default merge profile to use during Z39.50 imports and record bucket merges	Selection list	Keep Local Fields	Sitka	
Defines the control number identifier used in 003 and 035 fields		Text		Sitka	
Delete bib if all copies are deleted via Acquisitions line item cancellation.		True/False	TRUE	Sitka	
Delete volume with last copy	Automatically delete a volume when the last linked copy is deleted.	True/False	TRUE	Sitka	
Holdings Editor Default Values and Visibility		Text		Sitka	
ItemPrint Label - Call Number Wrap Filter Height	Set the default height (in number of lines) to use for call number wrapping in the left print label.	Text		LSA	



Setting	Description	Data type	Default	Edited by	Notes
ItemPrint Label - Call Number Wrap Filter Width	set the default width (in number of characters) to use for call number wrapping in the left print label.	Text		LSA	
Item Print Label - Height for Pocket Label	Set the default height for the item print Pocket Label. Please include a unit of measurement that is valid CSS. For example, "1in" or "2.5cm"	Text		LSA	
Item Print Label - Height for Spine Label	Set the default height for the item print Spine Label. Please include a unit of measurement that is valid CSS. For example, "1in" or "2.5cm"	Text		LSA	
Item Print Label - Inline CSS	This setting allows you to inject arbitrary CSS into the item print label template. For example, ".printlabel { text-transform: uppercase; }"	Text		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Item Print Label - Left Margin for Pocket Label	Set the default left margin for the item print Pocket Label (or in other words, the desired space between the two labels). Please include a unit of measurement that is valid CSS. For example, "1in" or "2.5cm"	Text		LSA	
Item Print Label - Left Margin for Spine Label	Set the default left margin for the item print Spine Label. Please include a unit of measurement that is valid CSS. For example, "1in" or "2.5cm"	Text		LSA	
Item Print Label - Width for Pocket Label	Set the default width for the item print Pocket Label. Please include a unit of measurement that is valid CSS. For example, "1in" or "2.5cm"	Text		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Item Print Label - Width for Spine Label	Set the default width for the item print Spine Label. Please include a unit of measurement that is valid CSS. For example, "1in" or "2.5cm"	Text		LSA	
Item Print Label Font Family	Set the preferred font family for item print labels. You can specify a list of CSS fonts, separated by commas, in order of preference; the system will use the first font it finds with a matching name. For example, "Arial, Helvetica, serif"	Text		LSA	
Item Print Label Font Size	Set the default font size for item print labels. Please include a unit of measurement that is valid CSS. For example, "12pt" or "16px" or "1em"	Text		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Item Print Label Font Weight	Set the default font weight for item print labels. Please use the CSS specification for values for font-weight. For example, "normal", "bold", "bolder", or "lighter"	Text		LSA	
Maximum Parallel Z39.50 Batch Searches	The maximum number of Z39.50 searches that can be in-flight at any given time when performing batch Z39.50 searches	Number		Sitka	
Maximum Z39.50 Batch Search Results	The maximum number of search results to retrieve and queue for each record + Z39 source during batch Z39.50 searches	Number		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Patron view discovery layer URL	URL for displaying an item in the "patron view" discovery layer with a placeholder for the bib record ID: {eg_record_id}. For example: <a href="https://example.com/Record/{eg_record_id}">https://example.com/Record/{eg_record_id}</a>	Text		Sitka	Set by Sitka. If you would like it changed, please submit a support ticket.
Require call number labels in Copy Editor	Define whether Copy Editor requires Call Number labels	True/False	TRUE	Sitka	
Spine and pocket label font family	Set the preferred font family for spine and pocket labels. You can specify a list of fonts, separated by commas, in order of preference; the system will use the first font it finds with a matching name. For example, "Arial, Helvetica, serif".	Text	monospace	LSA	
Spine and pocket label font size	Set the default font size for spine and pocket labels	Number	10	LSA	



Setting	Description	Data type	Default	Edited by	Notes
Spine and pocket label font weight	Set the preferred font weight for spine and pocket labels. You can specify "normal", "bold", "bolder", or "lighter".	Text	normal	LSA	
Spine label left margin	Set the left margin for spine labels in number of characters.	Number	0	LSA	
Spine label line width	Set the default line width for spine labels in number of characters. This specifies the boundary at which lines must be wrapped.	Number	8	LSA	
Spine label maximum lines	Set the default maximum number of lines for spine labels.	Number	9	LSA	

*Table 27. Circulation*



Setting	Description	Data type	Default	Edited by	Notes
Allow others to use patron account (privacy waiver)	Add a note to a user account indicating that specified people are allowed to place holds, pick up holds, check out items, or view borrowing history for that user account	True/False	TRUE	LSA	
Allow renewal request if renewal recipient privileges have expired	If enabled, users within the org unit who are expired may still renew items.	True/False		Sitka	
Allow users to browse Courses by Instructor	If enabled, users can browse courses by instructor name in the public catalogue.	True/False		LSA	
Auto-Extend Grace Periods	When enabled grace periods will auto-extend. By default this will be only when they are a full day or more and end on a closed date, though other options can alter this.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Auto-Extending Grace Periods extend for all closed dates	If enabled and Grace Periods auto-extending is turned on grace periods will extend past all closed dates they intersect, within hard-coded limits. This basically becomes "grace periods can only be consumed by closed dates".	True/False		LSA	
Auto-Extending Grace Periods include trailing closed dates	If enabled and Grace Periods auto-extending is turned on grace periods will include closed dates that directly follow the last day of the grace period, to allow a backdate into the closed dates to assume "returned after hours on the last day of the grace period, and thus still within it" automatically.	True/False		LSA	Useful when libraries' book drop equipped with AMH.



Setting	Description	Data type	Default	Edited by	Notes
Bib source for brief records created in the course materials module	The course reserves module will use this bib source for any new brief bibliographic records created by the module.	Text	Course materials module	Sitka	
Block hold request if hold recipient privileges have expired		True/False		LSA	
Cap max fine at item price	This prevents the system from charging more than the item price in overdue fines	True/False		LSA	
Charge fines on overdue circulations when closed	When set to True, fines will be charged during scheduled closings and normal weekly closed days.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Checkout auto renew age	When an item has been checked out for at least this amount of time, an attempt to check out the item to the patron that it is already checked out to will simply renew the circulation. If the checkout attempt is done within this time frame, Evergreen will prompt for choosing Renewing or Check-in then Checkout the item.	Duration		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Checkout fills related hold	When a patron checks out an item and they have no holds that directly target the item, the system will attempt to find a hold for the patron that could be fulfilled by the checked out item and fulfills it. On the Staff Client you may notice that when a patron checks out an item under a title on which he/she has a hold, the hold will be treated as filled though the item has not been assigned to the patron's hold.	True/false		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Checkout fills related hold on valid copy only	When filling related holds on checkout only match on items that are valid for opportunistic capture for the hold. Without this set a Title or Volume hold could match when the item is not holdable. With this set only holdable items will match.	True/False		LSA	
Clear hold when other patron checks out item	Default to cancel the hold when patron A checks out item on hold for patron B	True/False		LSA	
Custom PATRON_EXCEEDS_CHECKOUT_COUNT penalty	Specifies a non-default standing penalty to apply to patrons that exceed the checkout count threshold for their group.	Selection list		LSA	
Custom PATRON_EXCEEDS_COLLECTIONS_WARNING penalty	Specifies a non-default standing penalty to apply to patrons that exceed the collections fine warning threshold for their group.	Selection list		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Custom PATRON_EXCE EDS_FINES penalty	Specifies a non-default standing penalty to apply to patrons that exceed the max-fine threshold for their group.	Selection list		LSA	
Custom PATRON_EXCE EDS_LONGOVE RDUE_COUNT penalty	Specifies a non-default standing penalty to apply to patrons that exceed the long-overdue item count threshold for their group.	Selection list		LSA	
Custom PATRON_EXCE EDS_LOST_COU NT penalty	Specifies a non-default standing penalty to apply to patrons that exceed the lost item count threshold for their group.	Selection list		LSA	
Custom PATRON_EXCE EDS_OVERDUE _COUNT penalty	Specifies a non-default standing penalty to apply to patrons that exceed the overdue count threshold for their group.	Selection list		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Custom PATRON_IN_COLLECTIONS penalty	Specifies a non-default standing penalty that may have been applied to patrons that have been placed into collections and that should be automatically removed if they have paid down their balance below the threshold for their group. Use of this feature will likely require configuration and coordination with an external collection agency.	Selection list		LSA	
Disable patron modification of curbside appointments in public catalog	When set to TRUE, patrons cannot use the My Account interface to select curbside pickup times	True/False		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Display copy alert for in-house-use	Setting to true for an organization will cause an alert to appear with the copy's alert message, if it has one, when recording in-house-use for the copy.	True/False	TRUE	LSA	
Display copy location check in alert for in-house-use	Setting to true for an organization will cause an alert to display a message indicating that the item needs to be routed to its location if the location has check in alert set to true.	True/False	FALSE	LSA	



Setting	Description	Data type	Default	Edited by	Notes
Do not change fines/fees on zero-balance LOST transaction	When an item has been marked lost and all fines/fees have been completely paid on the transaction, do not void or reinstate any fines/fees EVEN IF "Void lost item billing when returned" and/or "Void processing fee on lost item return" are enabled	True/False	FALSE	LSA	
Do not include outstanding Claims Returned circulations in lump sum tallies in Patron Display.	In the Patron Display interface, the number of total active circulations for a given patron is presented in the Summary sidebar and underneath the Items Out navigation button. This setting will prevent Claims Returned circulations from counting toward these tallies.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Enable curbside pickup functionality at library.	When set to TRUE, enable staff and public interfaces to schedule curbside pickup of holds that become available for pickup.	True/False	FALSE	Sitka	
Exclude Courtesy Notices from Patrons Items Out Notices Count		True/False		LSA	
Forgive fines when checking out a long-overdue item and copy alert is suppressed?	Controls whether fines are automatically forgiven when checking out an item that has been marked as long-overdue, and the corresponding copy alert has been suppressed.				This feature is not used by Sitka.
Forgive fines when checking out a lost item and copy alert is suppressed?	Controls whether fines are automatically forgiven when checking out an item that has been marked as lost, and the corresponding copy alert has been suppressed.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Hold shelf status delay	The purpose is to provide an interval of time after an item goes into the on-holds-shelf status before it appears to patrons that it is actually on the holds shelf. This gives staff time to process the item before it shows as ready-for-pick-up.	Duration		LSA	
Include Lost circulations in lump sum tallies in Patron Display.	In the Patron Display interface, the number of total active circulations for a given patron is presented in the Summary sidebar and underneath the Items Out navigation button. This setting will include Lost circulations as counting toward these tallies.	True/False		LSA	
Invalid patron address penalty	When set, if a patron address is set to invalid, a penalty is applied.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Item status for missing pieces	This is the Item Status to use for items that have been marked or scanned as having Missing Pieces. In the absence of this setting, the Damaged status is used.	Selection list	Damaged	LSA	
Load patron from Checkout	When scanning barcodes into Checkout auto-detect if a new patron barcode is scanned and auto-load the new patron.	True/False			This feature is not used by Sitka.



Setting	Description	Data type	Default	Edited by	Notes
Long-Overdue Check-In Interval Uses Last Activity Date	Use the long-overdue last-activity date instead of the due_date to determine whether the item has been checked out too long to perform long-overdue check-in processing. If set, the system will first check the last payment time, followed by the last billing time, followed by the due date. See also "Long-Overdue Max Return Interval"	True/False			This feature is not used by Sitka.
Long-Overdue Items Usable on Checkin	Long-overdue items are usable on checkin instead of going "home" first	True/False			This feature is not used by Sitka.



Setting	Description	Data type	Default	Edited by	Notes
Long-Overdue Max Return Interval	Long-overdue check-in processing (voiding fees, re-instating overdues, etc.) will not take place for items that have been overdue for (or have last activity older than) this amount of time	Duration			This feature is not used by Sitka.
Lost check-in generates new overdues	Enabling this setting causes retroactive creation of not-yet-existing overdue fines on lost item check-in, up to the point of check-in time (or max fines is reached). This is different than "restore overdue on lost", because it only creates new overdue fines. Use both settings together to get the full complement of overdue fines for a lost item	True/False		LSA	
Lost items usable on checkin	Lost items are usable on checkin instead of going <i>home</i> first	True/false		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Max patron claims returned count	When this count is exceeded, a staff override is required to mark the item as claims returned.	Number		LSA	
Maximum number of patrons that may select a particular curbside pickup time					
Maximum visible age of User Trigger Events in Staff Interfaces	If this is unset, staff can view User Trigger Events regardless of age. When this is set to an interval, it represents the age of the oldest possible User Trigger Event that can be viewed.	Duration		LSA	Not working
Minimum transit checkin interval	In-Transit items checked in this close to the transit start time will be prevented from checking in	Duration		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Number of Retrievable Recent Patrons	Number of most recently accessed patrons that can be re-retrieved in the staff client. A value of 0 or less disables the feature. Defaults to 1.	Number		LSA	
Opt Org Unit into the Course Materials Module	Enables the course reserves module in the public catalogue and allows users to search and browse course lists.	True/False		LSA	
Patron Merge Address Delete	Delete address(es) of subordinate user(s) in a patron merge.	True/False	FALSE	LSA	
Patron Merge Barcode Delete	Delete barcode(s) of subordinate user(s) in a patron merge	True/False	FALSE	LSA	
Patron Merge Deactivate Card	Mark barcode(s) of subordinate user(s) in a patron merge as inactive.	True/False	TRUE	LSA	



Setting	Description	Data type	Default	Edited by	Notes
Patron Registration: Cloned patrons get address copy	If True, in the Patron editor, addresses are copied from the cloned user. If False, addresses are linked from the cloned user which can only be edited from the cloned user record.	True/False		LSA	
Patron search diacritic insensitive	Match patron last, first, and middle names irrespective of usage of diacritical marks or spaces.	True/False	TRUE	Sitka	
Printing: custom JavaScript file	Full URL path to a JavaScript File to be loaded when printing. Should implement a print_custom function for DOM manipulation. Can change the value of the do_print variable to false to cancel printing.	Text			This feature is not used by Sitka.
Require matching email address for password reset requests		True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Require Monographic Part when Present	Normally the selection of a monographic part during hold placement is optional if there is at least one copy on the bib without a monographic part. A true value for this setting will require part selection even under this condition.	True/False			This feature is not used by Sitka.
Restore Overdues on Long-Overdue Item Return		True/False		LSA	This feature is not used by Sitka.
Restore overdues on lost item return	If true when a lost item is checked in overdue fines are charged (up to the maximum fines amount)	True/False		LSA	
Specify search depth for the duplicate patron check in the patron editor	When using the patron registration page, the duplicate patron check will use the configured depth to scope the search for duplicate patrons.	Number	0	Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Suppress hold transits group	To create a group of libraries to suppress Hold Transits among them. All libraries in the group should use the same unique value. Leave it empty if transits should not be suppressed.	Text		Sitka	This feature is not used by Sitka.
Suppress non-hold transits group	To create a group of libraries to suppress Non-Hold Transits among them. All libraries in the group should use the same unique value. Leave it empty if Non-Hold Transits should not be suppressed.	Text		Sitka	This feature is not used by Sitka.
Suppress popup-dialogs during check-in.	When set to True, no pop-up window for exceptions on check-in. But the accompanying sound will be played.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Target copies for a hold even if copy's circ lib is closed	If this setting is true at a given org unit or one of its ancestors, the hold targeter will target copies from this org unit even if the org unit is closed (according to the Org Unit's closed dates.).	True/False		LSA	Set the value to True if you want to target copies for holds at closed circulating libraries. Set the value to False, or leave it unset, if you do not want to enable this feature.
Target copies for a hold even if copy's circ lib is closed IF the circ lib is the hold's pickup lib	If this setting is true at a given org unit or one of its ancestors, the hold targeter will target copies from this org unit even if the org unit is closed (according to the Org Unit's closed dates) IF AND ONLY IF the copy's circ lib is the same as the hold's pickup lib.	True/False		LSA	Set the value to True if you want to target copies for holds at closed circulating libraries when the circulating library of the item and the pickup library of the hold are the same. Set the value to False, or leave it unset, if you do not want to enable this feature.
Time interval between curbside appointments		Duration	15 minutes	Sitka	This feature is not used by Sitka.
Truncate fines to max fine amount		True/False	TRUE	Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Use calculated proximity for age-protection check	When checking whether a copy is viable for a hold based on transit distance, use calculated proximity with adjustments rather than baseline Org Unit proximity.	True/False		Sitka	This feature is not used by Sitka.
Use Item Price or Cost as Backup Item Value	Expects "price" or "cost", but defaults to neither. This refers to the corresponding field on the item record and is used as a second-pass fall-through value when determining an item value. If needed, Evergreen will still look at the "Default Item Price" setting as a final fallback.	Text		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Use Item Price or Cost as Primary Item Value	Expects "price" or "cost" and defaults to price. This refers to the corresponding field on the item record and gets used in such contexts as notices, max fine values when using item price caps (setting or fine rules), and long overdue, damaged, and lost billings.	Text		LSA	
Use Lost and Paid copy status	Use Lost and Paid copy status when lost or long overdue billing is paid	True/False	TRUE	Sitka	
Void item deposit fee on checkin	If a deposit was charged when checking out an item, void it when the item is returned	True/False	FALSE	LSA	
Void Long-Overdue Item Billing When Returned		True/False		LSA	This feature is not used by Sitka.
Void Processing Fee on Long-Overdue Item Return		True/False		LSA	This feature is not used by Sitka.



Setting	Description	Data type	Default	Edited by	Notes
Void longoverdue item billing when claims returned		True/False		LSA	This feature is not used by Sitka.
Void long overdue item processing fee when claims returned		True/False		LSA	This feature is not used by Sitka.
Void lost item billing when claims returned		True/False	FALSE	LSA	
Void lost item billing when returned	If true,when a lost item is checked in the item replacement bill (item price) is voided.	True/False	FALSE	LSA	
Void lost item processing fee when claims returned	When an item is marked claims returned that was marked Lost, the item processing fee will be voided.	True/False	FALSE	LSA	



Setting	Description	Data type	Default	Edited by	Notes
Void lost max interval	Items that have been overdue this long will not result in lost charges being voided when returned, and the overdue fines will not be restored, either. Only applies if <b>Circ: Void lost item billing</b> or <b>Circ: Void processing fee on lost item</b> are true.	Duration	6 months	LSA	
Void processing fee on lost item return	Void processing fee when lost item returned	True/False	FALSE	LSA	
Warn when patron account is about to expire	If set, the staff client displays a warning this number of days before the expiry of a patron account. Value is in number of days.	Duration		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Workstation OU fallback for staff-placed holds	For staff-placed holds, in the absence of a patron preferred pickup location, fall back to using the staff workstation OU (rather than patron home OU)	True/False		LSA	
Workstation OU is the default for staff-placed holds	For staff-placed holds, regardless of the patron preferred pickup location, the staff workstation OU is the default pickup location	True/False		LSA	

**NOTE**

Long Overdue status is not in use on Sitka Evergreen. All settings related to Long Overdue may be ignored.

*Table 28. Credit Card Processing*

**Credit card payment is not currently supported.**

All settings can be ignored.

*Table 29. Ebook API Integration*

**Ebook API Integration**

All settings are set by Sitka.

*Table 30. Finances*



Setting	Description	Data type	Default	Edited by	Notes
Allow credit card payments	If enabled, patrons will be able to pay fines accrued at this location via credit card.	True/False			This feature is not used by Sitka.
Charge item price when marked damaged	If true Evergreen bills item price to the last patron who checked out the damaged item. Staff receive an alert with patron information and must confirm the billing.	True/False	FALSE	LSA	
Charge lost on zero	If set to True, default item price will be charged when an item is marked lost even though the price in item record is 0.00 (same as no price). If False, only processing fee, if used, will be charged.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Charge processing fee for damaged items	Optional processing fee billed to last patron who checked out the damaged item. Staff receive an alert with patron information and must confirm the billing.	Number(Currency)		LSA	Disabled when set to 0
Default item price	Replacement charge for lost items if price is unset in the Copy Editor. Does not apply if item price is set to \$0	Number(Currency)		LSA	
Disable Patron Credit	Do not allow patrons to accrue credit or pay fines/fees with accrued credit	True/False		LSA	
Leave transaction open when long overdue balance equals zero	Leave transaction open when long-overdue balance equals zero. This leaves the lost copy on the patron record when it is paid	True/False			This feature is not used by Sitka.



Setting	Description	Data type	Default	Edited by	Notes
Leave transaction open when lost balance equals zero	Leave transaction open when lost balance equals zero. This leaves the lost copy on the patron record when it is paid	True/False	FALSE	Sitka	
Long-Overdue Materials Processing Fee	The amount charged in addition to item price when an item is marked Long-Overdue	Number (Currency)			This feature is not used by Sitka.
Lost materials processing fee	The amount charged in addition to item price when an item is marked lost.	Number(Currency)		LSA	
Maximum Item Price	When charging for lost items, limit the charge to this as a maximum.	Number(Currency)		LSA	
Minimum Item Price	When charging for lost items, charge this amount as a minimum.	Number(Currency)		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Negative Balance Interval (DEFAULT)	Amount of time after which no negative balances (refunds) are allowed on circulation bills. The "Prohibit negative balance on bills" setting must also be set to "true".	Duration		LSA	If the settings for Lost and Overdues are the same, you may use this setting and the "Prohibit Negative Balance on Bills (DEFAULT)" setting, and ignore the separate settings for Lost and Overdues.
Negative Balance Interval for Lost	Amount of time after which no negative balances (refunds) are allowed on bills for lost/long overdue materials. The "Prohibit negative balance on bills for lost materials" setting must also be set to "true".	Duration		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Negative Balance Interval for Overdues	Amount of time after which no negative balances (refunds) are allowed on bills for overdue materials. The "Prohibit negative balance on bills for overdue materials" setting must also be set to "true".	Duration		LSA	
Prohibit negative balance on bills (Default)	Default setting to prevent negative balances (refunds) on circulation related bills. Set to "true" to prohibit negative balances at all times or, when used in conjunction with an interval setting, to prohibit negative balances after a set period of time.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Prohibit negative balance on bills for lost materials	Prevent negative balances (refunds) on bills for lost/long overdue materials. Set to "true" to prohibit negative balances at all times or, when used in conjunction with an interval setting, to prohibit negative balances after an interval of time.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Prohibit negative balance on bills for overdue materials	Prevent negative balances (refunds) on bills for lost/long overdue materials. Set to "true" to prohibit negative balances at all times or, when used in conjunction with an interval setting, to prohibit negative balances after an interval of time.	True/False		LSA	
Void Overdue Fines When Items are Marked Long-Overdue	If true overdue fines are voided when an item is marked Long-Overdue	True/False			This feature is not used by Sitka.
Void overdue fines when items are marked lost	If true overdue fines are voided when an item is marked lost	True/False	TRUE	LSA	

Table 31. Global



Setting	Description	Data type	Default	Edited by	Notes
Allow multiple username changes	If enabled (and Lock Usernames is not set) patrons will be allowed to change their username when it does not look like a barcode. Otherwise username changing in the OPAC will only be allowed when the patron's username looks like a barcode.	True/False	TRUE	Sitka	
Global default locale		Text	Canada	Sitka	
Lock Usernames	If enabled username changing via the OPAC will be disabled.	True/False	FALSE	Sitka	
Password format	Defines acceptable format for OPAC account passwords	Regular expression		Sitka	Default requires that passwords "be at least 7 characters in length, contain at least one letter (a-z/A-Z), and contain at least one number.
Patron barcode format	Defines acceptable format for patron barcodes	Regular expression		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Patron username format	Regular expression defining the patron username format, used for patron registration and self-service username changing only	Regular expression		Sitka	

Table 32. GUI: Graphic User Interface

Setting	Description	Data type	Default	Edited by	Notes
ACQ: Which import tab(s) display in general Import/Export?	Valid values are: "cat" for Import for Cataloging, "acq" for Import for Acquisitions, "both" or unset to display both.	Text	Cat	Sitka	Set to default Cat at Sitka level but can be edited by LSA.
Alert on empty bib records	Alert staff when the last copy for a record is being deleted.	True/False	FALSE	LSA	
Button bar	If TRUE, the staff client button bar appears by default on all workstations registered to your library; staff can override this setting at each login.	True/False			Setting is obsolete



Setting	Description	Data type	Default	Edited by	Notes
Cap results in Patron Search at this number.	The maximum number of results returned per search. If 100 is set up here, any search will return 100 records at most.	Number		LSA	
Default Country for New Addresses in Patron Editor	This is the default Country for new addresses in the patron editor.	Text	Canada	LSA	
Default hotkeyset	Default Hotkeyset for clients (filename without the .keyset). Examples: Default, Minimal, and None	Text			Setting is obsolete
Default ident type for patron registration	This is the default Ident Type for new users in the patron editor.	Selection list	Other	LSA	
Default showing suggested patron registration fields	Instead of All fields, show just suggested fields in patron registration by default.	True/False		LSA	
Deprecated: Format Dates with this pattern.					Setting is Obsolete



Setting	Description	Data type	Default	Edited by	Notes
Deprecated: Format Times with this pattern.					Setting is Obsolete
Disable the ability to save list column configurations locally.	GUI: Disable the ability to save list column configurations locally. If set, columns may still be manipulated, however, the changes do not persist. Also, existing local configurations are ignored if this setting is true.	True/False		LSA	
Display Links to Deprecated Acquisitions Interfaces		True/False		Sitka	
Enable Angular Circulation Menu		True/False	FALSE	Sitka	
Example dob field on patron registration	The example for validation on the dob field in patron registration.	Text		LSA	
Example for Day_phone field on patron registration	The example on validation on the Day_phone field in patron registration.	Text		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Example for default_phone field on patron registration	The example on validation on the default_phone field in patron registration.	Text		LSA	
Example for default_sms_notify field on patron registration	The example on validation on the default_sms_notify field in patron registration.	Text		LSA	
Example for Email field on patron registration	The example on validation on the Email field in patron registration.	Text		LSA	
Example for Evening-phone on patron registration	The example on validation on the Evening-phone field in patron registration.	Text		LSA	
Example for Other-phone on patron registration	The example on validation on the Other-phone field in patron registration.	Text		LSA	
Example for phone fields on patron registration	The example on validation on phone fields in patron registration. Applies to all phone fields without their own setting.	Text		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Example for Postal Code field on patron registration	The example on validation on the Postal Code field in patron registration.	Text		LSA	
Format Date+Time with this pattern		Text	Default: yyyy-MM-dd HH:mm	Sitka	
Format Dates with this pattern		Text	Default: yyyy-MM-dd	Sitka	
GUI: Enable Traditional Staff Catalog		True/False	FALSE	Sitka	Sitka no longer uses the old staff catalogue
GUI: Hide these fields within the Item Attribute Editor.	Sets which fields in the Item Attribute Editor to hide in the staff client.	Text			This library setting is obsolete. Item attributes can now be hidden via the <a href="#">Holdings Editor Preferences</a> .



Setting	Description	Data type	Default	Edited by	Notes
Horizontal layout for Volume/Copy Creator/Editor.	The main entry point for this interface is in Holdings Maintenance, Actions for Selected Rows, Edit Item Attributes / Call Numbers / Replace Barcodes. This setting changes the top and bottom panes (if FALSE) for that interface into left and right panes (if TRUE).	True/False			Setting is obsolete
Idle timeout	If you want staff client windows to be minimized after a certain amount of system idle time, set this to the number of seconds of idle time that you want to allow before minimizing (requires staff client restart).	Number		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Items Out Claims Returned display setting	Value is a numeric code, describing which list the circulation should appear while checked out and whether the circulation should continue to appear in the special list, when checked in with outstanding fines. 1 = regular list, special list. 2 = special list, special list. 5 = regular list, do not display. 6 = special list, do not display.	Number	2	LSA	
Items Out Long-Overdue display setting		Number		LSA	This feature is not used by Sitka.



Setting	Description	Data type	Default	Edited by	Notes
Items Out Lost display setting	Value is a numeric code, describing which list the circulation should appear while checked out and whether the circulation should continue to appear in the special list, when checked in with outstanding fines. 1 = regular list, special list. 2 = special list, special list. 5 = regular list, do not display. 6 = special list, do not display.	Number	2	LSA	
Max user activity entries to retrieve (staff client)	Sets the maximum number of recent user activity entries to retrieve for display in the staff client.	Number		LSA	
Maximum payment amount allow	The payment amount in the Patron Bills interface may not exceed the value of this setting.	Number	1000	LSA	



Setting	Description	Data type	Default	Edited by	Notes
Maximum previous checkouts displayed	The maximum number of previous circulations the staff client will display when investigating item details	Number	4	LSA	
Patron circulation summary is horizontal		True/False		LSA	Setting is obsolete
Payment amount threshold for Are You Sure? dialog	In the Patron Bills interface, a payment attempt will warn if the amount exceeds the value of this setting.	Number	1000	LSA	
Record in-house use: # of uses threshold for Are You Sure? dialog.	In the Record In-House Use interface, a submission attempt will warn if the # of uses field exceeds the value of this setting.	Number		LSA	
Record In-House Use: Maximum # of uses allowed per entry.	The # of uses entry in the Record In-House Use interface may not exceed the value of this setting.	Number		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Regex for barcodes on patron registration	The Regular Expression for validation on barcodes in patron registration.	Regular Expression		LSA	
Regex for Day_phone field on patron registration	The Regular Expression for validation on the Day_phone field in patron registration. Note: The first capture group will be used for the "last 4 digits of phone number" as patron password feature, if enabled. Ex: "[2-9]\d{2}-\d{3}-(\d{4})(x\d+)?" will ignore the extension on a NANP number.	Regular expression		LSA	
Regex for default_phone field on patron registration	The Regular Expression for validation on the default_phone field in patron registration.	Regular expression		LSA	
Regex for default_sms_notify field on patron registration	The Regular Expression for validation on the default_sms_notify field in patron registration.	Regular expression		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Regex for Email field on patron registration	The Regular Expression on validation on the Email field in patron registration.	Regular expression		LSA	
Regex for Evening-phone on patron registration	The Regular Expression on validation on the Evening-phone field in patron registration.	Regular expression		LSA	
Regex for Other-phone on patron registration	The Regular Expression on validation on the Other-phone field in patron registration.	Regular expression		LSA	
Regex for phone fields on patron registration	The Regular Expression on validation on phone fields in patron registration. Applies to all phone fields without their own setting.	Regular expression		LSA	
Regex for Postal Code field on patron registration	The Regular Expression on validation on the Postal Code field in patron registration.	Regular expression		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Require at least one address for Patron Registration	Enforces a requirement for having at least one address for a patron during registration. If set to False, you need to delete the empty address before saving the record. If set to True, deletion is not allowed.	True/False		LSA	
Require XXXXX field on patron registration	The XXXXX field will be required on the patron registration screen.	True/False		LSA	For more information on using these settings see <a href="#">Customizing the Display Fields</a> .
Require ident_value field on patron registration	The ident_value field will be required on the patron registration screen.	True/False		LSA	
Require Photo URL field on patron registration		True/False		Sitka	
Require staff initials for entry/edit of copy notes.	Appends staff initials and edit date into copy note content.	True/False	TRUE	LSA	



Setting	Description	Data type	Default	Edited by	Notes
Require staff initials for entry/edit of patron standing penalties and notes.	Require staff initials for entry/edit of patron standing penalties and notes..	True/False	TRUE	LSA	
Show billing tab first when bills are present	If true accounts for patrons with bills will open to the billing tab instead of check out	True/false		LSA	Setting is obsolete
Show XXXXX field on patron registration	The XXXXX field will be shown on the patron registration screen. Showing a field makes it appear with required fields even when not required. If the field is required this setting is ignored.	True/False		LSA	For more information on using these settings see <a href="#">Customizing the Display Fields</a> .
Staff Catalog Search Filters		Text		Sitka	
Staff Client added content: NoveList Select API version	API version used to provide NoveList Select added content in the Staff Client	Text		Sitka	
Staff Client added content: NoveList Select key/password	Key/password used to provide NoveList Select added content in the Staff Client	Text		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Staff Client added content: NoveList Select profile/user	Profile/user used to provide NoveList Select added content in the Staff Client	Text		Sitka	
Staff Client toast alert duration (seconds)	The number of seconds a toast alert should remain visible if not manually dismissed. Default is 10.	Text		Sitka	
Suggest XXXXX field on patron registration	The XXXXX field will be suggested on the patron registration screen. Suggesting a field makes it appear when suggested fields are shown. If the field is shown or required this setting is ignored.	True/False		LSA	For more information on using these settings see <a href="#">Customizing the Display Fields</a> .
Toggle off the patron summary sidebar after first view.	When true, the patron summary sidebar will collapse after a new patron sub-interface is selected.	True/False			Setting is obsolete



Setting	Description	Data type	Default	Edited by	Notes
Uncheck bills by default in the patron billing interface	Uncheck bills by default in the patron billing interface, and focus on the Uncheck All button instead of the Payment Received field.	True/False		LSA	
Unified Volume/Item Creator/Editor	If True, combines the Volume/Copy Creator and Item Attribute Editor in some instances.	True/False			This library setting is obsolete. The unified editor is now set in the <a href="#">Holdings Editor Preferences</a> .
URL for remote directory containing list column settings.		Text			This feature is not used by Sitka.
Work Log: maximum actions logged	Maximum entries for "Most Recent Staff Actions" section of the Work Log interface.	Number		LSA	
Work Log: maximum patrons logged	Maximum entries for "Most Recently Affected Patrons..." section of the Work Log interface.	Number		LSA	

Table 33. Holds



Setting	Description	Data type	Default	Edited by	Notes
Allow adjacent copies to capture when Soft Stalling		True/False		Sitka	
Behind desk pickup supported	If a branch supports both a public holds shelf and behind-the-desk pickups, set this value to true. This gives the patron the option to enable behind-the-desk pickups for their holds by selecting Hold is behind Circ Desk flag in patron record.	True/False		LSA	
Best-hold selection sort order	Defines the sort order of holds when selecting a hold to fill using a given copy at capture time	Selection list	Traditional	Sitka	
Block renewal of items needed for holds	When an item could fulfill a hold, do not allow the current patron to renew	True/False		Sitka	
Cancelled holds display age	Show all cancelled holds that were cancelled within this amount of time	Duration		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Cancelled holds display count	How many cancelled holds to show in patron holds interfaces	Number		LSA	
Clear shelf copy status	Any copies that have not been put into reshelving, in-transit, or on-holds-shelf (for a new hold) during the clear shelf process will be put into this status. This is basically a purgatory status for copies waiting to be pulled from the shelf and processed by hand	Selection list		Sitka	
Default estimated wait	When predicting the amount of time a patron will be waiting for a hold to be fulfilled, this is the default estimated length of time to assume an item will be checked out.	Duration		Sitka	This feature is not used by Sitka.



Setting	Description	Data type	Default	Edited by	Notes
Default hold shelf expire interval	Hold Shelf Expiry Time is calculated and inserted into hold record based on this interval when capturing a hold.	Duration		LSA	If there is no value for this setting holds will not have a Hold Shelf Expiry Time and so will not expire.
Expire alert interval	Time before a hold expires at which to send an email notifying the patron	Duration	7 days	Sitka	
Expire interval	Amount of time until an unfulfilled hold expires	Duration	180 days	LSA	
FIFO	Force holds to a more strict First-In, First-Out capture. Default is SAVE-GAS, which gives priority to holds with pickup location the same as checkin library.	True/False	Default: False	Sitka	
Hard boundary		Number		Sitka	
Hard stalling interval		Duration		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Has local copy alert	If there is an available copy at the requesting library that could fulfill a hold during hold placement time, alert the patron.	True/False		LSA	
Has local copy block	If there is an available copy at the requesting library that could fulfill a hold during hold placement time, do not allow the hold to be placed.	True/False		LSA	
Hold reset reason entry deletion interval	Hold reset reason entries will be removed if older than this interval. Default 1 year if no value provided.	Duration		LSA	
Max foreign-circulation time	Time a copy can spend circulating away from its circ lib before returning there to fill a hold	Duration	6 months	Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Maximum library target attempts	When this value is set and greater than 0, the system will only attempt to find a copy at each possible branch the configured number of times	Number		Sitka	
Maximum number of duplicate holds allowed	Maximum number of duplicate title or metarecord holds allowed per patron	Number		LSA	
Minimum estimated wait	When predicting the amount of time a patron will be waiting for a hold to be fulfilled, this is the minimum estimated length of time to assume an item will be checked out.	Duration		Sitka	This feature is not used by Sitka.
Org unit target weight	Org Units can be organized into hold target groups based on a weight. Potential copies from org units with the same weight are chosen at random.	Number		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Pickup Library Hard stalling interval	When set for the pickup library, this specifies that no items with a calculated proximity greater than 0 from the pickup library can be directly targeted for this time period if there are local available copies. Example "3 days".	Duration		Sitka	
Pickup Library Soft stalling interval	When set for the pickup library, this specifies that for holds with a request time age smaller than this interval only items scanned at the pickup library can be opportunistically captured. Example "5 days". This setting takes precedence over "Soft stalling interval" (circ.hold_stalling.soft) when the interval is in force.	Duration		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Randomize group hold order	When placing a batch group hold, randomize the order of the patrons receiving the holds so they are not always in the same order.	True/False	TRUE	LSA	
Reset request time on un-cancel	When a hold is uncanceled, reset the request time to push it to the end of the queue	True/False		LSA	
Retarget previous targets interval	Hold targeter will create proximity adjustments for previously targeted copies within this time interval (in days).	Number		LSA	This feature is not used by Sitka.
Skip for hold targeting	When true, don't target any copies at this org unit for holds	True/False		Sitka	
Soft boundary	Holds will not be filled by copies outside this boundary if there are holdable copies within it.	Number		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Soft stalling interval	For this amount of time, holds will not be opportunistically captured at non-pickup branches.	Duration		Sitka	
Use Active Date for age protection	When calculating age protection rules use the Active date instead of the Creation Date.	True/False	TRUE	Sitka	
Use weight-based hold targeting	Use library weight based hold targeting	True/False		Sitka	

Table 34. Library

Setting	Description	Data type	Default	Edited by	Notes
Change reshelving status interval	Amount of time to wait before changing an item from "Reshelving" status to "Available"	Duration	1 day	LSA	The default is at midnight each night for items with "Reshelving" status for over 24 hours.
Claim never checked out: mark copy as missing	When a circ is marked as claims-never-checked-out, mark the copy as missing	True/False	TRUE	LSA	
Claim return copy status	Claims returned copies are put into this status. Default is to leave the copy in the Checked Out status	Selection list	Claims Returned	Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Courier code	Courier Code for the library. Available in transit slip templates as the %courier_code % macro.	Text			This feature is not used by Sitka.
Juvenile age threshold	Upper cut-off age for patrons to be considered juvenile, calculated from date of birth in patron accounts	Duration (years)	18 years	LSA	
Library information URL (such as "http://example.com/about.html")	URL for information on this library, such as contact information, hours of operation, and directions. Use a complete URL, such as "http://example.com/hours.html".	Text		LSA	
Library time zone		Text		Sitka	
Mark item damaged voids overdues	When an item is marked damaged, overdue fines on the most recent circulation are voided.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
My Account URL	URL for a My Account link. Use a complete URL, such as "https://example.com/eg/opac/login".			LSA	
Pre-cat item circ lib	Override the default circ lib of "here" with a pre-configured circ lib for pre-cat items. The value should be the "shortname" (aka policy name) of the org unit	Text		LSA	
Telephony: Arbitrary line(s) to include in each notice callfile	This overrides lines from opensrf.xml. Line(s) must be valid for your target server and platform (e.g. Asterisk 1.4).	Text		Sitka	This feature is not used by Sitka.
Use external "library information URL" in copy table, if available	If set to true, the library name in the copy details section will link to the URL associated with the "Library information URL" library setting rather than the library information page generated by Evergreen.	True/False		LSA	



Table 35. Offline

Setting	Description	Data type	Default	Edited by	Notes
Skip offline checkin if newer item Status Changed Time.	Skip offline checkin transaction (raise exception when processing) if item Status Changed Time is newer than the recorded transaction time. WARNING: The Reshelving to Available status rollover will trigger this.	True/False		LSA	
Skip offline checkout if newer item Status Changed Time.	Skip offline checkout transaction (raise exception when processing) if item Status Changed Time is newer than the recorded transaction time. WARNING: The Reshelving to Available status rollover will trigger this.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Skip offline renewal if newer item Status Changed Time.	Skip offline renewal transaction (raise exception when processing) if item Status Changed Time is newer than the recorded transaction time. WARNING: The Reshelving to Available status rollover will trigger this.	True/False		LSA	

Table 36. OPAC

Setting	Description	Data type	Default	Edited by	Notes
Allow both Shibboleth and native OPAC authentication	When Shibboleth SSO is enabled, also allow native Evergreen authentication	True/False		Sitka	
Allow Patron Self-Registration	Allow patrons to self-register, creating pending user accounts	True/False		Sitka	
Allow pending addresses	If true patrons can edit their addresses in the OPAC. Changes must be approved by staff	True/False	FALSE	LSA	



Setting	Description	Data type	Default	Edited by	Notes
Allow record emailing without login	Instead of forcing a patron to log in in order to email the details of a record, just challenge them with a simple captcha.	True/False		LSA	
Auto-Override Permitted Hold Blocks (Patrons)	This will allow patrons with the permission "HOLD_ITEM_CHECKED_OUT.override" to automatically override permitted holds.	True/False	FALSE	Sitka	When a patron places a hold in the OPAC that fails, and the patron has the permission to override the failed hold, this automatically overrides the failed hold rather than requiring the patron to manually override the hold.
Custom CSS for the OPAC	This can be populated with CSS that will load in the OPAC after the stylesheets and allow for custom CSS without editing server side templates.	Text		Sitka	
Custom jQuery for the OPAC		Text		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Enable Digital Bookplate Search	If enabled, adds a "Digital Bookplate" option to the query type selectors in the public catalog for search on copy tags.	True/False	FALSE	Sitka	This feature is not currently used in Sitka.
Enable Holdings Sort by Geographic Proximity	When set to TRUE, will cause the record details page to display the controls for sorting holdings by geographic proximity. This also depends on the global flag opac.use_geolocation being enabled.	True/False		Sitka	This feature is not used by Sitka.
Enable Shibboleth SSO for the OPAC		True/False		Sitka	
Evergreen SSO matchpoint	Evergreen-side field to match a patron against for Shibboleth SSO. Default is username. Other reasonable values would be barcode or email.	Text		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Geographic Location Service to use for Addresses	Specifies which geographic location service to use for converting address input to geographic coordinates.	Selection List		Sitka	
Ignore the Global luri_as_copy flag for this OU	Admin setting on e-records scoping	True/False		Sitka	
Jump to details on 1 hit (public)	When a search yields only 1 result, jump directly to the record details page. This setting only affects the public OPAC	True/False		LSA	
Jump to details on 1 hit (staff client)	When a search yields only 1 result, jump directly to the record details page. This setting only affects the PAC within the staff client	True/False		LSA	
Limit the depth of xxxxxx	Admin setting on e-record link display	Number		Sitka	
Limit the number of URIs on the results page	Admin setting on e-record link display	Number	6	Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Log out of the Shibboleth IdP	When logging out of Evergreen, also force a logout of the IdP behind Shibboleth	True/False		Sitka	
Matomo Site ID	The Site ID for your Evergreen catalog. You can find the Site ID in the tracking code you got from Matomo.	Text		Sitka	
Matomo URL	The URL for your the Matomo software. Be sure to include the trailing slash, e.g. <a href="https://my-evergreen.matomo.cloud/">https://my-evergreen.matomo.cloud/</a>	Text		Sitka	
Maximum file size for uploaded cover image files (at time of upload, prior to rescaling).	The number of bytes to allow for a cover image upload. If unset, defaults to 10737418240 (roughly 10GB).	Number	10000000 (10MB)	Sitka	
OPAC login message	HTML blob to be rendered in an interstitial page upon OPAC login	Text		LSA	



Setting	Description	Data type	Default	Edited by	Notes
OPAC: Number of staff client saved searches to display on left side of results and record details pages	If unset, the OPAC (only when wrapped in the staff client!) will default to showing you your ten most recent searches on the left side of the results and record details pages. If you actually don't want to see this feature at all, set this value to zero at the top of your organizational tree.	Number		LSA	
OPAC: Org Unit is not a hold pickup library	If set, this org unit will not be offered to the patron as an option for a hold pickup location. This setting has no affect on searching or hold targeting.	True/False		Sitka	
Open Reviews & More in a new tab	Allows the Reviews & More links in the search results to be opened in a new tab	True/False	TRUE	Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Org unit hiding depth	This will hide certain org units in the public OPAC if the Original Location (url param "ol") for the OPAC inherits this setting. This setting specifies an org unit depth, that together with the OPAC Original Location determines which section of the Org Hierarchy should be visible in the OPAC. For example, a stock Evergreen installation will have a 3-tier hierarchy (Consortium/System/Branch), where System has a depth of 1 and Branch has a depth of 2. If this setting contains a depth of 1 in such an installation, then every library in the System in which the Original Location belongs will be	Number		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Paging shortcut links for OPAC Browse	The characters in this string, in order, will be used as shortcut links for quick paging in the OPAC browse interface. Any sequence surrounded by asterisks will be taken as a whole label, not split into individual labels at the character level, but only the first character will serve as the basis of the search.	Regular expression		Sitka	
Patron Self-Reg. Date of Birth Order	The order in which to present the Month, Day, and Year elements for the Date of Birth field in Patron Self-Registration. Use the letter M for Month, D for Day, and Y for Year. Examples: MDY, DMY, YMD	Text		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Patron Self-Reg. Display Timeout	Number of seconds to wait before reloading the patron self-registration interface to clear sensitive data	Duration		Sitka	
Patron Self-Reg. Expire Interval	If set, this is the amount of time a pending user account will be allowed to sit in the database. After this time, the pending user information will be purged	Duration		Sitka	
Payment history age limit	The OPAC should not display payments by patrons that are older than any interval defined here.	Duration		Sitka	This feature is not used by Sitka.
Permit renewals when patron exceeds max fine threshold	Permit renewals even when the patron exceeds the maximum fine threshold	True/False	FALSE	LSA	
Shibboleth SSO Entity ID	Which configured Entity ID to use for SSO when there is more than one available to Shibboleth	Text		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Shibboleth SSO matchpoint	Shibboleth-side field to match a patron against for Shibboleth SSO. Default is uid; use eppn for Active Directory	Text		Sitka	
Show Geographic Proximity in Miles	When set to TRUE, will cause the record details page to show distances for geographic proximity in miles instead of kilometres.	True/False		LSA	This feature is not used by Sitka.
Show Owning Lib in Items Out	If enabled, the Owning Lib will be shown in the Items Out display. This may assist in requesting additional renewals	True/False		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Soundex score weighting in OPAC spelling suggestions.	Soundex, trgm, and keyboard distance similarity measures can be combined to form a secondary ordering parameter for spelling suggestions. This controls the relative weight of the scaled soundex component. Defaults to 0 for "off".	Number		Sitka	This feature is not used by Sitka.
Specify how items are ordered	This value specifies how items are ordered in search results and record views within the org unit. To sort from newest to oldest by active date use <i>desc</i> . To sort from oldest to newest by active date use <i>asc</i> . To sort by call number use <i>call</i> .	Text	call	LSA	



Setting	Description	Data type	Default	Edited by	Notes
Tag Circulated Items in Results	When a user is both logged in and has opted in to circulation history tracking, turning on this setting will cause previous (or currently) circulated items to be highlighted in search results	True/False	TRUE	LSA	
Text for OPAC site specific banners	Add a top banner message to your OPAC for announcements such as holiday closures. Set as blank to clear the banner.	Text		Sitka	This feature is not used by Sitka.
Text for the Sitka OPAC Banner (for Sitka Staff)	Add a Sitka wide OPAC banner message, along with any site banners that may be specified.	Text		Sitka	
The styles for the OPAC site specific banners	Specify the css for your OPAC top banner.	Text		Sitka	
URL Override for NoveList Select added content javascript	URL Override for NoveList Select added content javascript	Text		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Use fully compressed serial holdings	Show fully compressed serial holdings for all libraries at and below the current context unit	True/False	FALSE	Sitka	
Uses phone as default pin		True/False	FALSE	LSA	When set to True the password hint is "If this is your first time logging in use the last 4 digits of your phone number or contact your library for assistance."
Warn patrons when adding to a temporary book list	Present a warning dialogue when a patron adds a book to the temporary book list.	True/False	TRUE	Sitka	

Table 37. Program







Setting	Description	Data type	Default	Edited by	Notes
Disable automatic print attempt type list	<p>Disable automatic print attempts from staff client interfaces for the receipt types in this list. Possible values:</p> <p>"Checkout",  "Bill Pay",  "Hold Slip",  "Transit Slip",  and  "Hold/Transit Slip". This is different from the Auto-Print checkbox in the pertinent interfaces in that it disables automatic print attempts altogether, rather than encouraging silent printing by suppressing the print dialogue. The Auto-Print checkbox in these interfaces have no effect on the behavior for this setting. In the case of the Hold, Transit, and Hold/Transit slips, this also suppresses the alert dialogues that precede the print</p>	Text		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Retain empty bib records	Retain a bib record even when all attached copies are deleted	True/False	FALSE	Sitka	
Sending email address for patron notices	This email address is for automatically generated patron notices (e.g. email overdues, email holds notification). It is good practice to set up a generic account, like <a href="mailto:info@nameofyourlibrary.org">info@nameofyourlibrary.org</a> , so that one person's individual email inbox doesn't get cluttered with emails that were not delivered. Multi-branch libraries must set the email at the branch level rather than the system level, though the same email can be used for each branch.	Text		LSA	All libraries MUST have a value entered for this setting.

Table 38. Receipt Templates



Setting	Description	Data type	Default	Edited by	Notes
Content of alert_text include	Text/HTML/Macros to be inserted into receipt templates in place of %INCLUDE(alert_text)%	Text		Sitka	Setting is obsolete
Content of event_text include	Text/HTML/Macros to be inserted into receipt templates in place of %INCLUDE(event_text)%	Text		Sitka	Setting is obsolete
Content of footer_text include	Text/HTML/Macros to be inserted into receipt templates in place of %INCLUDE(footer_text)%	Text		Sitka	Setting is obsolete
Content of header_text include	Text/HTML/Macros to be inserted into receipt templates in place of %INCLUDE(header_text)%	Text		Sitka	Setting is obsolete
Content of notice_text include	Text/HTML/Macros to be inserted into receipt templates in place of %INCLUDE(notice_text)%	Text		Sitka	Setting is obsolete

Table 39. Security



Setting	Description	Data type	Default	Edited by	Notes
Default level of patrons' internet access	Enter numbers 1 (Filtered), 2 (Unfiltered), or 3 (No Access)	Selection List	Unfiltered	LSA	
Maximum concurrently active self-serve password reset requests	Prevent the creation of new self-serve password reset requests until the number of active requests drops back below this number.	Number		Sitka	This feature is not used by Sitka.
Maximum concurrently active self-serve password reset requests per user	When a user has more than this number of concurrently active self-serve password reset requests for their account, prevent the user from creating any new self-serve password reset requests until the number of active requests for the user drops back below this number.	Number		Sitka	This feature is not used by Sitka.



Setting	Description	Data type	Default	Edited by	Notes
Obscure the Date of Birth field	When true, the Date of Birth column in patron lists will default to Not Visible, and in the Patron Summary sidebar the value will display as unless the field label is clicked.	True/False		LSA	
Offline: Patron usernames allowed	During offline circulations, allow patrons to identify themselves with usernames in addition to barcode. For this setting to work, a barcode format must also be defined	True/False		Sitka	
OPAC Inactivity Timeout (in seconds)	Number of seconds of inactivity before OPAC accounts are automatically logged out.	Number		LSA	
Patron opt-in boundary	Admin setting	Text		Sitka	
Patron opt-in default	Admin setting	Text		Sitka	



Setting	Description	Data type	Default	Edited by	Notes
Patron: password from phone #	If true the last 4 digits of the patron's phone number is the password for new accounts (password must still be changed at first OPAC login)	True/False	FALSE	LSA	
Persistent login duration	How long a persistent login lasts, e.g. 2 weeks	Duration		Sitka	
Security: MFA recheck interval	How long before MFA verification is required again, when MFA is required for a user.	Duration		Sitka	This feature is not used by Sitka.
Restrict patron opt-in to home library and related orgs at specified depth	Admin setting	Number		Sitka	
Self-serve password reset request time- to-live	Length of time (in seconds) a self-serve password reset request should remain active.	Duration		Sitka	
Staff login inactivity timeout (in seconds)	Number of seconds of inactivity before staff client prompts for login and password.	Number		LSA	

Table 40. Self Check



Setting	Description	Data type	Default	Edited by	Notes
Allow Fine printing	If true, there will be a print option on the fine list screen.	True/False		LSA	
Allow Hold printing	If true, there will be a print option on the hold list screen.	True/False		LSA	
Allow Items out printing	If true, there will be a print option on the items out list screen.	True/False		LSA	
Audio Alerts	Use audio alerts for selfcheck events.	True/False		LSA	
Block copy checkout status	List of copy status IDs that will block checkout even if the generic COPY_NOT_AVAILABLE event is overridden.	Number		LSA	Look up copy status ID from Server Admin.
Patron login timeout (in seconds)	Number of seconds of inactivity before the patron is logged out of the selfcheck interface.	Duration		LSA	
Pop-up alert for errors	If true, checkout/renewal errors will cause a pop-up window in addition to the on-screen message.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Require Patron Password	If true, patrons will be required to enter their password in addition to their username/barcode to log into the selfcheck interface.	True/False		LSA	
Selfcheck override events list	List of checkout/renewal events that the selfcheck interface should automatically override instead of alerting and stopping the transaction.	Text		LSA	
Workstation Required	All selfcheck stations must use a workstation.	True/False		LSA	

Table 41. Serials

Setting	Description	Data type	Default	Edited by	Notes
Default display grouping for serials distributions presented in the OPAC.	Default display grouping for serials distributions presented in the OPAC. This can be "enum" or "chron".	Text	enum	LSA	



Setting	Description	Data type	Default	Edited by	Notes
Previous Issuance Copy Location	When a serial issuance is received, copies (units) of the previous issuance will be automatically moved into the configured shelving location	Selection List		LSA	

*Table 42. SMS Text Message*

Setting	Description	Data type	Default	Edited by	Notes
Disable auth requirement for texting call numbers.	Disable authentication requirement for sending call number information via SMS from the OPAC.	True/False	TRUE	LSA	



Setting	Description	Data type	Default	Edited by	Notes
Enable features that send SMS text messages.	Current features that use SMS include hold-ready-for-pickup notifications and a "Send Text" action for call numbers in the OPAC. If this setting is not enabled, the SMS options will not be offered to the user. Unless you are carefully siloing patrons and their use of the OPAC, the context org for this setting should be the top org in the org hierarchy, otherwise patrons can trample their user settings when jumping between orgs.	True/False	TRUE	LSA	

Table 43. URL Verify

Setting	Description	Data type	Default	Edited by	Notes
URL verify: Maximum redirect lookups	Admin setting	Number	20	Sitka	
URL verify: Maximum wait time (in seconds) for a URL to lookup	Admin setting	Number	5	Sitka	



Setting	Description	Data type	Default	Edited by	Notes
URL verify: Number of seconds to wait between URL test attempts	Throttling mechanism for batch URL verification runs. Each running process will wait this number of seconds after a URL test before performing the next.	Duration	2	Sitka	
Number of URLs to test in parallel	URLs are tested in batches. This number defines the size of each batch and it directly relates to the number of back-end processes performing URL verification.	Duration	5	Sitka	

Table 44. Vandelay

Setting	Description	Data type	Default	Edited by	Notes
Vandelay Default Barcode Prefix	Apply this prefix to any auto-generated item barcode	Text		LSA	
Vandelay Default Call Number Prefix	Apply this prefix to any auto-generated item call numbers.	Text		LSA	
Vandelay Default Circulation Modifier	Default circulation modifier value for imported items	Selection List		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Vandelay Default Copy Location	Default copy location value for imported items	Selection List		LSA	
Vandelay Generate Default Barcodes	Auto-generate default item barcodes when no item barcode is present	True/False		LSA	
Vandelay Generate Default Call Numbers	Auto-generate default item call numbers when no item call number is present	True/False		LSA	These are pulled from the MARC Record.
Vandelay: Default Record Match Set	Sets the Default Record Match set	Selection List	SitkaMatch	LSA	

Table 45. Un-categorized

Setting	Description	Data type	Default	Edited by	Notes
circ.renew.check_penalty		Number		Sitka	
Claim Return: Mark copy as missing		True/False	FALSE	Sitka	
Disallow circulation of items when they are on booking reserve and that reserve overlaps with the checkout period	When true, items on booking reserve during the proposed checkout period will not be allowed to circulate unless overridden with the COPY_RESERVE D.override permission.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
global.credit.allow		True/False		Sitka	This feature is not used by Sitka.
GUI: Juvenile account requires parent/guardian	Require a value for the parent/guardian field in the patron editor for patrons marked as juvenile	True/False		LSA	
GUI: Show guardian field on patron registration	The guardian field will be shown on the patron registration screen. Showing a field makes it appear with required fields even when not required. If the field is required this setting is ignored.	True/False		LSA	
GUI: Suggest guardian field on patron registration	The guardian field will be suggested on the patron registration screen. Suggesting a field makes it appear when suggested fields are shown. If the field is shown or required this setting is ignored.	True/False		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Limit Due Date by Patron Expiry	If True automatically adjusts item due date to match patron card expiry date if expiry date sooner than due date. If False item due date applied.	True/False		LSA	
org.opt_out_email_predue		True/False		Sitka	This feature is not used by Sitka.
Recalls: An array of fine amount, fine interval, and maximum fine.	An array of fine amount, fine interval, and maximum fine. For example, to specify a new fine rule of \$5.00 per day, with a maximum fine of \$50.00, use: [5.00,"1 day",50.00]	Text		LSA	Brackets are required in the text.
Recalls: Circulation duration that triggers a recall.	A hold placed on an item with a circulation duration longer than this will trigger a recall. For example, "14 days" or "3 weeks".	Duration		LSA	



Setting	Description	Data type	Default	Edited by	Notes
Recalls: Truncated loan period.	When a recall is triggered, this defines the adjusted loan period for the item. For example, "4 days" or "1 week".	Duration		LSA	
ui.network.pro gress_meter	Switch off/on a bar indicating network in progress	True/False		LSA	Setting is obsolete
Use in- database circ policy	Admin setting	True/False	TRUE	Sitka	
Use in- database holds policy	Admin setting	True/False	TRUE	Sitka	
Use legacy hardcoded receipts/slips		True/False	FALSE	LSA	

## 57.13. Non-catalogued Type Editor

Non-catalogued types display in a drop down menu on the Check Out and In-House screens.



Check Out   Items Out (11)   Holds (0 / 1)   Bills (0)

Barcode ▾   Submit

- Barcode
- Newspaper
- Paperback Book
- Uncatalogued-28

Barcode	Bill #	Call Num	Due Date

The non-catalogued types can be viewed and configured by going to **Administration** → **Local Administration** → **Non-catalogued Type Editor**.

To view the non-catalogued types at your library enter your library code into the Library filter. Multi-branch libraries can enter the system and then check the box to display the descendants.

Maple Library (MPL)   ☐ + Ancestors   ☐ + Descendants

### 57.13.1. Create a Non-Catalogued Type

1. Click **New Non-catalogued Type**.
2. Enter the relevant information for your non-catalogued type and click **Save**.

Record Editor: Non-catalogued Type

Circulation Duration: 7 days

In House? ☐

Name: Newspaper

Non-cat Type ID

Owning Library: MPL

Cancel   Save

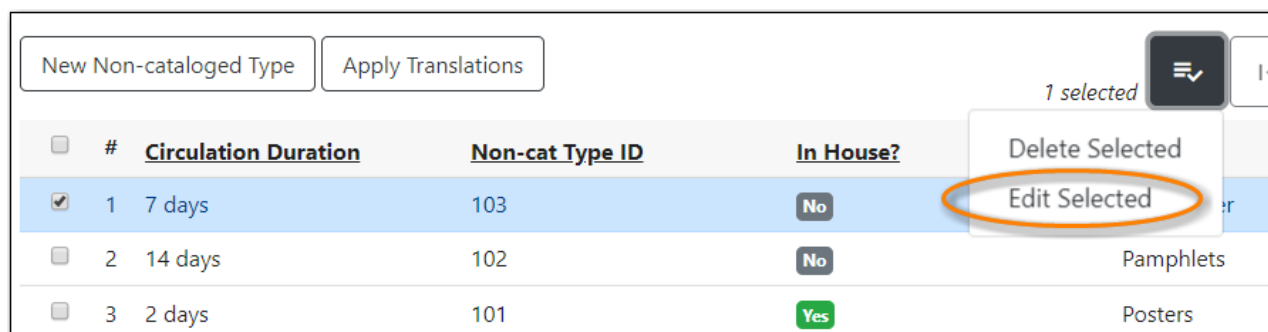
#### NOTE

Check the **In House?** box for items that will circulate in house. This can be used to manually track computer use, meeting room rentals, etc.



### 57.13.2. Edit a Non-Catalogued Type

1. Select the non-catalogued type you'd like to edit.
2. Click the actions button and select **Edit Selected**.
3. Make your changes and click **Save**.

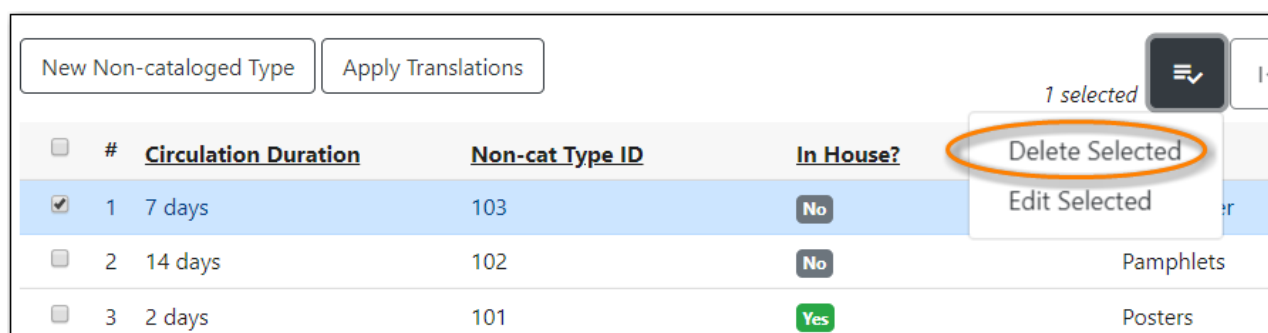


The screenshot shows a table with columns: #, Circulation Duration, Non-cat Type ID, In House?, and an Actions column. The first row is selected. The Actions menu is open, showing 'Delete Selected' and 'Edit Selected' (highlighted with an orange circle). Above the table, there are buttons for 'New Non-catalogued Type' and 'Apply Translations'. A '1 selected' indicator is visible above the Actions button.

	#	Circulation Duration	Non-cat Type ID	In House?	
<input checked="" type="checkbox"/>	1	7 days	103	No	<div>1 selected</div> <div>Delete Selected</div> <div>Edit Selected</div>
<input type="checkbox"/>	2	14 days	102	No	Pamphlets
<input type="checkbox"/>	3	2 days	101	Yes	Posters

### 57.13.3. Delete a Non-Catalogued Type

1. Select the non-catalogued type you'd like to delete.
2. Click the actions button and select **Delete Selected**.
3. Make your changes and click **Save**.



The screenshot is identical to the one above, but the 'Delete Selected' option in the Actions menu is highlighted with an orange circle instead of 'Edit Selected'.

	#	Circulation Duration	Non-cat Type ID	In House?	
<input checked="" type="checkbox"/>	1	7 days	103	No	<div>1 selected</div> <div>Delete Selected</div> <div>Edit Selected</div>
<input type="checkbox"/>	2	14 days	102	No	Pamphlets
<input type="checkbox"/>	3	2 days	101	Yes	Posters

## 57.14. Notifications / Action Triggers

### Sitka Training Video - Viewing and Understanding Action Triggers/Notifications(6:44)

Action Triggers are used for:

- Patron Email and SMS Notifications
- Some Print functions
- Automatically setting overdue items to Lost

Some templates are set at the Sitka level and cannot be customized. Most templates are customizable per library.

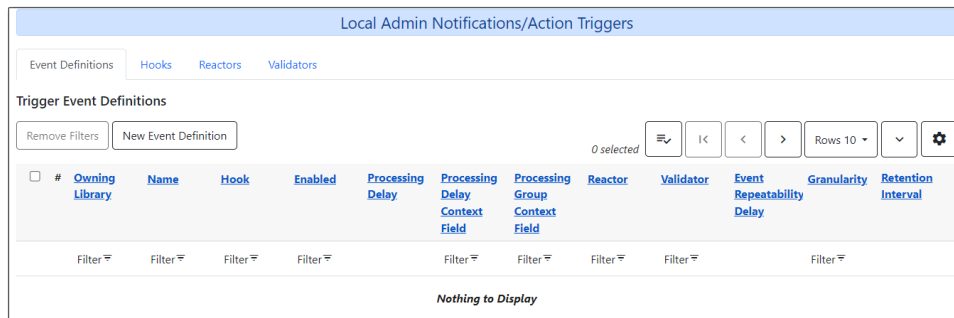
See [Patron Notifications](#) for details on what notices can be set up for your library.



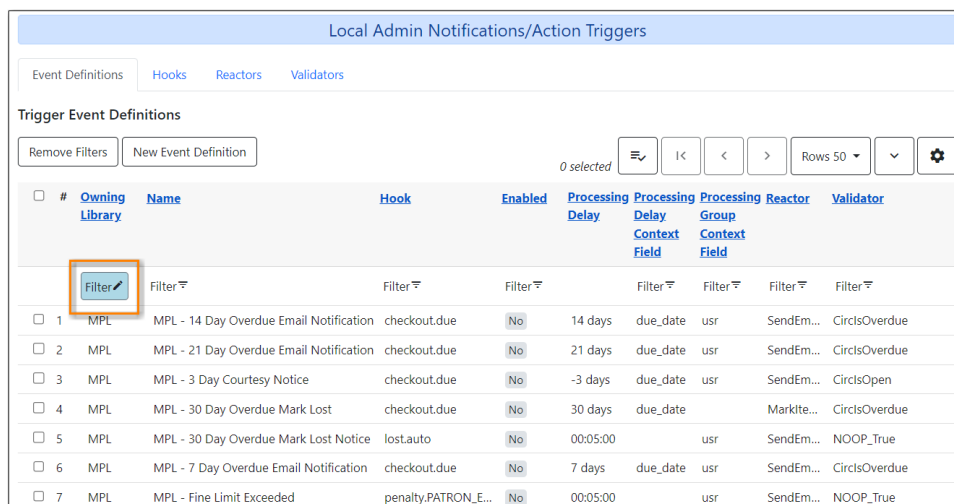
## 57.14.1. Viewing Your Notifications / Action Triggers

Local system administrators can view action trigger templates, but making changes and clicking save will have no effect.

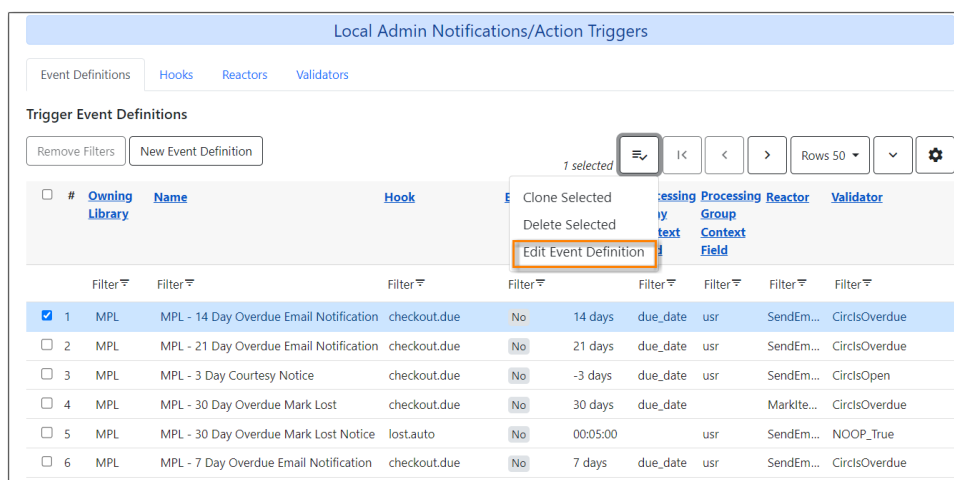
1. Go to **Administration** → **Local Administration** → **Notifications / Action Triggers**.



2. By default no templates will display, to view the templates for your library use the **Owning Library** filter.



3. Select the template you'd like to view.
4. Click the **Actions** button and select **Edit Event Definition**.



5. Scroll down to view the information in the **Template** section.



Template	<pre> [%- USE date -%] [%- user = target.usr -%] To: [%- params.recipient_email    user.email %] From: [%- params.sender_email    default_sender %] Date: [%- date.format(date.now, '%a, %d %b %Y %T -0000', gm =&gt; 1) %] Subject: Overdue Notification Auto-Submitted: auto-generated  Dear [% user.family_name %], [% user.first_given_name %] Our records indicate the following items are overdue.  [% FOR circ IN target %] [%- copy_details = helpers.get_copy_bib_basics(circ.target_copy.id) -%] Title: [% copy_details.title %] Author: [% copy_details.author %] Call Number: [% circ.target_copy.call_number.label %] Barcode: [% circ.target_copy.barcode %] Due: [% date.format(helpers.format_date(circ.due_date), '%Y-%m-%d') %] Item Cost: [% helpers.get_copy_price(circ.target_copy) %] Total Owed For Transaction: [% circ.billable_transaction.summary.balance_owed %] Library: [% circ.circ_lib.name %]  [% END %]</pre>
----------	---

## 57.14.2. Changing Your Notifications / Action Triggers

Only Co-op Support can edit notifications / action triggers.

Local system administrators can view notifications / action triggers within Evergreen, but making changes and clicking save will have no effect.

Submit a ticket to [Co-op Support](#) to request changes to your notifications / action triggers. We recommend submitting your request at least one week before you'd like the change to go into effect.

In your request please include the specific changes you need made.

When requesting a change to a notification / action trigger you must include:

- The name of the notification / action trigger.
  - This is found in the *Name* column.
- The specific wording you would like changed.
  - The most efficient way to provide this is to copy the relevant template into your support request, make your desired changes, and then submit the request to Co-op Support.
- If applicable, your desired processing delay.
  - For example, *Hold Ready for Pick Up* email notifications have a default processing delay of 30 minutes which can be customized per library.

## 57.15. Patrons with Negative Balances

Evergreen generates a list of all patrons with a negative balance. Negative balances are generally created when a paid bill is voided either by staff or the system.

1. Go to **Administration** → **Local Administration** → **Patrons with Negative Balances**.
2. The list will load and display. The patrons' names, barcodes, and the balance owed will display.



Patrons with Negative Balances							
Patron Home Library:							
Maple Library (MPL)							
0 selected							
				Rows 10			
<input type="checkbox"/>	#	Barcode	Balance Owed	Last Billing Activity	Barred	Last Name	First Name
<input type="checkbox"/>	1	<a href="#">26524000100002</a>	-22.75	2023-10-13 13:03	No	Johnson	Jack
<input type="checkbox"/>	2	<a href="#">26524000100007</a>	-25.60	2023-10-13 11:26	No	Greenwood	Alice
<input type="checkbox"/>	3	<a href="#">26524000100010</a>	-41.50	2023-10-13 12:07	No	Green	Jennifer
<input type="checkbox"/>	4	<a href="#">26524895653217</a>	-15.99	2023-10-13 13:02	No	Davis	Melissa

- Click on a barcode to open the patron's account in a new tab.
- Negative balances can be resolved by [refunding payments](#), [adjusting the balance of the bill to zero](#), or by [adding a bill entry to the negative line item](#).

## 57.16. Permission Tree Display Entries

The permission tree display entries allow the list of patron (profile) permission groups to be customized per library.

### 57.16.1. Viewing Your Permission Tree

Local system administrators can view the custom permission tree for your library but cannot make changes.

- Go to **Administration** → **Local Administration** → **Permissions Tree Display Entries**.
- The permission group tree for your library will display. Multi-branch libraries will need to change the library selector to your system.

Permission Group Tree Entries

Permission Group Entries in Library:

MPL

+ Add

✕ Remove

↑ Move Up

↓ Move Down

Save

▼ Display Entries

▼ Public Library Users

▼ Public Library Patrons

PL Adult

PL Juvenile

PL Teen

PL ILL

PL Print Disabled

PL Home Services

PL Non Resident - Adult

PL Non Resident - Juvenile

▼ Public Library Staff

PL General Staff

PL Circulator

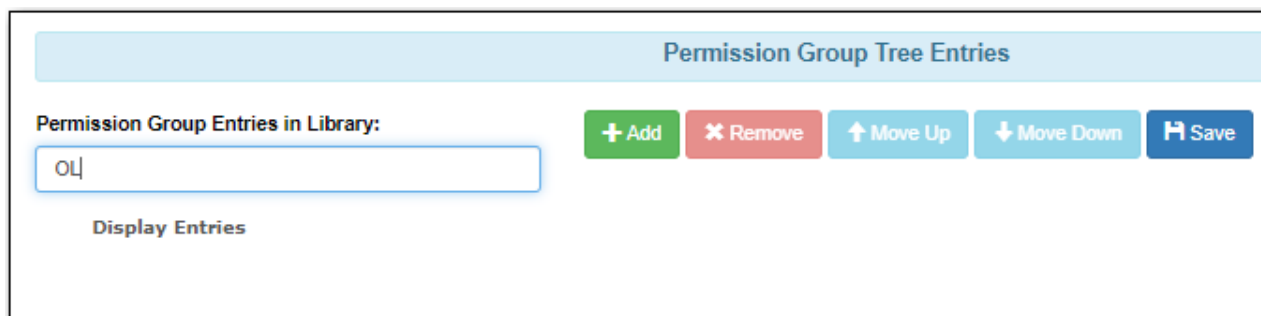
PL Circ +Copy Edit

PL Circ +Full Cat

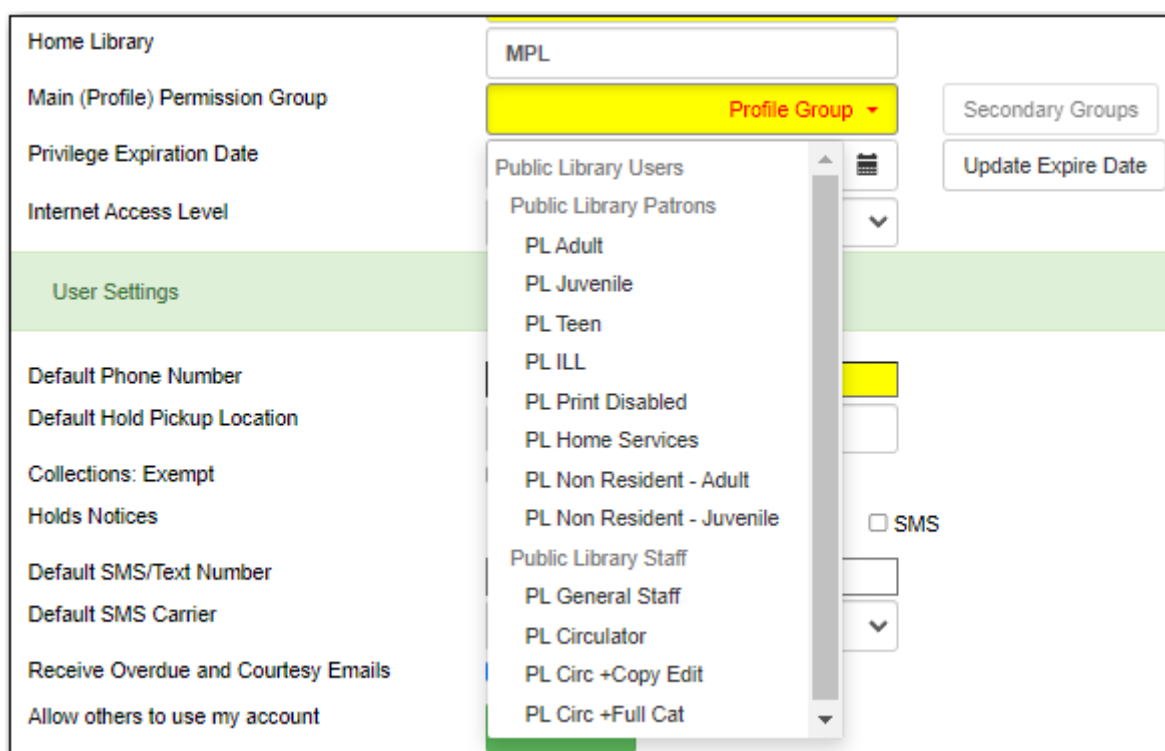
PL Local System Administrator



3. If you don't have a custom permission group tree set up the screen will be blank.



4. Once set up the custom permission tree will display in the *Main (Profile) Permission Group* drop down in the patron registration and patron edit interfaces. The full list continues to display in the patron search interface.



## 57.16.2. Changing Your Permission Tree

Only Co-op Support can edit permission trees.

Submit a ticket to [Co-op Support](#) to request changes to permission tree or to ask for one to be set up.

In your request please include the which permission groups you would like added and the order you would like them to be in.

### Available Main (Profile) Permission Groups

#### *Government Library Users*

- GL Constituency borrower
- GL Departmental Library



- GL Departmental Staff
- GL Interlibrary loan - Canada
- GL Interlibrary loan - Manitoba
- GL Legislative Assembly staff
- GL Member of the Legislative Assembly
- GL Temporary Borrower
- GL Circ+Copy Edit
- GL Circ + Full Cat
- GL Local System Administrator

#### *K12 Users*

- K12 Community Borrower
- K12 School Staff
- K12 Student
- K12 Elementary
- K12 Middle
- K12 Secondary
- K12 Library Staff
- K12 Clerk
- K12 Basic Circ
- K12 Basic Circ + Copy
- K12 Circ + Copy
- K12 Circ + Full Cat
- K12 School Library Admin

#### *Post-secondary Users*

- Alumni
- Community Borrowers
- Institution Staff
- Administrators
- Faculty
- Sessional Faculty
- Support Staff
- Post-Sec ILL
- Post-Sec Print Disabled
- Reciprocal Borrowers



- Students
- Continuing Studies
- Distance Students
- Grad Students
- Post-Sec Custom
- Undergrad Students
- Post-Sec Student Assistant
- Post-Sec General Staff
- Post-Sec Circulator
- Post-sec Circ + Copy Edit
- Post-Sec Circ + Full Cat
- Post-Sec Cataloger
- Post-Sec Local System Administrator

#### *Public Library Users*

- PL Adult
- PL BC OneCard
- PL Custom
- PL Extended Loans
- PL Federation
- PL Home Services
- PL ILL
- PL Juvenile
- PL New User
- PL No-fines
- PL Non Resident - Adult
- PL Non Resident - Juvenile
- PL Print Disabled
- PL Restricted Access
- PL Teen
- PL Temporary
- PL General Staff
- PL Circulator
- PL Circ +Copy Edit
- PL Circ +Full Cat



- PL Cataloguer
- PL Federation System Administrator
- PL Local System Administrator

#### *Special Library Users*

- SL Custom
- SL Extended Loan
- SL ILL
- SL Institution Staff
- SL Patron
- SL Print Disabled
- SL Student
- SL Temporary
- SL General Staff
- SL Circulator
- SL Circ + Copy Edit
- SL Circ + Full Cat
- SL Cataloguer
- SL Local System Administrator

## 57.17. Hold-driven Recall

Academic libraries usually allow extended loan periods to some patron types on some materials. They will recall these items when other patrons request them. Hold-driven Recall automates this process.

When libraries recall an item they usually shorten the loan period and block renewal. They may also change the fine rate and maximum fine amount. A notice (via email) is sent to the current borrower to inform him/her of the change.

Evergreen uses three library setting entries to trigger hold-driven recall and define change parameters. When a hold is placed and there is no available copy, Evergreen will check whether the Recall settings are set up for the library. If settings are on and recall condition is met, a recall will be triggered.

Go to **Administration** → **Local Administration** → **Library Settings Editor** to set them up.

### 1. Recalls: Circulation duration that triggers a recall

This is the threshold that decides whether a recall is triggered. Recalls are triggered only when items are checked out with a loan period longer than the one specified in this entry. For example, in a library the longest general loan period is 35 days. Extended loan to faculty is 92 days. You may specify, e.g. 36 days or 90 days in this entry to trigger recalls on items checked out



to faculty with extended loan period. But you need to consider the next entry to make your decision.

**TIP**

Evergreen uses the loan duration rule in circulation records as the loan period of a circulation. It does not calculate the loan period from the checkout and due dates. If you set specific due date on checkout, the actual loan period and the loan duration rule may not match.

## 2. Recalls: Truncated loan period

When a recall is triggered, Evergreen will reset the due date in the current circulation record. The new due date is calculated based on the value entered in this entry and the above. The later date generated by these two entries will be the new due date. For example, the truncated loan period is 7 days and the threshold in the above entry is 36 days. On 2013-07-01 a recall is triggered on an item checked out on 2013-06-09, and the new due date based on truncated loan period will be 2013-07-08 (2013-07-01 + 7 days), while 2013-07-15 is based on the recall threshold (2013-06-09 + 36 days). Evergreen will set the new due date to 2013-07-15. If the above item is recalled on 2013-07-10, the due date from the truncated loan period will be 2013-07-17. This will be the new due date. In other words, the recall threshold is the minimum loan period an extended loan can be shortened to, and patrons with extended loan items will have at least the truncated loan period when they receive the recall notice.

**CAUTION**

Under extreme circumstance, overdue items' loan periods may be extended, e.g. an extended loan checked out in last term is recalled in this term.

## 3. Recalls: An array of fine amount, fine interval, and maximum fine.

This is optional. If you wish to set up new fine rules on recalled items, follow the example quoted in the Library Settings Editor. Make sure the brackets and double quotation around the fine interval are included.

# 57.18. Shelving Location Editor

Library staff can create and manage shelving locations for their library or library system.

**CAUTION**

If your library uses the acquisitions module and loads vendor records you MUST let your vendors know about any changes you make to shelving location names that are used in their templates.

The value for Name in the shelving locations editor and the value in the \$1 of the vendor MARC record template MUST match or your MARC records will not load.

Go to **Administration** → **Local Administration** → **Shelving Locations Editor**.

Multi-branch libraries can use the library filter to adjust the scope of the shelving locations that



display.

#	Owning Org Unit	Name	Is OPAC Visible?	Can Circulate?	Is Holdable?	Hold Capture Requires Verification	Checkin Alert	Is Deleted?
1	MPL	Adult Fiction	Yes	Yes	Yes	No	No	No
2	MPL	Adult Fiction o...	Yes	Yes	Yes	No	No	No
3	MPL	Adult Non-Ficti...	Yes	Yes	Yes	No	No	No

Deleted shelving locations are filtered out by default.

#### NOTE

Libraries can provide Co-op Support with a list of their shelving locations translated into French. Co-op Support will then load the translations into Evergreen so that the shelving location names display in French whenever a patron views the public catalogue in French.

### 57.18.1. Creating a Shelving Location

1. Go to **Administration** → **Local Administration** → **Shelving Locations Editor**.
2. Click **New Shelving Location**.
3. Enter the relevant information for your shelving location and click **Save**.
  - **Circulate?** means an item in this location can be checked out.
  - **Checkin Alert** will prompt staff to route the item to the location when checking in items with this location.
  - **Hold Capture Requires Verification**, if set up, will generate a prompt when an item is captured for a hold.
  - **Holdable** means a patron is able to place a hold on an item in this location.
  - **OPAC Visible** means items in the location will display in your public catalogue.
  - **Label Prefix** and **Label Suffix**, if set up, will be automatically included when printing spine labels.



Record Editor: Shelving Location

Owning Org Unit

Owning Org Unit...

Name

Name...

✕A

Is OPAC Visible?

☐

Can Circulate?

☐

Is Holdable?

☐

Hold Capture Requires Verification

☐

Checkin Alert

☐

Is Deleted?

☐

Label Prefix

Label Prefix...

✕A

Label Suffix

Label Suffix...

✕A

URL

URL...

Location ID

Cancel

Save

## NOTE

Text in the Label prefix and Label suffix fields will automatically be added to spine labels printed for items in the selected shelving location. It does not affect public catalogue or staff client display.

## TIP

Whether an item can be circulated, is holdable, or visible on the OPAC, is controlled by three factors: item status, shelving location, and item attributes (the options in the Holdings Editor). Evergreen follows the aforementioned sequence to check the value of each factor until it encounters a NO. An item can be circulated, holdable or visible on OPAC when all three factors are set to YES.

## 57.18.2. Editing a Shelving Location

1. Go to **Administration** → **Local Administration** → **Shelving Locations Editor**.
2. Select the shelving location you'd like to edit..
3. Click the actions button and select **Edit Selected**.



Library MPL		<input type="checkbox"/> + Ancestors <input type="checkbox"/> + Descendants				
Remove Filters		New Shelving Location		Apply Translations		
				1 selected		
				<div> <div>Delete Selected</div> <div>Edit Selected</div> </div>		
				<div> <div>Checkin Alert</div> <div>Is Deleted</div> </div>		
Filter		Filter		Filter		
<input checked="" type="checkbox"/>		1 MPL		Early Non-Fiction		
<input type="checkbox"/>		2 MPL		Juvenile Reference		
<input type="checkbox"/>		3 MPL		Tagalog Adult Fiction		
<input type="checkbox"/>		4 MPL		Professional Books		

4. Make your changes and click **Save**.

### 57.18.3. Deleting a Shelving Location

Shelving locations that are no longer needed can only be deleted if they contain no un-deleted items.

Before attempting to delete a shelving location Co-op Support recommends running a report using the Sitka template *Shelving Location : Item with Selected Shelving Location* to check for any un-deleted items.

1. Go to **Administration** → **Local Administration** → **Shelving Locations Editor**.
2. Select the shelving location you wish to delete.
3. From the **Actions** menu selected **Delete Selected**.

Remove Filters		New Shelving Location		Apply Translations		
				1 selected		
				<div> <div>Delete Selected</div> <div>Edit Selected</div> </div>		
				<div> <div>Checkin Alert</div> <div>Is Deleted</div> </div>		
Filter		Filter		Filter		
<input checked="" type="checkbox"/>		1 MPL		5-6-7 Boo...		
<input type="checkbox"/>		2 MPL		Adult Fiction		

4. *Is Deleted?* will have a value of *Yes* for the shelving location and it will be filtered out of the list by default.

#### NOTE

Deleted shelving locations are filtered out of the grid by default. You can adjust the filter to see deleted shelving locations as needed.

Because deleted shelving locations also display in the reporter Co-op Support recommends renaming deleted shelving locations to start with Z. Deleted shelving locations will then sort alphabetically to the bottom of the list and it is very evident when running reports that filter on shelving location which shelving locations in the list are deleted.

## 57.19. Shelving Location Groups



Shelving location groups are currently not in use.

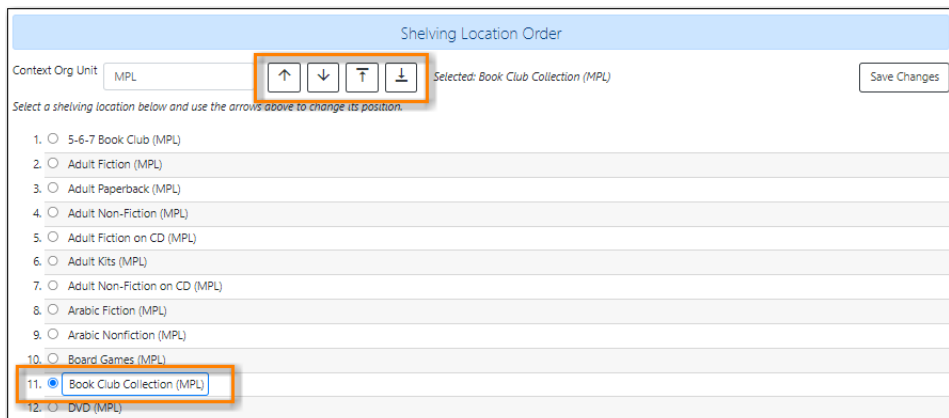
## 57.20. Shelving Location Order

### Sitka Snippet Video - Shelving Location Order (1:22)

Libraries can specify the order shelving locations should appear on the [holds pull list](#).

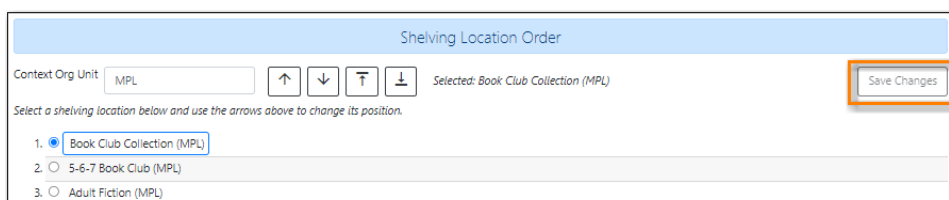
Ordering the shelving locations so that locations that are physically close to each other appear together on the list can make it easier for staff pulling holds.

1. Go to **Administration** → **Local Administration** → **Shelving Locations Order**.
2. Select the shelving location you would like to re-order.
3. Use the arrow buttons to move the location up or down the list, or move it to the top or bottom of the list.



The screenshot shows the 'Shelving Location Order' interface. At the top, there's a header 'Shelving Location Order'. Below it, a 'Context Org Unit' field is set to 'MPL'. To the right of this field are four arrow buttons: up, down, top, and bottom. A 'Selected: Book Club Collection (MPL)' label is next to these buttons. A 'Save Changes' button is in the top right corner. Below the buttons, a text prompt says 'Select a shelving location below and use the arrows above to change its position.' A list of shelving locations follows, numbered 1 through 12. The locations are: 1. 5-6-7 Book Club (MPL), 2. Adult Fiction (MPL), 3. Adult Paperback (MPL), 4. Adult Non-Fiction (MPL), 5. Adult Fiction on CD (MPL), 6. Adult Kits (MPL), 7. Adult Non-Fiction on CD (MPL), 8. Arabic Fiction (MPL), 9. Arabic Nonfiction (MPL), 10. Board Games (MPL), 11. Book Club Collection (MPL) (which is selected with a blue radio button and highlighted with an orange box), and 12. DVD (MPL).

4. Once all changes have been made, click **Save Changes**.



This screenshot shows the same 'Shelving Location Order' interface, but now 'Book Club Collection (MPL)' is at the top of the list (position 1). The 'Save Changes' button in the top right corner is highlighted with an orange box.

5. Items on your [holds pull list](#) will now be listed based on this order.

## 57.21. Statistical Categories - Item Editor

### Sitka Training Video - Item Statistical Categories (5:42)

Statistical categories, often referred to as stat cats, allow your library to capture information about your items that is not included in the standard fields in the item record. Statistical categories can be created at the branch, system, or federation level by staff with the appropriate permissions.

Item statistical categories can be used in reporting and OPAC visible stat cats display in your public catalogue.

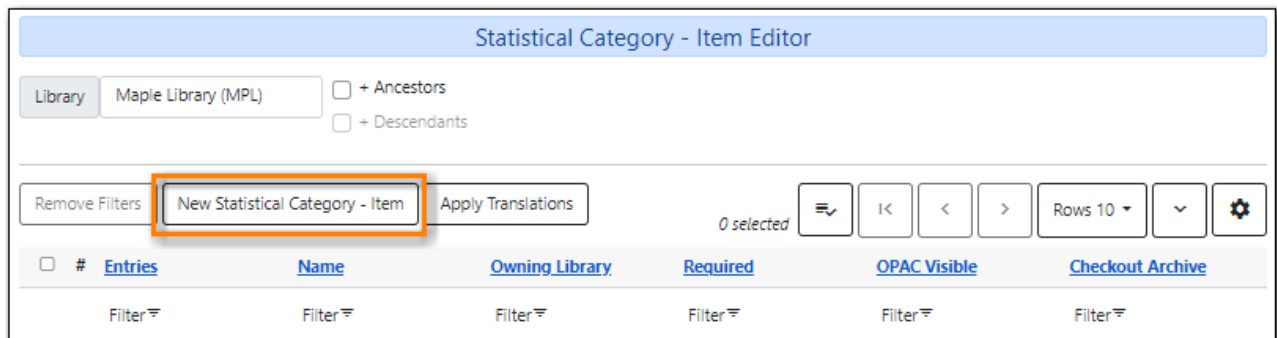


See [Item Statistical Category Values](#) for information on applying statistical categories to items.

## 57.21.1. Creating Statistical Categories

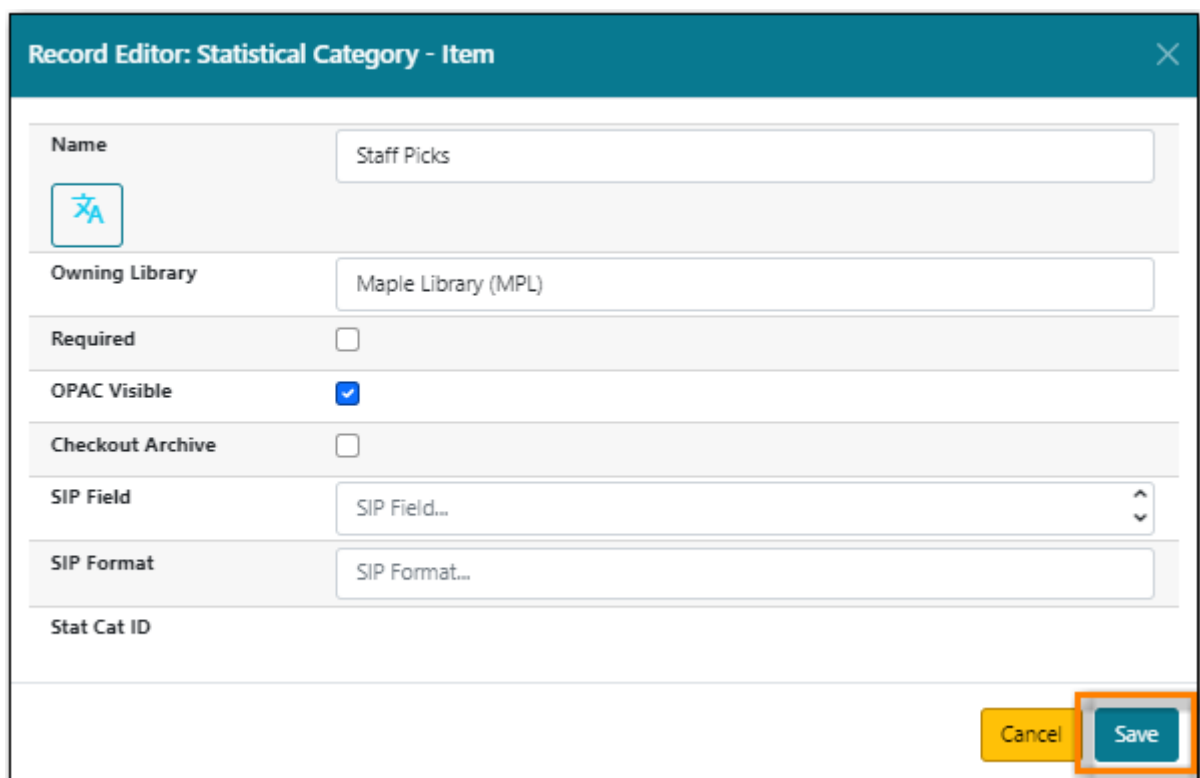
### Sitka Snippet Video - Creating Item Statistical Categories (1:39)

1. Go to **Administration** → **Local Administration** → **Statistical Categories - Item Editor**.
2. Click **New Statistical Category - Item**.



The screenshot shows the 'Statistical Category - Item Editor' interface. At the top, there's a header bar with the title. Below it, there's a 'Library' dropdown set to 'Maple Library (MPL)' and two checkboxes for '+ Ancestors' and '+ Descendants'. A row of buttons includes 'Remove Filters', 'New Statistical Category - Item' (highlighted with an orange box), and 'Apply Translations'. To the right of these buttons, it says '0 selected' and there are navigation buttons (I<, <, >, >I) and a 'Rows 10' dropdown. Below this is a table with columns: '#', 'Entries', 'Name', 'Owning Library', 'Required', 'OPAC Visible', and 'Checkout Archive'. Each column has a 'Filter' button below it.

3. Enter the relevant information for your statistical category and click **Save**.
  - **Required:** If checked, a value must be selected for the stat cat when cataloguing a new item.
  - **OPAC Visible:** If checked, the stat cat name and the selected value are displayed in the item table when looking at a record in the public catalogue.
  - **Checkout Archive:** If checked, the stat cat and its value are kept in aged circulation records.



The screenshot shows the 'Record Editor: Statistical Category - Item' form. It has a teal header bar with the title and a close button. The form contains several fields: 'Name' (text input with 'Staff Picks'), 'Owning Library' (text input with 'Maple Library (MPL)'), 'Required' (checkbox), 'OPAC Visible' (checkbox, checked), 'Checkout Archive' (checkbox), 'SIP Field' (dropdown menu with 'SIP Field...'), 'SIP Format' (text input with 'SIP Format...'), and 'Stat Cat ID' (text input). At the bottom right, there are two buttons: 'Cancel' and 'Save' (highlighted with an orange box).

## 57.21.2. Adding Statistical Category Entries

### Sitka Snippet Video - Adding Item Statistical Category Entries (0:55)



Each statistical category can have multiple values that library staff can choose from when adding or editing an item.

1. Go to **Administration** → **Local Administration** → **Statistical Categories - Item Editor**.
2. Click **Entries** for the stat cat you would like to add values to.

Remove Filters

New Statistical Category - Item

Apply Translations

0 selected

Rows 10

<input type="checkbox"/>	#	<a href="#">Entries</a>	<a href="#">Name</a>	<a href="#">Owning Library</a>	<a href="#">Required</a>	<a href="#">OPAC Visible</a>	<a href="#">Checkout Archive</a>
		Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/>	1	<a href="#">Entries</a>	Vendor	MPL	No	No	No
<input type="checkbox"/>	2	<a href="#">Entries</a>	Summer Reading Club	MPL	No	Yes	No
<input type="checkbox"/>	3	<a href="#">Entries</a>	Special Collection	MPL	No	Yes	No
<input type="checkbox"/>	4	<a href="#">Entries</a>	Staff Picks	MPL	No	Yes	No

3. Click **New Statistical Category Entry - Item**.

Statistical Category Entry - Item Editor

Library

Maple Library (MPL)

☐ + Ancestors

☐ + Descendants

Filters Applied: { "stat\_cat": 12 }

← Return

Remove Filters

New Statistical Category Entry - Item

Apply Translations

0 selected

Rows 10

#	Stat Cat	Value	Entry Owner	Entry ID
	Filter	Filter	Filter	Filter

4. Enter the value and click **Save**.

Record Editor: Statistical Category Entry - Item

Stat Cat

Staff Picks

Value

Storytime

Entry Owner

Maple Library (MPL)

Entry ID

Cancel

Save

5. Repeat as needed to add additional values.
6. Clicking **Return** in the top right of the screen will take you back to the previous screen.

#### NOTE

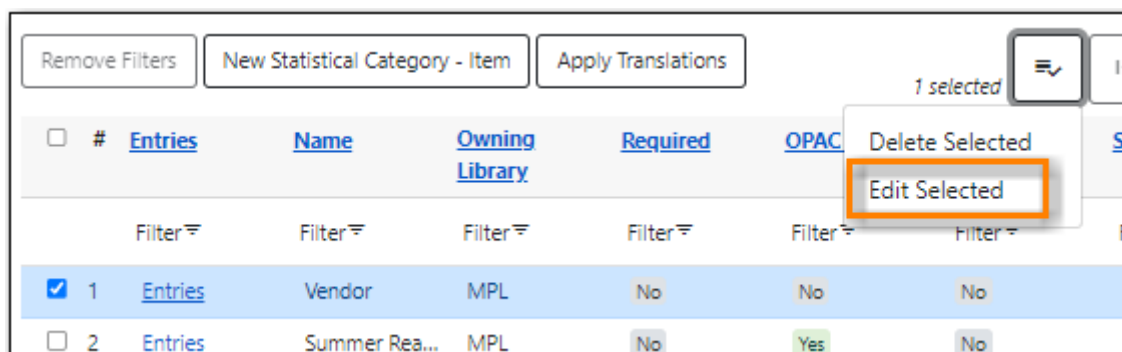
Statistical category entries cannot be edited or deleted in the staff client. Please contact [Co-op Support](#) for assistance.



### 57.21.3. Editing Statistical Categories

#### Sitka Snippet Video - Editing Item Statistical Categories (0:59)

1. Go to **Administration** → **Local Administration** → **Statistical Categories - Item Editor**.
2. Select the statistical category you would like to edit.
3. From the **Actions** menu choose **Edit Selected**.



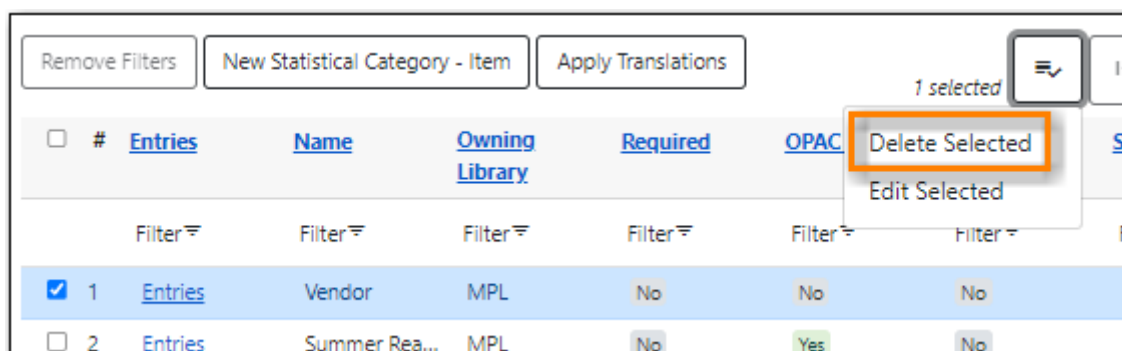
4. Make your changes and click **Save**.
5. Your changes will be reflected in the grid.

### 57.21.4. Deleting Statistical Categories

#### Sitka Snippet Video - Deleting Item Statistical Categories (1:05)

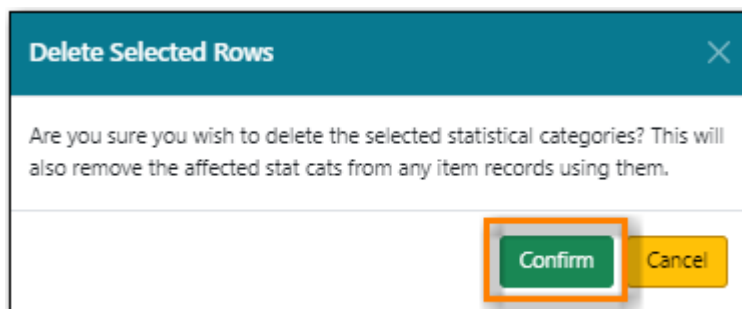
Statistical categories can only be deleted if the entries associated with it haven't been applied to any items.

1. Go to **Administration** → **Local Administration** → **Statistical Categories - Item Editor**.
2. Select the statistical category you would like to delete.
3. From the **Actions** menu choose **Delete Selected**.



4. A pop-up will appear asking you to confirm that you wish to delete the statistical category.
5. If you truly wish to delete the statistical category click **Confirm**.





6. Your statistical category is deleted and no longer displays in the grid.
7. If entries have already been applied to items you will see the message *Delete of Statistical Category - Item failed or was not allowed*. Please contact [Co-op Support](#) for assistance.

## 57.22. Statistical Categories - Patron Editor

### Sitka Training Video - Patron Statistical Categories (6:15)

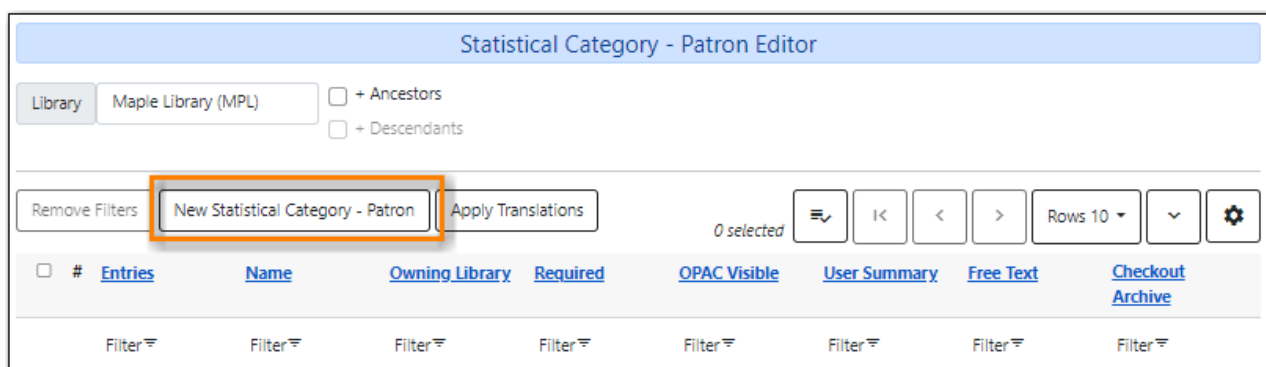
Statistical categories, often referred to as stat cats, allow your library to capture information about your patrons that is not included in the standard fields in the patron record. Statistical categories can be created at the branch, system, or federation level by staff with the appropriate permissions.

Patron statistical categories can be used in reporting and can be set to display to library staff in the patron summary in the patron account and to patrons in the Personal Information section of My Account in the public catalogue.

### 57.22.1. Creating Statistical Categories

#### Sitka Snippet Video - Creating Patron Statistical Categories (2:05)

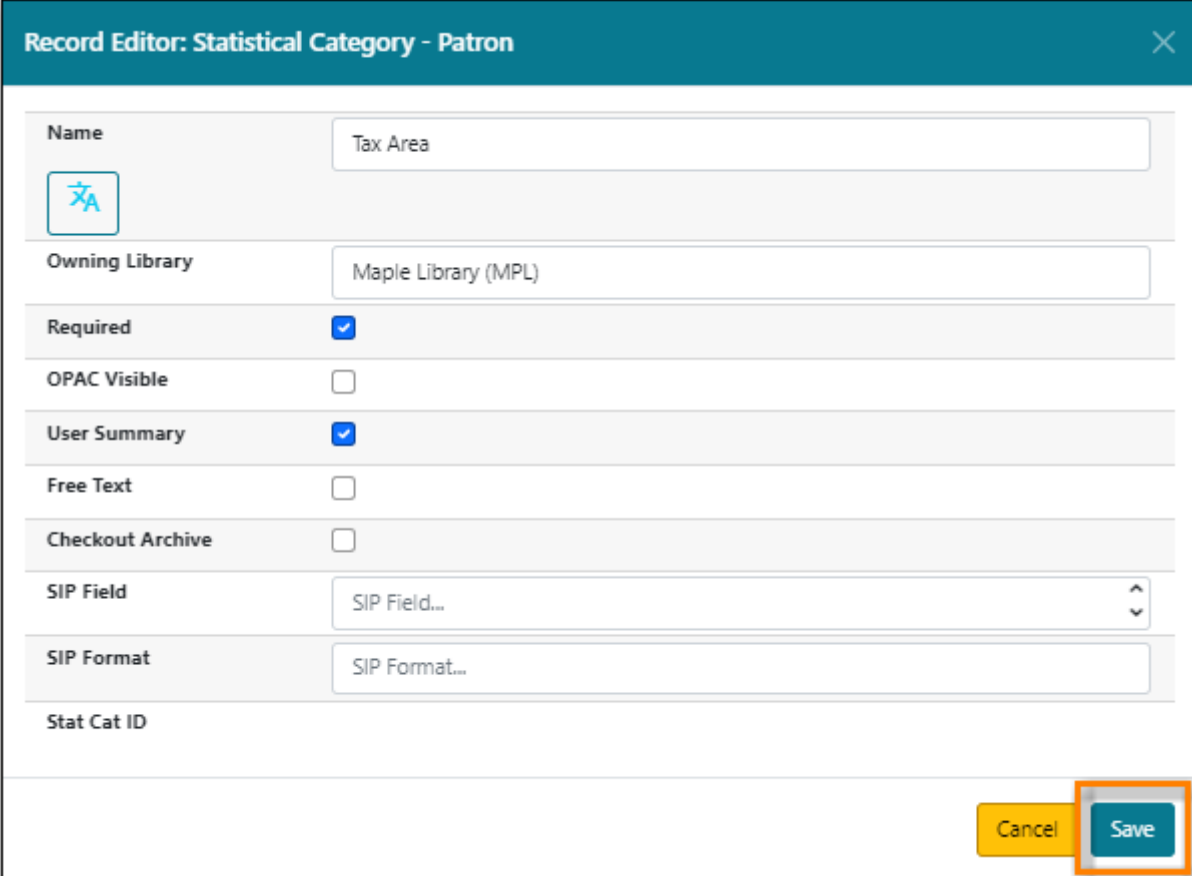
1. Go to **Administration** → **Local Administration** → **Statistical Categories - Patron Editor**.
2. Click **New Statistical Category Editor- Patron** to open the editor.



3. Enter the relevant information for your statistical category.
  - **Name:** The name will be visible to library staff and can be visible to patrons.
  - **Required:** If checked, a value must be selected for the stat cat when cataloguing a new item.
  - **OPAC Visible:** If checked, the stat cat name and the selected value are displayed in the item table when looking at a record in the public catalogue.



- **User Summary:** If checked, the stat cat and value display in the patron summary within the patron account.
- **Free Text:** If checked, staff can type in a value rather than being restricted to a the list of predefined entries.
- **Checkout Archive:** If checked, the stat cat and its value are kept in aged circulation records.
- **SIP Field** and **SIP Format** are not currently used by Sitka.



The form is titled "Record Editor: Statistical Category - Patron". It contains the following fields and options:

- Name:** Text input field with "Tax Area" entered.
- Owning Library:** Text input field with "Maple Library (MPL)" entered.
- Required:** Checkmark is checked.
- OPAC Visible:** Checkmark is unchecked.
- User Summary:** Checkmark is checked.
- Free Text:** Checkmark is unchecked.
- Checkout Archive:** Checkmark is unchecked.
- SIP Field:** Dropdown menu showing "SIP Field..."
- SIP Format:** Text input field showing "SIP Format..."
- Stat Cat ID:** Empty text input field.
- Buttons:** "Cancel" (yellow) and "Save" (blue, highlighted with an orange border) buttons at the bottom right.

4. Click **Save**

## 57.22.2. Adding Statistical Category Entries

### Sitka Snippet Video - Adding Patron Statistical Category Entries (1:01)

Each statistical category can have multiple values that library staff can choose from when registering or editing a patron.

1. Go to **Administration** → **Local Administration** → **Statistical Categories - Patron Editor**.
2. Click **Entries** for the stat cat you would like to add values to.

Remove Filters		New Statistical Category - Patron		Apply Translations		0 selected		≡	⏪	<	>	Rows 10	▼	⚙
<input type="checkbox"/>	#	Entries	Name	Owning Library	Required	OPAC Visible	User Summary	Free Text	Checkout Archive					
		Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾	Filter ▾					
<input type="checkbox"/>	1	<b>Entries</b>	Tax Area	MPL	No	No	Yes	No	No					



3. Click **New Statistical Category Entry - Item**.

4. Enter the value and click **Save**.

5. Repeat as needed to add additional values.

6. Clicking **Return** in the top right of the screen will take you back to the previous screen.

**NOTE**

Statistical category entries cannot be edited or deleted in the staff client. Please contact [Co-op Support](#) for assistance.

### 57.22.3. Editing Statistical Categories

#### [Sitka Snippet Video - Editing Patron Statistical Categories \(0:57\)](#)

1. Go to **Administration** → **Local Administration** → **Statistical Categories - Patron Editor**.
2. Select the statistical category you would like to edit.
3. From the **Actions** menu choose **Edit Selected**.



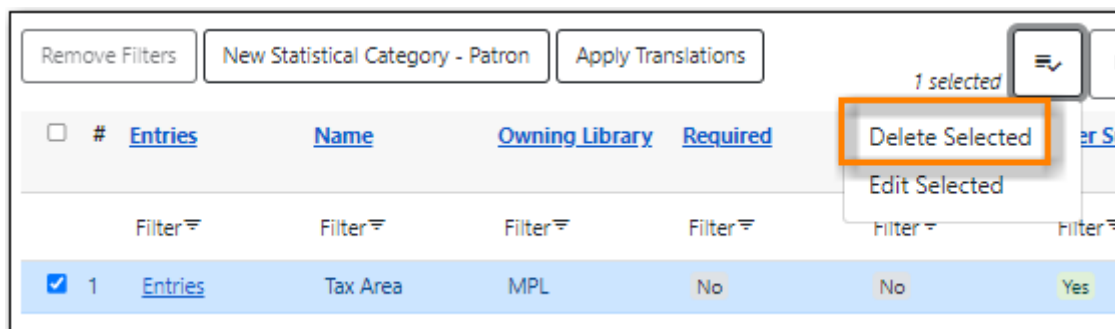
4. Make your changes and click **Save**.
5. Your changes will be reflected in the grid.

## 57.22.4. Deleting Statistical Categories

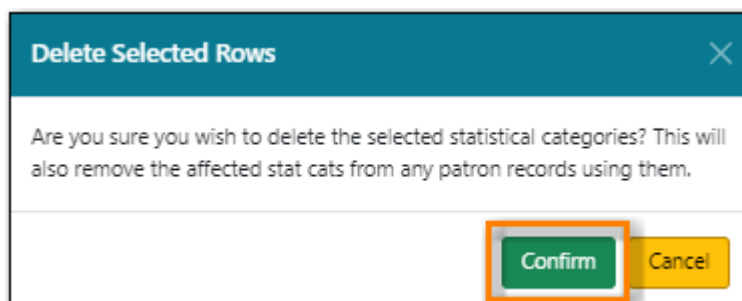
### Sitka Snippet Video - Deleting Patron Statistical Categories (1:07)

Statistical categories can only be deleted if the entries associated with it haven't been applied to any patrons.

1. Go to **Administration** → **Local Administration** → **Statistical Categories - Patron Editor**.
2. Select the statistical category you would like to delete.
3. From the **Actions** menu choose **Delete Selected**.



4. A pop-up will appear asking you to confirm that you wish to delete the statistical category.
5. If you truly wish to delete the statistical category click **Confirm**.



6. Your statistical category is deleted and no longer displays in the grid.
7. If entries have already been applied to patrons you will see the message *Delete of Statistical Category - Patron failed or was not allowed*. Please contact [Co-op Support](#) for assistance.

## 57.23. Surveys

Surveys are not used at this time.



## 57.24. Transit List

The transit list tracks items that are in transit between libraries. Libraries should check this list on a regular basis for items that have been in transit longer than normal.

1. Go to **Administration** → **Local Administration** → **Transit List**.
2. Select **Transit To** or **Transit From**.
3. Specify a date range.
4. Multi-branch libraries must select a specific branch to see the items in transit to or from that branch.
5. Items were sent in transit during the date range and are still in transit are listed.

Transit List

☐ Transits To

☒ Transits From

Library:

MPL

Start Date:

2021-01-16

End Date:

2023-01-16

Add Items to Bucket

Edit Item Attributes

Cancel Transit

Print Transits

◀◀

◀

▶

▶▶

Rows 100

Page 1

#	<input type="checkbox"/>	Barcode	Title	Source Library	Destination Library	Send Date/Time	Hold Type
1	<input type="checkbox"/>	33110002387775	I love to cuddle	MPL	APL	2022-03-22 09:48	
2	<input type="checkbox"/>	33987000581172	Smash trash!	MPL	APL	2022-03-22 09:50	T
3	<input type="checkbox"/>	33110002915708	Turtle in paradise	MPL	APL	2022-03-22 09:51	T
4	<input type="checkbox"/>	33987000915966	Dinosaur, dinosaur, s...	MPL	APL	2022-04-07 17:23	T
5	<input type="checkbox"/>	33987001024263	Spirit hunters	MPL	APL	2022-04-07 17:25	T

6. Transits with a value in the *Hold Type* column are in transit to fill a hold at another library.

Add Items to Bucket		Edit Item Attributes		Cancel Transit		Print Transits		<div>⏮ ⏪ ⏩ ⏭</div>		Rows 100 ▾	Page 1 ▾	▾
#	<input type="checkbox"/>	Barcode	Title	Source Library	Destination Library	Send Date/Time	Hold Type					
1	<input type="checkbox"/>	33110002387775	<a href="#">I love to cuddle</a>	MPL	APL	2022-03-22 09:48						
2	<input type="checkbox"/>	33987000581172	<a href="#">Smash trash!</a>	MPL	APL	2022-03-22 09:50	T					
3	<input type="checkbox"/>	33110002915708	<a href="#">Turtle in paradise</a>	MPL	APL	2022-03-22 09:51	T					

7. Libraries should search for items that have been in transit longer than normal. Libraries may need to search their shelves, contact the library that sent or should have received the item, and/or contact Canada Post or the relevant courier.
8. If you are no longer going to send an item your library owns, select the transit and click the **Cancel Transit** button.



Add Items to Bucket

Edit Item Attributes

Cancel Transit

Print Transits

#	<input type="checkbox"/>	Barcode	Title	Source Library	Destination
1	<input type="checkbox"/>	33110002387775	I love to cuddle	MPL	APL
2	<input checked="" type="checkbox"/>	33987000581172	Smash trash!	MPL	APL
3	<input type="checkbox"/>	33110002915708	Turtle in paradise	MPL	APL

9. If the item cannot be located the owning library should [mark it as Missing](#).

## 57.25. Work Log

The Work Log records checkins, checkouts, patron registration, patron editing, renewals, payments and holds placed from with the patron record for a given login.

To access the Work Log go to **Administration** → **Local Administration** → **Work Log**.

There are two separate logs, Most Recently Logged Staff Actions and Most Recently Affected patrons. The Most Recently Logged Staff Actions logs the the transactions in order they have occurred on the workstation. The Most Recently Affected Patrons log is a listing of the last patrons that transactions happened on.

Work Log					
Most Recently Logged Staff Actions					
		Refresh	Retrieve Item	Retrieve Patron	
#	<input type="checkbox"/>	Message	Patron	Item	When
1	<input type="checkbox"/>	Check Out	Greenwood	33987000546357	2021-04-12 15:26
2	<input type="checkbox"/>	Check Out	Greenwood	33987000544022	2021-04-12 15:27
3	<input type="checkbox"/>	Check Out	Greenwood	33987000130368	2021-04-12 15:27
4	<input type="checkbox"/>	Check Out	Greenwood	33987001018554	2021-04-12 15:27
5	<input type="checkbox"/>	Check In	Greenwood	33987001018554	2021-04-12 15:27
6	<input type="checkbox"/>	Check In	Greenwood	33987000544022	2021-04-12 15:28
7	<input type="checkbox"/>	Check In	Greenwood	33987000130368	2021-04-12 16:15
8	<input type="checkbox"/>	Check In	Greenwood	33987000606110	2021-04-13 14:19
9	<input type="checkbox"/>	Check In		mplbookclub25	2021-04-13 15:56
10	<input type="checkbox"/>	Check In		mplbookclub26	2021-04-13 15:56
11	<input type="checkbox"/>	Check In		mplbookclub27	2021-04-13 15:56
12	<input type="checkbox"/>	Check In		mplbookclub28	2021-04-13 15:56
13	<input type="checkbox"/>	Check In		mplbookclub29	2021-04-13 15:56
14	<input type="checkbox"/>	Edited Patron	Greenwood		2021-04-14 13:53
15	<input type="checkbox"/>	Edited Patron	MPL		2021-04-15 13:54
16	<input type="checkbox"/>	Edited Patron	Greenwood		2021-04-15 13:56
17	<input type="checkbox"/>	Check In	Greenwood	33987000546357	2021-04-15 13:56
18	<input type="checkbox"/>	Edited Patron	Greenwood		2021-04-16 11:54
19	<input type="checkbox"/>	Edited Patron	Greenwood		2021-04-30 10:48
20	<input type="checkbox"/>	Edited Patron	Greenwood		2021-05-06 15:24
Most Recently Affected Patrons					
		Retrieve Item	Retrieve Patron		
#	<input type="checkbox"/>	Message	Patron	Item	When
1	<input type="checkbox"/>	Edited Patron	MPL		2021-04-09 13:11
2	<input type="checkbox"/>	Check Out	Burns	35180100079606	2021-04-12 15:15
3	<input type="checkbox"/>	Edited Patron	MPL		2021-04-15 13:54
4	<input type="checkbox"/>	Edited Patron	Greenwood		2021-04-16 11:54
5	<input type="checkbox"/>	Edited Patron	Greenwood		2021-04-30 10:48



# Chapter 58. Server Administration

Most options under the Server Administration menu are global Sitka settings that cannot be changed locally. The exception includes the call number prefix/suffix, and the Organizational Units submenu, which allows Local System Administrators to edit library contact information, hours of operation, and addresses.

There is some view-only information that is useful under Server Administration, in particular the list of Item Statuses.

## 58.1. Age Hold Protect Rules

Age based hold protection enables libraries to block holds from being filled for patrons from other libraries or branches until the item has been active for a specified amount of time.

The following age based hold protection rules can be used when applying age based hold protection [item attributes](#).

Item Age	Rule Name	Description
1 month	1_month_among_multi_branch	Block holds from being filled where the pickup library is not the owning library/system for 1 month from the item's active date.
3 months	3_month_among_multi_branch	Block holds from being filled where the pickup library is not the owning library/system for 3 month from the item's active date.
6 months	6_month_among_multi_branch	Block holds from being filled where the pickup library is not the owning library/system for 6 month from the item's active date.
9 months	9_month_among_multi_branch	Block holds from being filled where the pickup library is not the owning library/system for 9 month from the item's active date.
1 year	12_month_among_multi_branch	Block holds from being filled where the pickup library is not the owning library/system for 1 year from the item's active date.



Item Age	Rule Name	Description
1 month	1_month_within_single_branch	Block holds from being filled where the pickup library is not the owning branch for 1 month from the item's active date.
3 months	3_month_within_single_branch	Block holds from being filled where the pickup library is not the owning branch for 3 month from the item's active date.
6 months	6_month_within_single_branch	Block holds from being filled where the pickup library is not the owning branch for 6 month from the item's active date.
9 months	9_month_within_single_branch	Block holds from being filled where the pickup library is not the owning branch for 9 month from the item's active date.
1 year	12_month_within_single_branch	Block holds from being filled where the pickup library is not the owning branch for 1 year from the item's active date.

The age based hold protection rules will remain an attribute on the item record after the protection period has passed unless manually removed by library staff via the [Holdings Editor](#).

To see a list of items with the age based hold protection item attribute applied use the report template *Age Based Hold Protection: Items with Age Based Hold Protection* found under in the reporter under *Shared Folders → Templates → Sitka\_templates → Collection → Copy List by Item Attributes*.

## 58.2. Call Number Prefix and Suffix

If you library uses prefixes and/or suffixes in call numbers, you can build a standard list, which will be displayed as dropdown lists when creating/editing call number record.

This is how it looks on the call number creating/editing screen.

The screenshot shows a web interface for creating or editing a call number. At the top, there is a 'Batch Apply' section with several dropdown menus. Below this, the main form is organized into columns: 'Owning Library', 'Volumes', 'Classification', 'Prefix', 'Call Number', and 'Suffix'. The 'Owning Library' column has a dropdown menu with 'ZSP-B' selected. The 'Volumes' column has a text input field with '1'. The 'Classification' column has a dropdown menu with 'Dewey (DDC)' selected. The 'Prefix' column has a dropdown menu with 'DVD' selected. The 'Call Number' column has a text input field with 'DOR'. The 'Suffix' column has a dropdown menu with 'LP' selected. Below the main form, there is a section with 'ZSP-B' and an 'Add volume' button.

1. To create a call number prefix or suffix, go to **Administration → Server Administration- > Call**



## Number Prefix or Call Number Suffix.

To view the group penalty thresholds for your library enter your library code into the Library filter. Multi-branch libraries can enter the system and then check the box to display the descendants.

The screenshot shows a window titled "Call Number Prefixes". At the top, there is a "Context Org Unit" dropdown menu set to "ZSP". Below this are links for "Back", "Next", and "Filter" (with a magnifying glass icon). A table lists existing prefixes:

✓	#	Label	Owning Library
<input type="checkbox"/>	1	DVD	ZSP
<input type="checkbox"/>	2	JNF	ZSP

An overlay dialog box is open in the foreground, allowing the user to add a new prefix. It contains the following fields and buttons:

- Label:** A text input field containing "ANF".
- Owning Library:** A dropdown menu set to "ZSP".
- Buttons:** "Cancel" and "Save". A mouse cursor is clicking the "Save" button.

2. Click **New Call Number/Volume Prefix/Suffix**.
3. Type in the Label and Label Sort Key.
4. Choose your library as the Owning Library.
5. Click Save.

The screenshot shows a "Record Editor: Call Number/Volume Prefix" window. It has a teal header bar with the title and a close button. The form contains the following fields:

- ID:** A greyed-out field.
- Label:** A text input field containing "LP".
- Label Sort Key:** A text input field containing "lp".
- Owning Library:** A text input field containing "MPL".

At the bottom right, there are two buttons: "Cancel" (yellow) and "Save" (teal).

To edit or delete a prefix/suffix, check the record, and then click **Edit Selected** or **Delete Selected**.

### TIP

Call Number Prefix/Suffix created here are different from Label Prefix/Suffix created on Copy Location Editor. The former are displayed as part of call number in OPAC, while the latter are on printed labels only.

## 58.3. Circulation Modifiers

Circulation modifiers are labels that can be assigned to items that Evergreen uses in conjunction with [circulation policies](#) and [hold policies](#) to determine how items should behave. Circulation



modifiers can also be used in reports for statistical purposes.

Co-op Support has an on-going project to streamline the list of circulation modifiers available as the same lists displays to all libraries. The list below is those modifiers recommended for use by Co-op Support. Modifiers available in Evergreen but not on the list will eventually be removed.

# NOTE

We recommend libraries choose a subset of these circulation modifiers to use and ensure all cataloguing staff are aware of the modifiers used at their library.

When you start using a new circulation modifier for items Evergreen will use your default circulation policy when checking out the item. Contact [Co-op Support](#) to update your [circulation policies](#) if the items should follow a more specific policy.

Name	SIP2 Media Type	Magnetic Media	Description
alternate-format	Other	False	Intended for items for print disabled patrons, such as DAISY readers
archives	Other	False	Intended for archival materials
audiobook-cassette	Other	True	Intended for audiobooks on cassette
audiobook-cd	Other	True	Intended for audiobooks on cd
best-seller	Book	False	Intended for collections of best sellers which need a unique modifier to identify the items for hold or circulation policies
binder	Other	False	Intended for loose-leaf binders
book	Book	False	Intended for books
book-and-disk	Book with diskette	False	Intended for books that come with a floppy-disc
bookclub	Other	False	Intended for book club sets
box	Other	False	Intended for anything that comes in a box or makes sense to use this generic modifier
cassette-and-book	Book with audio tape	True	Intended for books which come with a cassette inside



cassette-and-book-in-bag	Book with audio tape	True	Intended for titles that are presented both as a book and cassette and circulate in a bag
cassettes	Audio Tape	True	Intended for cassettes, usually music
cd-and-book	Book with CD	False	Intended for books which come with a CD inside
cd-and-book-in-bag	Book with CD	False	Intended for titles that are presented both as a book and CD and circulate in a bag
cd-rom	CD/CDROM	False	Intended for cd-roms
circ-reserve	Other	False	A number of modifiers start with <i>circ-reserve</i> . These are intended to be used by academic libraries with course reserves
compact-disc	CD/CDROM	False	Intended for CDs, usually music
course-reserve	Other	False	Intended for items that will be reserved for specific courses
dvd	CD/CDROM	False	Intended for dvds
dvd-feature	Other	False	Intended for feature dvds, when a secondary modifier is needed to distinguish the items from those using dvd, for hold or circulation policies
dvd-rom	Other	False	Intended for dvd-roms
e-reader	Book	False	Intended for physical e-readers



equipment	Other	False	Intended for any type of equipment the library circulates, may be used in conjunction with <i>library-equipment</i> if multiple hold or circulation policies are needed
film	Other	False	Intended for items that are physical film
game	Other	False	Intended for board games or other types of games
graphic-novel	Book	False	Intended for graphic novels
holiday	Other	True	Intended for holiday items
ill-no-renewal	Other	False	Intended for interlibrary loans that are not renewable
inter-library-loan	Other	False	Intended for interlibrary loans
juvenile-audio-cassette	Audio Tape	True	Intended for audiobooks for juvenile users
juvenile-audio-visual	Audio Tape	False	Intended for any audio-visual items for juvenile users
juvenile-collection	Other	False	Intended for collections for juvenile users
juvenile-holiday	Other	False	Intended for holiday items for juvenile users
juvenile-playaway	Other	False	Intended for playaways for juvenile users
juvenile-serial	Magazine	False	Intended for magazines or periodicals for juvenile users
juvenile-video	Video Tape	True	Intended for videos or dvds for juvenile users
kit	Audio Tape	True	Intended for anything considered a kit



language-learning	Other	False	Intended for items on learning a language
language-other	Other	False	Intended for items in a language different than the majority of the library's collection
laptop	Other	False	Intended for laptops
large-print	Other	False	Intended for large print items
library-equipment	Other	False	Intended for any type of equipment the library circulates, may be used in conjunction with <i>equipment</i> if multiple hold or circulation policies are needed
literacy-kit	Other	False	Intended for literacy kits
magazine	Magazine	False	Intended for magazines, often used by public libraries
map	Other	False	Intended for maps
new-books	Book	False	Intended for items newly added to the collection
newspaper	Magazine	False	Intended for newspapers
other	Other	False	Intended for items that don't fit one of the other circulation modifiers
pamphlet	Other	False	Intended for pamphlets
paperback	Other	False	Intended for paperbacks if they need to be separate from other books for statistical or policy reasons
pattern	Other	False	Intended for patterns, such as for knitting, crocheting, or sewing



periodical	Magazine	False	Intended for periodicals, often used by academic libraries
playaway	Other	False	Intended for playaways
puzzle	Other	False	Intended for jigsaw puzzles
quick-video-game	Other	False	Intended for video games with a shorter than normal loan period
quickread	Other	False	Intended for books or audiobooks with a shorter than normal loan period
readalongs	Other	False	Intended for readalongs
semester	Other	False	Intended for items that go out for an entire semester, used by academic libraries
special-collection	Other	False	Intended for a collection of items that need a unique modifier for statistical or policy reasons, see also <i>unique-collection</i>
spiral-binding	Other	False	Intended for items that are spiral bound
tablet	Other	False	Intended for electronic tablets
textbook	Book	False	Intended for textbooks
toy	Other	False	Intended for toys
unique-collection	Other	False	Intended for a collection of items that need a unique modifier for statistical or policy reasons, see also <i>special-collection</i>
vertical-file	Other	False	Intended for vertical files
video	Video Tape	True	Intended for VHS



video-games	Other	False	Intended for video games
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# 58.4. Floating Group

Evergreen supports floating collections. Floating items stay at the checkin library, instead of being sent back to the item’s original circulating library. Floating Groups are used to limit the range of libraries that an item can float within. Please contact [Co-op Support](#) if you wish make all or part of your items float within selected libraries/branches.

# 58.5. Hard Due Date

Academic libraries may wish to use hard due dates to truncate due dates at the end of a semester or allow particular material to go out for an entire semester.

## 58.5.1. Viewing Your Hard Due Dates

Local system administrators can view hard due dates for your library but cannot update or add new dates.

1. Go to **Administration** → **Server Administration** → **Hard Due Date Changes**.
2. Existing hard due dates will display for the current working location with the current ceiling date visible. Multi-branch libraries should use the library selector to display hard due dates for their system and descendants.

Hard Due Date Editor

Library WAA

☐ + Ancestors

☐ + Descendants

Remove Filters

New Hard Due Date

Apply Translations

0 selected

IK

<

>

Rows 10

<input type="checkbox"/> #	Values	Name	Owner	Current Ceiling Date	Always Use?
	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/> 1	Values	WAA Faculty	WAA	2025-01-02	Yes
<input type="checkbox"/> 2	Values	WAA Students	WAA	2024-12-21	No

3. To see past and upcoming dates for a specific hard due date click **Values** on the applicable line.

<input type="checkbox"/> #	Values	Name	Owner	Current Ceiling Date	Always Use?
	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/> 1	Values	WAA Faculty	WAA	2025-01-02	Yes
<input type="checkbox"/> 2	Values	WAA Students	WAA	2024-12-21	No

4. The dates will display.



Hard Due Date Values Editor

Filters Applied: { "hard\_due\_date": 1 } Clear Filters Return

Remove Filters

New Hard Due Date Values

Apply Translations

0 selected

<

>

Rows 10

#	Hard Due Date	Ceiling Date	Active Date
	Filter	Filter	Filter
<input type="checkbox"/> 1	WAA Students	2024-08-30	2024-05-01
<input type="checkbox"/> 2	WAA Students	2024-12-21	2024-09-01
<input type="checkbox"/> 3	WAA Students	2025-04-26	2024-12-22

## 58.5.2. Changing Your Hard Due Dates

If you wish to update or add hard due dates please contact [Co-op Support](#) with the following:

- Date or dates for the hard due date
- Who and what the hard due date should apply to
  - Refer to [Understanding Your Circulation Policies](#) for the information on the parameters you can specify
- Whether the hard due should apply all the time or just truncate the regular due dates when they would fall after the hard due date
  - Libraries can have both types of hard due dates if you'd like different scenarios to apply to different patron groups or items. For example, you may want to have regular loan durations apply to students until the end of term when they start to truncate while faculty members always get to check out items for the entire semester.

### TIP

Send your new hard due dates to Support on a regular basis to ensure your circulation works as expected.

For instance, you may wish to send the dates for your fall, winter, and summer terms to Support every August so that your dates can be entered for the entire year.

## 58.6. Item Statuses

This table below describes the item statuses with Sitka's property settings.

Item Status	Definition	Holdable	OPAC Viewable	Sets copy active	Is Available?	Hopeless Prone
Available	Item is on the shelf	Yes	Yes	Yes	Yes	No
Bindery	Sent to be rebound	No	Yes	No	No	No
Canceled Transit	A transit for the item was aborted	Yes	Yes	No	No	No



Cataloging	This status is used by Evergreen for pre-cat items.	Yes	Yes	Yes	No	No
Cataloguing Department	Item is being catalogued or in cataloguing department	Yes	Yes	No	No	No
Checked out	Item is on loan	Yes	Yes	Yes	No	No
Claimed Returned	Patron reports item has been returned. (Libraries develop own procedure for deciding when to make an item Claimed Return)	No	Yes	Yes	No	No
Cleaning	Item is being cleaned (ie. DVDs and CDs)	Yes	Yes	Yes	No	No
Damaged	Damaged and may not circulate again	No	Yes	Yes	No	Yes
Discard/Weeded	Item is no longer in collection, it has been weeded or discarded	No	No	Yes	No	Yes



ILL	Item is being used for an inter library loan (borrower is not tracked in Evergreen)	Yes	Yes	Yes	No	No
In process	Item is being processed and will soon be available	Yes	Yes	No	No	No
In transit	Item is travelling between libraries and remains in the In Transit status until checked in	Yes	Yes	Yes	No	No
Long Overdue	Not currently used in Sitka.	No	No	No	No	No
Lost	Declared lost by patron or library (either manually or automatically)	No	Yes	Yes	No	Yes
Lost and Paid	Item was declared lost by patron or staff and has now been paid for.	No	Yes	Yes	No	Yes
Mending	Item is being repaired	Yes	Yes	Yes	No	No
Missing	Item cannot be found	No	Yes	Yes	No	Yes



On Display	Item is on display and is not in its usual shelving location	Yes	Yes	Yes	Yes	No
On holds shelf	Item is awaiting pick-up by patron. Item is usually on a "holds shelf" within the library	Yes	Yes	Yes	No	No
On order	Item has been ordered but not yet received from a vendor	Yes	Yes	No	No	No
On reservation shelf	Used with room/bookin g module. When an item has been booked/reserved, it is placed in a unique location, ready for pick-up	No	Yes	Yes	No	No
Onsite consultation	Item is available for use on-site and possibly needs to be requested through staff. This is not intended for normal reference materials.	No	Yes	Yes	Yes	No



Reserves	In reserves collection	No	Yes	Yes	Yes	No
Reshelving	Item has been returned but not yet shelved. Status automatically changes to Available after 24 hours	Yes	Yes	Yes	Yes	No
Storage	On-site or off-site storage	Yes	Yes	Yes	No	No
Temporarily Unavailable	Not available for patrons to borrow but will become available at a later date	No	No	Yes	No	No

#### TIP

1. If the **Sets copy active** is set to NO, an item created with this status will not have the **Active Date** field filled. The date will be filled later when the item achieves a status with **Sets copy active** is set to YES.
2. If Is Available? is set to YES, items with that status will appear in search results when the **Limit to Available** checkbox is checked and can be checked out without needing to be first checked in or have any prompts regarding unavailable status appearing.

## 58.7. Organizational Units

### Sitka Training Video - Configuring Your Library Information (3:03)

Anyone with access to the staff client may view these settings, but only staff with a local system administrator account can make changes for their library.

1. Go to **Administration** → **Server Administration** → **Organizational Units**.
2. Find your library in the tree on the left side of the screen. You may need to expand the arrows.
3. Click on your library name to open the settings for your library. Multi-branch library systems will see an entry for each branch.



- Click on the relevant tab to update your [main settings](#), [hours of operation](#), and [addresses](#).

## 58.7.1. Library Main Settings

### Sitka Snippet Video - Adding or Updating Your Library's Contact Information (1:53)

Local system administrators can add or update the library's main contact information on the *Main Settings* tab for their library. Multi-branch libraries can enter information at the system level and/or the branch level.

- Enter or update the information in the *Phone Number* and/or *Email Address* fields.

- Click **Save**.
- Evergreen will use this information in notifications that go out to patrons as well as display it on the [Library Information](#) page in your public catalogue.



## 58.7.2. Library Hours of Operation

### Sitka Snippet Video - Setting or Updating Your Library's Hours of Operation (1:44)

Local system administrators can add or update the library's hours of operation on the *Hours of Operation* tab. Multi-branch libraries should enter information at the branch level.

These are the library's regular weekly hours; holidays and other closures are recorded in the [Closed Dates Editor](#).

1. Enter the open and closed times you would like. Click **Closed** for any days where you are closed for the entire day.
2. Add any needed notes to the appropriate days of the week. This text will display with your open hours in the public catalogue.
3. Click **Apply Changes**.

	Open Time	Close Time	
Monday	12:00 AM	12:00 AM	Closed
	Note (optional)	e.g. 'Closed for lunch from Noon to 1'	
Tuesday	10:00 AM	06:00 PM	Closed
	Note (optional)	e.g. 'Closed for lunch from Noon to 1'	
Wednesday	10:00 AM	06:00 PM	Closed
	Note (optional)	e.g. 'Closed for lunch from Noon to 1'	
Thursday	10:00 AM	08:00 PM	Closed
	Note (optional)	Closed for lunch from noon to 1:00pm	
Friday	10:00 AM	06:00 PM	Closed
	Note (optional)	e.g. 'Closed for lunch from Noon to 1'	
Saturday	11:00 AM	05:00 PM	Closed
	Note (optional)	e.g. 'Closed for lunch from Noon to 1'	
Sunday	11:00 AM	05:00 PM	Closed
	Note (optional)	e.g. 'Closed for lunch from Noon to 1'	

Clear Hours of Operation

**Apply Changes**

4. Evergreen will use this information when calculating due dates, overdue fines, and for hold targeting. This information will also display on the [Library Information](#) page in your public



catalogue.

#### NOTE

Hours of operation and [closed dates](#) affect due dates, overdue fines, and hold targeting.

- Due dates: Due dates that would fall on closed days are automatically pushed forward to the next open day.
- Overdue fines: Overdue fines are not charged on days when the library is closed unless the library setting *Charge fines on overdue circulations when closed* is set to TRUE.
- Hold Targeting: Items at a closed library will not be targeted for holds unless the library setting *Target copies for a hold even if copy's circ lib is closed* or *Target copies for a hold even if copy's circ lib is closed IF the circ lib is the hold's pickup lib* is set to TRUE.

### 58.7.3. Library Addresses

#### [Sitka Snippet Video - Adding or Updating Your Library's Contact Information \(1:53\)](#)

Local system administrators can add or update the library's addresses on the *Addresses* tab. Multi-branch libraries should enter information at the branch level.

1. Enter or update the information on the applicable subtabs on the *Addresses* tab.
2. Ensure *Is Valid?* is set to *Yes* for all valid addresses.
3. Click **Save**.



Maple Library (MPL)

Main Settings Hours of Operation **Addresses**

Physical Address Holds Address Mailing Address ILL Address

**Address Type** Physical

**Street1** 1234 Main Street

**Street2** (Unset)

**City** Maple

**County** (Unset)

**State** BC (Unset)

**Country** Canada

**Post Code** V1V 1V1

**SAN** 12345678 (Unset)

**Is Valid?** ☒ Yes ☐ No

**Latitude** (Unset)

**Longitude** (Unset)

**Org Unit** Maple Library (MPL)

Get Coordinates Delete **Save**

4. Repeat for the additional addresses on the other tabs.
5. Evergreen will use this information on hold slips, hold transit slips, in notifications sent to patrons, and on the [Library Information](#) page in your public catalogue. Libraries should ensure information is entered for all four address types as Evergreen uses different addresses for different functions.

The value in the *State* (Province/Territory) field on the *Mailing Address* subtab MUST be set to BC for BC libraries, MB for Manitoba libraries, and ON for Ontario libraries. This field is used to generate the URL in email notifications to take patrons to My Account in your public catalogue. If the province is not entered correctly the links sent to your patrons in your email notifications will not work.

## CAUTION



Physical Address	Holds Address	Mailing Address	ILL Address
Address Type	Mailing		
Street1	11-1234 Main Street		
Street2	<div>(Unset)</div>		
City	Maple		
County	<div>(Unset)</div>		
State	BC		
Country	Canada		



# Chapter 59. Evergreen Self Check

## Administrative Set-up

1. Library sets up a computer specifically for self check with the following:
  - a mouse
  - a barcode scanner
  - library security system (RFID pad, demagnetizing equipment, etc.)
  - a keyboard
  - a receipt printer
  - Internet Browser
  - The self check is known to be compatible with Chrome, Firefox and Internet Explorer.
  - a method for locking down access so patrons cannot use the computer for other functions
  - Co-op support recommends that you consult with your local IT support on the best method to lock down your computer.
2. Library contacts Sitka Support to get a self check interface set up with the library's logo and colours.
3. Co-op support supplies library with URL for self check and a self check specific Local System Administrator account.
4. Library saves URL as a favourite in browser or as a shortcut on the computer's desktop for easy access.
5. Library sets needed self check library settings. For details, refer to [Self Check](#)
6. Library teaches patrons to use self check.
7. For instructions on using the native Evergreen Self Check, see [Self Check](#)

### CAUTION

The information in this section is specific to the native Evergreen Self Check which is available to all libraries. For information regarding a third party self check please contact the vendor.



# Chapter 60. Public Catalogue Customizations

Certain things in your public catalogue can be customized for you by Sitka staff. Making these changes takes time, so please ensure you [contact Co-op Support](#) with your requested changes at least one week before you want the changes live.

## 60.1. Appearance

Each library can customize the Evergreen public catalogue with their logo and colours.

The logo should be sent to [contact Co-op Support](#) as a .png file.

### NOTE

Co-op Support recommends thinking about how your logo will display on different devices. Large or long logos may not display well when the public catalogue is viewed on a mobile device.

There can be separate colours for:

- the header
- the footer
- the buttons (search, clear form, my account)
- the facets (to the left of the search results)

Please provide the colours you want in their hex codes. If you like a colour used on another Sitka library's public catalogue, let us know and we can pull the hex code from their site.

By default there are two links in the header - *Library Home* and *My Account*. Additional links can be added to point to other resources and pages the library wishes to include. To have a link added, please send both the link and the text to display to [Co-op Support](#).

By default, the public catalogue displays just the date for due dates. Libraries that have hourly loans can choose to have the due date time included; the due date time will display for all check outs, not just hourly loans.

A temporary banner with text and links can be applied across the top of your public catalogue. The yearly banner for Sitka's Evergreen upgrade will override local banners.

## 60.2. Search Library Scope

Libraries participating in reciprocal borrowing agreements that allow patrons to place holds, like Interlibrary Connect, have three options for how their public catalogue scopes.

1. Only your library displays in the search library list
2. All libraries in your zone display in the search list and your library is the default
3. All libraries in your zone display in the search list and the top organization in the zone is the default



## 60.3. Request a Library Card

Libraries which allow patrons to self register using the [Request a Library Card](#) functionality can add custom text between the form fields and the **Submit Registration** button. This can be used to include information about why the library is collecting the information required in the form and what the library will do with that information.

Libraries can also customize the text that appears after a patron clicks the **Submit Registration** to advise the patron of what will happen next.

To custom text for the request a library card functionality please send the text to display to [Co-op Support](#) and specify if it is for the bottom of the form or for the registration confirmation page.

## 60.4. My Account Login

The text on the My Account login page can be customized if your library has specific information that patrons need for logging in that isn't covered by the default text.

The screenshot shows a login window titled "Login To Evergreen" with a close button (X) in the top right corner. The form contains two input fields: "Library Card Number or Username" (labeled 1) and "Pin Number or Password" (labeled 3). Below the first field is a hint text (labeled 2): "If you are using your library barcode number please include all digits and no spaces." Below the second field is a hint text (labeled 4): "If this is your first time logging in use the PIN number provided by your library, or contact your library for assistance with PIN." There are two links: "Request A Card" (blue text) and "Forgot Your Password?" (blue text). At the bottom left is a checkbox labeled "Stay logged in?". At the bottom right are two buttons: "Close" (grey) and "Log in" (red).

1. Username Label
  - a. This text can be customized.
2. Username Hint
  - a. This text can be customized.
3. Password Label
  - a. This text can be customized.
4. Password Hint
  - a. This text can be controlled by the library setting *uses phone as default pin* which switches the text between wording about a default PIN or using the last 4 digits of the patron's phone number.



- b. This text can also be customized if neither option covers the information your patrons need.

## **60.5. Patron Settings**

The ability for a patron to change their email can be disabled for libraries that require patrons to use an institution issued email address.

The ability for a patron to change their password can be disabled for libraries that use single-sign on or similar products.

The ability for a patron to select hold notification by phone can be disabled for libraries that never contact patrons by phone.

The ability for a patron to change their preferred name can be disabled for academic libraries that send patron files to Co-op Support for loading.

The password strength message can be customized if your library requires different criteria than Evergreen's default.



# Chapter 61. Sitka's Patron Deletion Tool

The Patron Deletion Tool developed by the Sitka team allows local system administrators to delete inactive cards and patron accounts while retaining statistics.

Staff can only delete cards and accounts for patrons whose home library is their library or one of their branches. In some cases staff may need to update a patron's home library in order for an account to be deleted.

Scenario	Action
An active patron lost a card and was issued a new one (using Replace Barcode)	Delete the lost card (optional)
A patron is no longer active and their account should be removed completely	Delete patron account
An active patron has more than one account	Merge the accounts. Choose the card number that you want to keep as the lead record. See <a href="#">Merging Patron Accounts</a> .

## CAUTION

Evergreen checks against all patrons (un-deleted and deleted) to determine whether a username is available to be used.

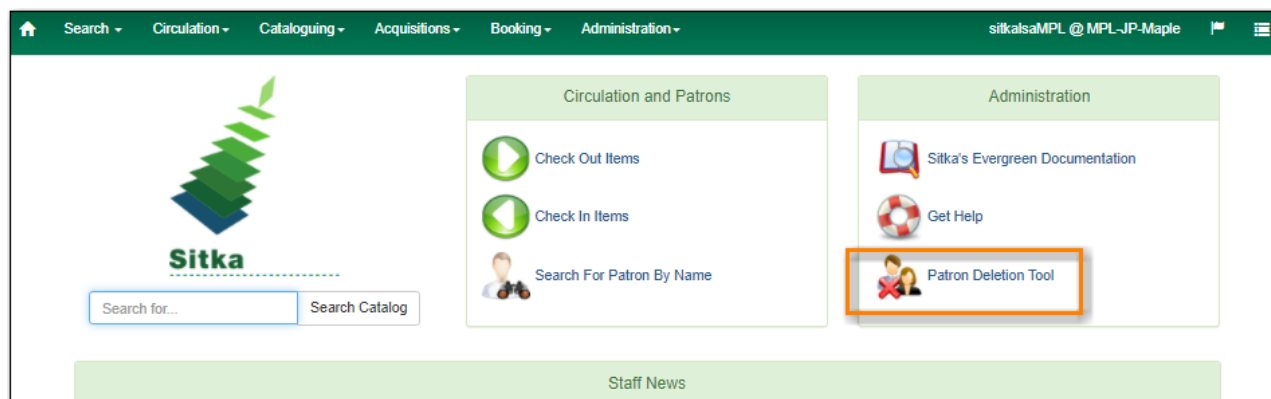
If the patron has not changed the username it will match their barcode.

If there is any possibility that the username or barcode will be needed in the future staff should prefix the username on the current account with DELETED before deleting the account.

## 61.1. Accessing the Patron Deletion Tool

The patron deletion tool can be accessed from the staff client home page.

1. On the staff client home page click **Patron Deletion Tool** found in the Administration box.



2. The Patron Deletion Tool will open in a new tab. Enter a local system administrator username and password and click **Login**.



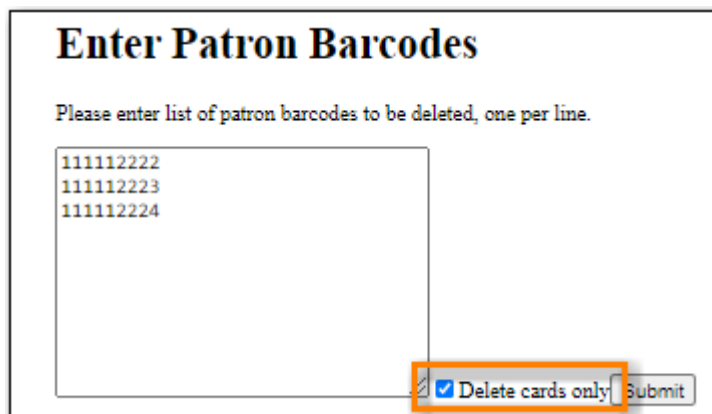


A login form titled "Please Login". It contains a text input field with the username "sitkalsaMPL", a password input field with masked characters ".....", and a "Login" button. The "Login" button is highlighted with an orange border.

## 61.2. Deleting Inactive Cards

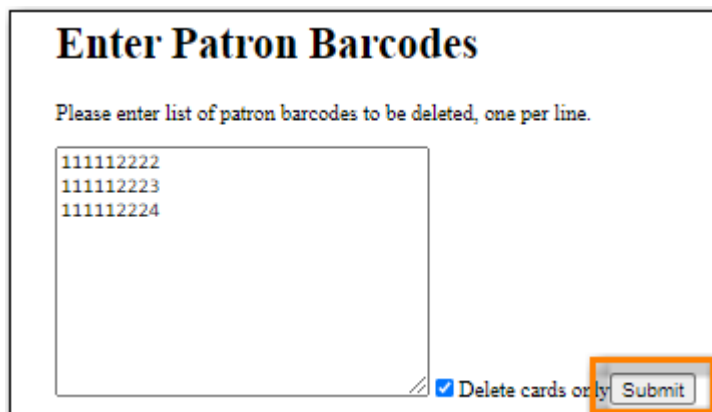
When a patron's card is marked lost and a new barcode is assigned, the old barcode remains in the Evergreen database as an inactive card. Deleting lost or inactive cards is optional, but recommended. Patrons cannot check out items or log into the OPAC with an inactive card, but the lost cards can be used to retrieve the active patron record in the staff client. Whether a library routinely deletes inactive cards is a matter of local policy.

1. In the Patron Deletion Tool enter the barcodes for the cards to be deleted (one barcode per line).
2. Check the box for **Delete cards only**.



A form titled "Enter Patron Barcodes". It contains a text area with the instruction "Please enter list of patron barcodes to be deleted, one per line." and three barcodes: 111112222, 111112223, and 111112224. At the bottom right, there is a checkbox labeled "Delete cards only" which is checked, and a "Submit" button. The checkbox is highlighted with an orange border.

3. Click **Submit**.



A form titled "Enter Patron Barcodes". It contains a text area with the instruction "Please enter list of patron barcodes to be deleted, one per line." and three barcodes: 111112222, 111112223, and 111112224. At the bottom right, there is a checkbox labeled "Delete cards only" which is checked, and a "Submit" button. The "Submit" button is highlighted with an orange border.

4. The confirmation page will appear. Confirm which cards you'd like to delete and click **Delete Checked Cards**.



## Confirm Deletions

### To Be Deleted

Use the checkboxes to indicate which cards you want to delete..

Barcode	Name
<input checked="" type="checkbox"/> 111112223 Ready to delete this card.	Roberts, Smith
<input type="checkbox"/> 111112222 This is the patron's primary card. Please give the patron a new card before deleting this one.	Cooper, Soren
<input checked="" type="checkbox"/> 111112224 Ready to delete this card.	Smith, Jane

- The deletion report lists successfully deleted cards.

## Deletion Report

### Cards Deleted

111112223
111112224

### Not Deleted

111112222
-----------

## 61.3. Deleting Patron Accounts

- In the Patron Deletion Tool enter the barcodes for the accounts to be deleted (one barcode per line).
- Ensure the box for **Delete cards only** is un-checked.
- Click **Submit**.

## Enter Patron Barcodes

Please enter list of patron barcodes to be deleted, one per line.

111112226
111112225
111112222

☐ Delete cards only

- The confirmation page will appear.



NOTE

The deletion tool will flag any accounts with the following:

- Unpaid bills - bills are voided if the account is deleted
- Open circulations - account cannot be deleted until open circulations are resolved by staff
- Active holds - account cannot be deleted until holds are cancelled by staff

5. Confirm which patron accounts you'd like to delete and click **Delete Checked Patrons**.

Barcode	Name
<input checked="" type="checkbox"/> 111112225 Patron has \$15.00 in unpaid fines.	Roberts, Smith
<input checked="" type="checkbox"/> 111112226 Ready to delete this patron.	Smith, Jane
<input type="checkbox"/> 111112222 Patron has 1 active circulations and 1 active holds.	Cooper, Soren

Delete Checked Patrons

6. The deletion report lists successfully deleted cards.

Patrons Deleted
111112226
111112225

Not Deleted
111112222

NOTE

Deleted patron accounts remain in the Evergreen database for reporting purposes but are no longer accessible from the staff client.

## 61.4. Undeleting Patron Accounts

Patron accounts CANNOT be undeleted through the Evergreen staff client. Library staff should always double check to ensure they are deleting the correct accounts.

Please contact [Co-op Support](#) if an account has been accidentally deleted. You must include the account username in your ticket.



# Chapter 62. Library Staff Accounts

In Evergreen library staff accounts are the same as patron accounts with two differences.

1. Staff accounts use Main (Profile) Permissions Groups with permissions that give access to Evergreen's staff functions.
2. Staff accounts have working locations which tell Evergreen which libraries or branches an account can be used at.

## NOTE

When a library staff account expires the staff member is not able to log into the Evergreen staff client until their account has been renewed.

There are two kinds of library staff accounts recommended by Co-op Support:

### Staff Specific Accounts

- Account is specific to a particular staff member and includes their personal details like first and last name.
- Account is used for staff functions only, never used for personal borrowing.
- Account can be granted permissions to use the reporter and/or view report output.
- Account can be updated and transferred to a new staff member preserving access to recurring reports that run from the reporter. The new user MUST complete a [reporter privacy waiver](#) to comply with Sitka's privacy policy.

## NOTE

Libraries are encouraged to use Staff Specific Accounts for all accounts that need access to the reporter in Evergreen to avoid the need to re-set up recurring reports.

### Generic Staff Accounts

- Account is generally specific to a department or function, such as circulation or cataloguing, and is used by multiple staff members.
- Account name is not tied to a specific person. For example, Circulation FrontDesk is a commonly used name.
- Account CANNOT be granted permissions to use the reporter or view report output.

### Staff/Personal Accounts - No Longer Recommended

- Account is specific to a particular staff member and includes their personal details like first and last name.
- Account is used both for performing staff functions and for personal borrowing.
- Account can be granted permissions to use the reporter and/or view report output.
- Account CANNOT be transferred to a new staff member as it is linked to personal borrowing data.

## NOTE

Co-op Support now strongly recommends against using Staff/Personal Accounts due



to issues that have arisen when libraries are closing down a staff member's account after they leave the library.

## 62.1. Creating Library Staff Accounts

### Sitka Training Video - Creating Library Staff Accounts (4:46)

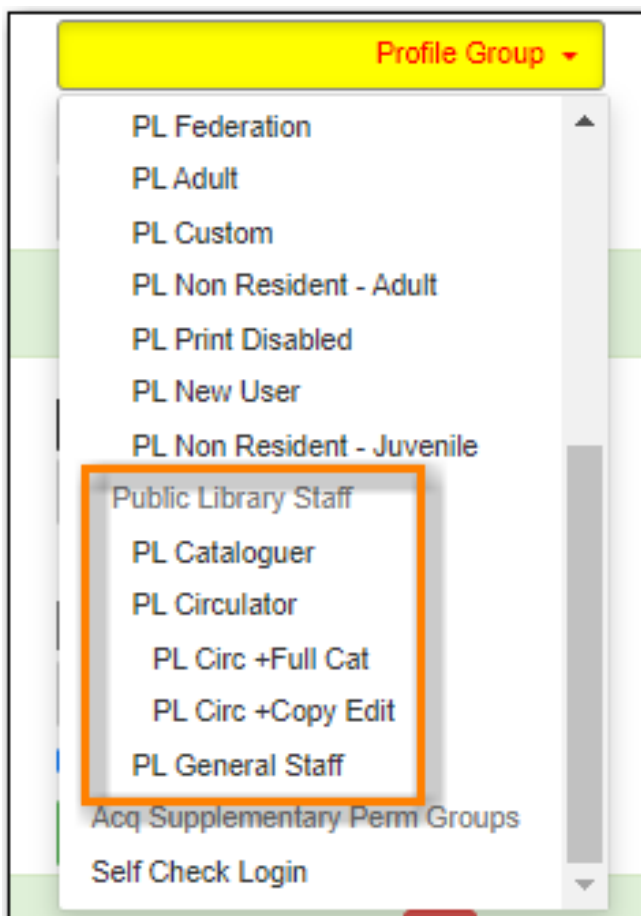
To create a new library staff account register your user as you would a patron taking the following into consideration:

- It is best practice to use a temporary password and then have your staff reset their password to something only they know.
- For an account to be a staff account it needs to have a Main (Profile) Permission Group with library staff permissions. Choose the appropriate permission group for the access the staff member needs.

#### NOTE

The Local System Administrator permission group can only be assigned by Support. Libraries may create an account using any permission group and then submit a request to Support to have the account updated to local system administrator. Please include the account's barcode in the request.

The table in [Staff Account Permission Groups](#) shows what staff functions different permission groups can perform.





This example shows public library staff permission groups. A similar list of groups is available for each library type.

### 62.1.1. Working Locations

#### Sitka Snippet Video - Working Locations (1:05)

After creating the account you need to assign a working location:

1. Retrieve the account.
2. Go to **Other** → **User Permission Editor**.
3. Select the checkbox(es) in front of the library/branches that you want to assign to the account.
4. Scroll down to the bottom to click **Save**.

Check Out   Items Out (0)   Holds (0 / 0)   Bills (\$0.00)   Messages   Edit   **Other** ▼   Pat

User Name: sitkacircCCC-COA   Barcode: sitkacircCCC-COA  
First Name: CIRCULATOR   Middle Name:   Last Name: CCC-COA

**Working Location**

<input checked="" type="checkbox"/>	Coast Campus (CCC-COA)
<input type="checkbox"/>	Cypress Campus (CCC-CYP)
<input type="checkbox"/>	Redwood Campus (CCC-RED)

#### CAUTION

Staff accounts without a working location can not sign into the Evergreen staff client.

## 62.2. Editing Library Staff Accounts

#### Sitka Training Video - Editing Library Staff Accounts (1:08)

All library staff members can update their own username, password, and email addresses by logging into **My Account** in the public catalogue. They can use the **Forgot your Password** link on the **My Account** login screen as well, as long as their staff account contains a valid email address. Updating your staff account in the public catalogue is the same as updating it in the staff client.

#### NOTE

Some libraries have disabled editing of email addresses through My Account.

Local System Administrators can edit staff accounts in the staff client, with the exception of any LSA staff accounts. For edits to Local System Administrator accounts, other than username, password, or email address, contact Support. Please include the account barcode and the changes needed.

## 62.3. Resetting Staff Account Password

#### Sitka Training Video - Managing Passwords(4:02)

Staff passwords can be reset:



- through My Account in your public catalogue.
  - Log into **My Account** and using the *Change* link found on the **Personal Information** tab of **Account Preferences**.

#### Sitka Snippet Video - Changing an Existing Password (1:20)

- through the password reset link in your public catalogue.
  - Use the **Forgot Your Password?** link in the **My Account** login screen on your public catalogue. You must have an email address recorded in your staff account for this to method to work.

#### Sitka Snippet Video - Resetting a Forgotten Password (2:54)

- through your account in the staff client by your local system administrator.
  - Local system administrators can use the **Send Password Reset Link** button on the **Edit** tab in the patron account in the staff client OR assign a new password to staff that are not also local system administrators.
- through a request to [Co-op Support](#).
  - If you are unable to reset your password using one of the other methods, send in a request to Support to have a temporary password assigned and then use the *Change* link in **My Account**.

#### NOTE

Resetting a password by email is disabled for libraries using single sign-on. If your library uses single sign-on you will not be able to use the **Forgot Your Password?** link in your public catalogue or the **Send Password Reset Link** button in the staff client.

Please contact [Co-op Support](#) for the password reset URL for your library.

## 62.4. Staff Account Permission Groups

Below is a general outline of staff account permission levels.

To view a detailed list of permissions for a particular account, go to **Administration** → **User Permission Editor** in the staff client.

Action	General Staff	Circulators	Circ + Copy Edit	Circ + Full Cat	Catalogers	Local System Administrator (LSA)
Basic circulation functions	*	*	*	*	*	*
CheckIn bad status overrides	*	*	*	*	*	*



CheckIn Missing/Lost/ ClaimedRetu rned overrides		*	*	*		*
CheckOut overrides	*	*	*	*	*	*
MaxRenewal Reached override		*	*	*	*	*
Basic patron record	*	*	*	*	*	*
Bar patrons	*	*	*	*		*
Unbar patrons		*	*	*		*
Merge/delete patrons						*
Patron restriction overrides		*	*	*		*
Bills and payments	*	*	*	*		*
Holds	*	*	*	*	*	*
Item/volume records			*	*	*	*
Bib records				*	*	*
Buckets	*	*	*	*	*	*
Create/uploa d offline transactions	*	*	*	*	*	*
Process offline transactions						*
Transit	*	*	*	*	*	*
Abort remote transit			*	*	*	*
Receive serials		*	*	*	*	*



Create serials subscriptions				*	*	*
------------------------------------	--	--	--	---	---	---

#### NOTE

Only users with reporting permissions can access the Reports interface or view report output. To request reporting permissions staff must sign and submit a [Reporter Privacy Waiver](#).

## 62.5. Granting Additional Permissions to Staff Accounts

Additional permissions can be granted to library staff in two ways.

### Secondary Permission Groups

#### [Sitka Snippet Video - Additional Permissions for Library Staff Accounts \(2:03\)](#)

Acquisitions and reporter permissions are granted as secondary permission groups. Acq Admin users can grant acquisitions permissions. Reporter permissions are granted by Support after a [Reporter Privacy Waiver](#) is completed.

The report template *Staff Assigned to Supplementary Permission Group(s)* can be used to generate a list of staff at your library who have a secondary permission group assigned to their account. This template is found under Shared Folders → Templates → Sitka\_templates → Patrons → Others.

### Individual Permissions

Local System Administrators may selectively grant additional permissions available to LSA accounts to other non-LSA accounts.

In the example below a Circ + Full Cat account is granted permission to process offline transactions, a function which otherwise requires an LSA login.

1. Log in to Evergreen with a local system administrator account.
2. Find the staff account on **User Permission Editor**. You may search for the patron account, then go to **Others** → **User Permission Editor**, or go to **Administration** → **User Permission Editor** to search for the account by barcode.
3. When User Permission Editor is loaded, scroll down the permission list to find **OFFLINE\_EXECUTE**.
4. Select the checkbox in **Applied** column.
5. Scroll down to the bottom to click **Save**.



Permission	Applied	Depth	Grantable
ABORT_REMOTE_TRANSIT	<input type="checkbox"/>	Branch ▼	<input type="checkbox"/>
ABORT_TRANSIT	<input checked="" type="checkbox"/>	Library ▼	<input type="checkbox"/>
ABORT_TRANSIT_ON_LOST	<input type="checkbox"/>	Branch ▼	<input type="checkbox"/>
OFFLINE_CREATE_SESSION	<input type="checkbox"/>	Branch ▼	<input type="checkbox"/>
OFFLINE_EXECUTE	<input type="checkbox"/>	Branch ▼	<input type="checkbox"/>
OFFLINE_UPLOAD	<input checked="" type="checkbox"/>	Library ▼	<input type="checkbox"/>

#### TIP

- **Permission:** List of permission names. For help correlating permissions to specific Evergreen functions please contact Support.
- **Applied:** If checked the permission is granted to this account.
- **Depth:** limits application to the staff member's library and should be left at the default. Evergreen blocks attempts to set Federation- or Sitka-wide privileges.
- **Grantable:** If checked this staff account will be able to grant the new privilege to other accounts (not recommended).

## 62.6. Searching for Library Staff Accounts

Library staff accounts can be retrieved via Patron Search and Check Out the same as a patron account.

You can easily retrieve a list of all library staff accounts at your library through the Patron Search.

1. Set **Profile Group** to the Library Staff group applicable to your library type.
2. Set the organizational unit to your library or system.
3. Click **Search**.

Check Out	Items Out	Holds	Bills	Messages	Edit	Other ▼
Last Name	First Name	Middle Name	Name Keywords	Search		ⓘ
Barcode	Alias	Username	Email	Clear Form		
Identification	Phone	Street 1	Street 2	City		
Province/Territory	Post Code	Public Library Staff ▼	MPL	Parent/Guardian		
DOB Year	DOB Month	DOB Day	Database ID	<input type="checkbox"/> Include Inactive?		

Support recommends reviewing your staff accounts on a regular basis and closing accounts for staff who no longer work at your library.

## 62.7. Closing Library Staff Accounts

[Sitka Training Video - Closing Library Staff Accounts \(1:56\)](#)

When a staff member leaves the library their staff access should be disabled in a timely manner.



A local system administrator at your library needs to do the following:

- remove the working location(s) from the account.
- change the main permission group to a patron permission group.
  - contact Support to have the permission group changed for local system administrator accounts.
- contact Support if the staff member had access to view report output or use the reporter.

If the former staff member will not be using the account as a personal borrowing account a local system administrator can use the [patron deletion tool](#) to delete the account.

Additionally, if the staff member had access to any other library accounts, such as generic accounts, those staff accounts must have their [passwords updated](#).

### 62.7.1. Recurring Reports

If the account being closed is currently used to run recurring reports for the library you have two options for handling those reports:

1. If the account has only ever been used for staff access (no personal borrowing) you can update the name and details on the account (or contact Support in the case of a LSA). The new user **MUST** complete a [reporter privacy waiver](#) to comply with Sitka's privacy policy. **OR**
2. If the account has been used as both a staff and personal borrowing account the reports will need to be moved to a new staff member.

#### Moving Reports to a New Staff Member

1. Ensure that folder(s) the report templates currently reside in are shared with your library. Sharing them makes them visible to anyone at your library who has signed the Full Reporter Privacy Waiver and so has access to the Reporter.
2. The new staff member handling reports logs in and clones all the needed report templates into their own folders, same as you would clone a report from the Sitka Templates folder.
3. Any recurring reports running from the old account need to be cancelled by going into the Reports folder for each report and deleting the report.

#### CAUTION

Deleting reports also deletes any output attached to the report so make sure to download any needed report output as Excel or CSV files and save them to your computer or network drive.



# Chapter 63. Patron Notifications

Libraries can opt in to a number of automated patron notifications. These notifications are set up by Co-op Support. If you are unsure what notifications your library has set up, please contact [Co-op Support](#).

Local system administrators can view but not edit the action trigger templates used by their library see [Action Triggers](#) for instructions.

Notifications are sent in three ways, depending on the notification:

- Email - sent directly to the patron
- SMS Text Message - sent directly to the patron
- Mail - sent to the library as a PDF to be printed and mailed out

## 63.1. Email Notifications

When sending out emails the BC Libraries Cooperative needs to follow all of the best practices and conventions in order to avoid our emails being marked as spam and to have the best chance of the emails being delivered successfully to your patrons. One of the important things we do is ensure that any emails sent from our servers have a *From* address with a domain that can be verified as coming from our servers. This means that all emails sent by Evergreen will come from

```
noreply-YOURLIBRARYCODE@catalogue.libraries.coop.
```

How this displays to your patrons will depend on their email client.

To discourage patrons from responding to these automated notifications most of them start with *This is an automated message. Please do not reply to this email.*

In the email notification templates the *Reply to* address is set to use the email address set for your library in the library setting *Sending email address for patron notices*. This ensures that if patrons do reply those replies are directed to the email of your choice. Bounced emails are also directed to this email address and we encourage staff to [invalidate any email addresses](#) that bounce to help keep us from being blacklisted by email providers.

Email notifications from Sitka's Evergreen are not spam and should not be marked as spam by either patrons or staff. If patrons do not wish to receive them they can opt out of receiving most notification emails through the [Notification Preferences](#) in *My Account*. When this box is unchecked patrons will not receive courtesy, overdue, autorenew, emergency closing, new patron, patron account expiration, or fine limit exceeded notifications.

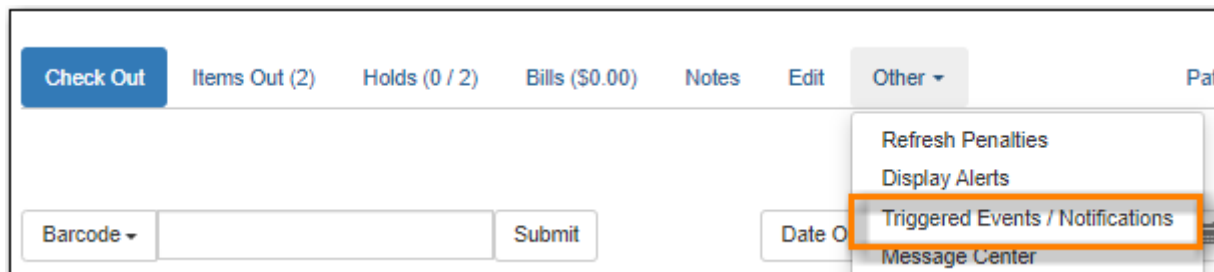
## 63.2. Checking for Notifications



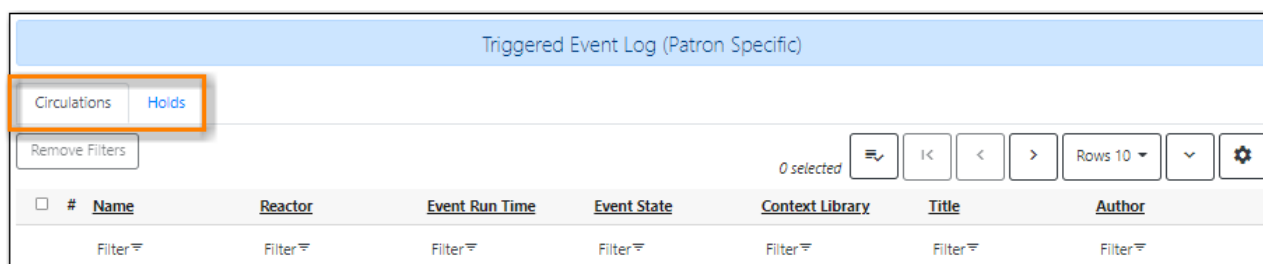
Evergreen keeps a record, called a triggered event, of courtesy, overdue, and hold notifications sent out via email and SMS text message. You can check to see whether or not a notification was generated.

These records are kept for 3 to 6 months, depending on the type of notification.

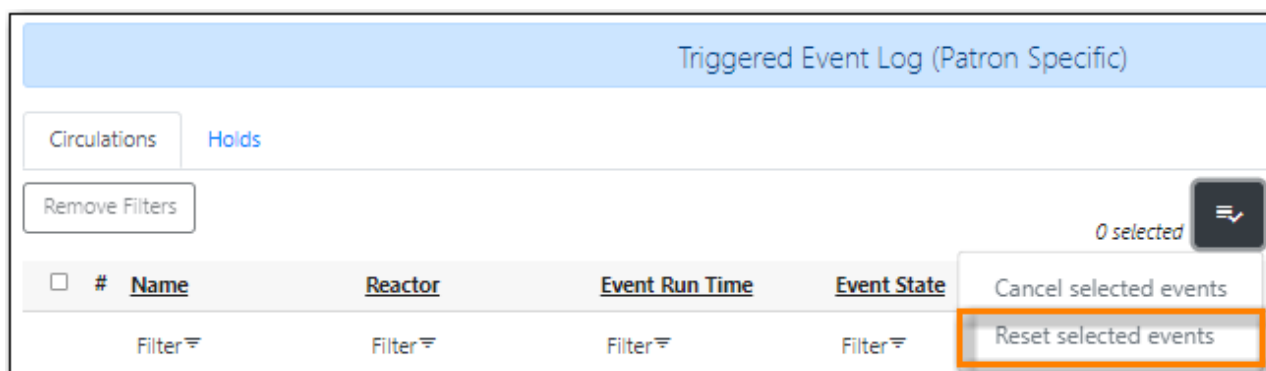
1. To view notifications in the patron account, select **Other** → **Triggered Events/Notifications**.



2. By default completed courtesy and overdue notifications are displayed with the oldest notifications listed first.
3. You can use the tabs to switch between circulation and hold events.



4. You can re-send a completed notification by selecting it and clicking **Reset selected events**.



5. You can cancel a pending notification by selecting it and clicking **Cancel selected events**.



**NOTE**

Triggered events with a state of Invalid or Error encountered a problem during the generation process. In these cases no notices were generated.

States such as Pending may last for a short period of time while the event is being processed.

## 63.3. Courtesy Notifications

Courtesy notifications are generated and sent via email and/or SMS text message ahead of an item being due. **If a library has both email and SMS text message courtesy notifications enabled patrons will receive both.**

**CAUTION**

If the due date is extended via **Edit Due Date** after the courtesy notification is sent out, no additional courtesy notification will be generated. Staff are encouraged to use the **Renew** or **Renew with Specific Due Date** functions instead to ensure additional notifications are generated in due course.

### 63.3.1. Email Courtesy Notifications

Courtesy notices are generated and sent via email to patrons before an item is due. The standard interval is 3 days ahead of the due date but this can be customized. Only patrons with email addresses in their patron account will receive email courtesy notifications.

To customize the wording or the interval of the notification please contact [Co-op Support](#).

### 63.3.2. SMS Text Message Courtesy Notifications

The SMS text message courtesy template is shared by all Sitka libraries and cannot be customized.

Libraries must opt in to have these notifications turned on. Please contact [Co-op Support](#) to opt in.

Library courtesy notifications are generated and sent via SMS text message to patrons 3 days before an item is due. Patrons must have a default Default SMS/Text Number and Default SMS Carrier saved in their patron account to receive these notifications. See [Patron Account Fields](#) for more information on these fields.



**CAUTION**

The process that generates courtesy notices runs early in the morning. SMS text messages are sent around **2:00am** PT.

## 63.4. Overdue Notifications

Overdue notifications are available via email and paper. Library staff can also run reports to generate a list of patrons to manually phone.

### 63.4.1. Email Overdue Notifications

Overdue notifications can be sent via email at intervals desired by the library. The standard intervals are 7 and 14 days after an item is due but this can be customized.

To customize the wording or the interval of the notifications please contact [Co-op Support](#).

### 63.4.2. Paper Overdue Notices

Evergreen can generate a PDF file of overdue notices which is then emailed to the library to be printed and distributed to patrons.

These notices are created and emailed daily. An email with an empty PDF file means that there are no items for that day that meet the criteria to have a paper overdue notice generated. If you do not receive the daily email with the PDF file please contact [Co-op Support](#) as this means that paper overdues are not generating as expected.

Paper overdues can be generated at the following intervals 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10 weeks after the item becomes due. The intervals define when a second, third, or fourth, and so on, letter is sent out.

Paper overdues at 1 and 2 weeks overdue are generated for only for patrons without email addresses in their account. From the 3 weeks onwards the notices are generated for all applicable patrons.

The final paper overdue notice, at the interval of your choosing, can be set up as a billing notice and can include the item replacement cost and applicable processing fees. The replacement cost comes from the *Price* [item attribute](#); if this attribute is blank the value set for the library setting *Default Item Price* is used instead. The processing fee uses the value from the library setting *Lost Materials Processing Fee*.

To set up paper overdues for your library, update your existing notices, or update the email address the PDF file is sent to please contact [Co-op Support](#).

### 63.4.3. Overdue Notifications by Phone

In some circumstances staff may wish to manually contact patrons with overdue items via the



phone.

You can use the report template *Overdues Within Time Span -Phone List for Patrons without Email (based on Checkout Library)* to generate a list of patrons with overdue items in the timeframe you specify that do not have an email address on file.

You can also use the report template *Overdues Within Time Span - General (Based on Checkout Library)* to generate a list of all patrons with overdue items in the timeframe you specify.

Both of these report template can be found under **Shared Folders** → **Sitka\_templates** → **Circulation** → **Overdue and others**. These reports can be run as a one off or set up as a [recurring report](#) which emails the report to the specified staff email.

#### 63.4.4. Overdue Mark Lost Notification

Evergreen can automatically mark items as lost that have been overdue for a specified period of time. When this process runs the item is set the status of lost and a lost bill is applied to the patron's account. The bill includes the item's replacement cost from the *Price item attribute*, if this attribute is blank the value set for the library setting *Default Item Price* is used instead, and a processing fee from the value in the library setting *Lost Materials Processing Fee*.

When enabled the Overdue Mark Lost notification is sent via email to patrons when Evergreen automatically marks an item as lost. This notification is not sent when staff manually mark an item as lost.

If you use paper overdues you may to have this set up so that items are marked lost in tandem with a paper overdue billing notice being generated.

To customize the wording of the notification or set up the automatic to lost process please contact [Co-op Support](#).

### 63.5. Circulation Notifications

#### 63.5.1. Check Out Receipts

Patrons have the option to receive their check out receipt via email. This receipt is set globally and cannot be customized.

The Evergreen self check can also send a check out receipt via email. This receipt is also set globally and cannot be customized.

#### 63.5.2. Autorenew Notification

Libraries that allow Evergreen to auto renew their items through their [circulation policies](#) can also have Evergreen send an email notification to inform patrons whether or not their item(s) were successfully auto renewed.



To customize the wording of the notification or set up the autorenew process please contact [Co-op Support](#).

### 63.5.3. Emergency Closing Notification

When the [emergency closing](#) function in the Closed Dates Editor is used to extend existing due dates Evergreen will send out an email notification to let your patrons know that their due dates have changed.

This notification is set globally and cannot be customized.

## 63.6. Hold Notifications

Evergreen has a number of notifications that can be sent via email regarding patron holds.

To opt in to a specific hold notification or to customize the wording of a notification please contact [Co-op Support](#).

### 63.6.1. Hold Ready For Pickup

Depending on the notification option selected when a hold is placed, a patron will be notified via email, SMS text message, or a manual phone call when their hold is captured.

Email notifications are automatically sent to patrons when a hold is captured after a processing delay. By default the delay is 30 minutes but this can be customized if a library needs a longer or shorter processing delay.

SMS text message notifications are automatically sent 30 minutes after the hold is captured. This processing delay is global and cannot be customized. The wording of the SMS text message is also global and cannot be customized.

Phone notifications are done manually by library staff.

See [Capturing Holds](#) for information on determining how a patron has been notified about a captured hold.

### 63.6.2. Hold Expires from Hold Shelf Soon

An additional email notification can be sent to remind patrons of a hold that is awaiting pick-up. This notification can be scheduled to go out a few days before the hold expires from the hold shelf.

### 63.6.3. Holds Cancelled by Staff

An email notification can be sent to patrons when library staff [cancel their hold](#) in the staff client. If staff include a note when cancelling the hold that note will appear in the notification.



#### 63.6.4. Shelf Expired Holds Cancellation

An email notification can be sent to patrons when holds are [cleared from the hold shelf](#) because they were not picked up and have now expired.

#### 63.6.5. Hold Group Hold Placed for Patron

Libraries using [Hold Groups](#) can enable this email notification so that their patrons receive an email when a new hold is placed for them through a hold group.

### 63.7. Patron Account Related Notifications

#### 63.7.1. Welcome to New Patron Notification

An email notification can be sent to patrons after you register them in Evergreen. The notification welcomes them to the library and can include any information you feel is relevant for your new patron. If the patron receives the email it is also a confirmation that the email address in their account is correct.

These notifications are sent for patrons that are automatically loaded into Evergreen from another source, such as a post-secondary's registrar's office.

By default the notification is sent within 2 minutes of the account being created. To customize the wording or the time frame of the notification please contact [Co-op Support](#).

#### 63.7.2. Patron Account Expiration Notification

An email notification can be sent to patrons to warn them their library account is about to expire. This is intended to give patrons time to renew their account before they lose access to library services and may be especially useful for patrons who use primarily use electronic resources.

By default the notification is sent 30 days before the patron's account expires. To customize the wording or the time frame of the notification please contact [Co-op Support](#).

#### 63.7.3. Fine Limit Exceeded Notification

An email notification can be sent to patrons when they reach the fine limit set in your [Group Penalty Thresholds](#). When a patron exceeded the fine limit they are blocked from renewing items and checking out new items so can be useful to alert patrons before they come into the library.

To customize the wording of the notification please contact [Co-op Support](#).

#### 63.7.4. Test Notification

Library staff and patrons can initiate [test email and test SMS text messages](#) to confirm the information in the patron's account is correct. These test notifications are sent after a 1 minute delay. The notifications are set globally so the wording and delay cannot be customized.



### 63.7.5. Password Reset Notification

Through the public catalogue patrons and staff can initiate a [password reset](#) for their account. As part of this process an email notification is sent to the user within minutes. The notification is set globally so the wording and delay cannot be customized.



# Chapter 64. Evergreen System Requirements

Evergreen runs smoothly on most modern computers with a good internet connection. To ensure your system is ready for migration here are a few tips and minimum requirements.

## Internet Connectivity

Most internet traffic uses moments of brief connectivity rather than a persistent connection so it is not unusual when experiencing connectivity issues to notice it in the Evergreen staff client.

Evergreen will work down to a 3Mbps connection, but the performance will get progressively worse the lower the connection speed gets. While Evergreen will be functionally usable at 3Mbps it may of limited use at lower speeds. Ideally it runs at 12Mbps.

*Table 46. Recommended Internet Connection Speeds*

Category	Downstream	Upstream	Latency (to Sitka)
Bare Minimum To Function	3Mbps	786Kbps	less than 200ms
Adequate	6Mbps	1Mbps	less than 125ms
Ideal	12Mbps	2Mbps	less than 75ms

Most of the bandwidth usage in a library is not from Evergreen, but from other usage of the internet by both staff and patrons. When staff workstations share an ISP connection with public workstations libraries ideally should have at least 1.5-2x more down/upstream capacity than what is recommended in the table above.

## Evergreen Staff Client

The Evergreen staff client is accessed using the Chrome web browser and connects to the central server.

Computers used for accessing the Evergreen staff client require the following:

- Operating System
  - Windows 10 or 11. Users may need to manage privacy settings based on best practice in Windows community or on advice of your IT department or vendor.
  - Mac OS X 13.7 or higher.
  - Linux
- Internet Browser
  - Chrome - updated to the newest available version. Chrome is the web browser officially supported for Evergreen by Co-op Support.
  - Firefox - updated to the newest available version. Firefox is not officially supported by Co-op Support but can be used temporarily if needed.
- a reliable high speed internet connection



**NOTE**

The Evergreen staff client will not display properly on computers running older unsupported operating systems and using older unsupported versions of Chrome.

We strongly recommend that libraries ensure their staff computers are running a supported operating system.

**OPAC Terminals**

There is no stand-alone public catalogue client for Evergreen. Patrons search the catalogue using a web browser.

Computers used for accessing the public catalogue at minimum require the following:

- a reliable high speed internet connection
- a web browser, e.g. Firefox, Chrome or Edge

To limit your OPAC terminals to catalogue searches local configuration will be required.

**Barcode Scanners**

Evergreen will work with virtually any barcode scanner - if it worked with your legacy system it should work on Evergreen.

**Printers**

Evergreen can use most desktop or roll printers configured for your terminal to print receipts, check-out slips, holds lists, spine labels, etc.



# Appendix A: Licensing



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# Appendix B: Character Codes for Leader and 008 Field Grid

This table lists the abbreviations used in Evergreen's Leader and 008 Field Grid for the characters of the [Leader](#) and [008](#). Please refer to [MARC 21 Format for Bibliographic Data/ Normes MARC 21](#) for more information on particular characters.

Evergreen Code	Field	Character(s)	Name
AccM	008	24-29	Accompanying Matter
Alph	008	33	Original Alphabet or Script of Title
Audn	008	22	Target Audience
Biog	008	34	Biography
BLvl	Leader	07	Bibliographic Level
Comp	008	18-19	Form of Composition
Conf	008	29	Conference Publication
Cont	008	24-27	Nature of Contents
CrTp	008	25	Type of Cartographic Material
Ctrl	Leader	08	Type of Control
Ctry	008	15-17	Place of Publication, Production or Execution
Date1	008	07-10	Date 1
Date2	008	11-14	Date 2
Desc	Leader	18	Descriptive Cataloguing Form
Dtst	008	06	Type of Date/Publication Status
ELvl	Leader	17	Encoding Level
EntW	008	24	Nature of Entire Work
Fest	008	30	Festschrift
File	008	26	Type of Computer File
Fmus	008	20	Format of Music
Form	008	23 or 29	Form of Item
Freq	008	18	Frequency



Gpub	008	28	Government Publication
Ills	008	18-21	Illustrations
Indx	008	31	Index
Lang	008	33-37	Language
LitF	008	33	Literary Form
LText	008	30-31	Literary Text for Sound Recordings
MRec	008	38	Modified Record
Orig	008	22	Form of the Original Item
Part	008	21	Music Parts
Proj	008	22-23	Projection
Regl	008	19	Regularity
Relf	008	18-21	Relief
SpFm	008	33-34	Special Format Characteristics
Srce	008	39	Cataloging Source
SrTp	008	21	Type of Continuing Resource
Tech	008	34	Technique
Time	008	18-20	Running Time for Motion Pictures and Videorecordings
TMat	008	33	Type of Visual Material
TrAr	008	33	Transposition and Arrangement
Type	Leader	06	Type of Record



# Appendix C: Report Definition Examples

## C.1. Circulation Related Statistics

### C.1.1. LIBRARY: Inbound ILC holds count for selected month

*Found under Shared Folders → Templates → Sitka\_templates → Intra-federation ILL stats.*

Recommended Recurrence Interval: **Monthly**

1. Enter a name that doesn't include a specific date as this report will run every month. For example, "Monthly Inbound ILC", not "January Inbound ILC".
2. Add your library.
3. Choose **Relative Date** and add **1 Month(s) ago**.
4. Check the box for Recurring Report.
  - a. Set the **Recurrence Interval** to 1 Month(s).
  - b. Check the box beside the date and set the date to the first of the next month.
  - c. Set the time to between 1:00am PT and 4:00am PT.



Template Name:	LIBRARY: Inbound ILC holds count for selected month		
Template Creator:	GreenLand_templates		
Template Description:	Your library is the borrowing library. Select your library for the Destination Library filter.		
Report Name:	Name Your Report	1	
Report Description:			
Report Columns:	Send Year + Month Parent of lending library Lending library Count		
Pivot Label Column:	-- Select One (optional) --		
Pivot Data Column:	Count		
Choose a folder to store this report definition:	Selected Folder: Holds Report Folders Circulation Collection Holds Overdues		

Column	Transform	Action	User Params
Organizational Unit -> Organizational Unit ID <u>This is the borrowing library.</u>	Raw Data	In list	BRL-BRL BRL-BRB BRL-CBB BRL-DVB MPL Add/Del MPL
Hold Transit -> Send Date/Time	Year + Month	In list	Relative Date 1 Month(s) ago Add/Del 1 Month(s) ago
Hold Transit -> Cancel Date/Time	Raw Data	Is NULL	

**Output Options**

- ☒ Excel Output
- ☐ CSV Output
- ☐ Calculate grouping subtotals
- ☒ HTML Output
  - ☒ Bar Charts
  - ☐ Line Charts

Recurring Report:	<input checked="" type="checkbox"/>
Recurrence Interval:	1 Month(s)
<input type="checkbox"/> Run as soon as possible	
<input checked="" type="checkbox"/> 2023-07-01 3 AM	

Send completion notification to this Email address: Your email here

Choose a folder to store this report's output:

Selected Folder: Holds

Output Folders

Circulation

Collection

Holds

Overdues

Save Report Cancel

### C.1.2. LIBRARY: Outbound ILC holds count for selected month

Found under Shared Folders → Templates → Sitka\_templates → Intra-federation ILL stats.



Recommended Recurrence Interval: **Monthly**

1. Enter a name that doesn't include a specific date as this report will run every month. For example, "Monthly Outbound ILC", not "January Outbound ILC".
2. Add your library.
3. Choose **Relative Date** and add **1 Month(s) ago**.
4. Check the box for Recurring Report.
  - a. Set the **Recurrence Interval** to 1 Month(s).
  - b. Check the box beside the date and set the date to the first of the next month.
  - c. Set the time to between 1:00am PT and 4:00am PT.



Template Name:	LIBRARY: Outbound ILC holds count for selected month		
Template Creator:	GreenLand_templates		
Template Description:	Your library is the lending library. Select your library for the Circulating Library filter.		
Report Name:	Name Your Report <span style="border: 1px solid orange; padding: 2px;">1</span>		
Report Description:	<div></div>		
Report Columns:	Send Year + Month Parent of borrowing library Borrowing library Count		
Pivot Label Column:	-- Select One (optional) -- ▾		
Pivot Data Column:	Count ▾		
Choose a folder to store this report definition:	Selected Folder: Holds Report Folders Circulation Collection Holds Overdues		

Column	Transform	Action	User Params
Organizational Unit -> Organizational Unit ID <u>This is lending library. Highlight your library, then click Add.</u>	Raw Data	In list <span style="border: 1px solid orange; padding: 2px;">2</span>	<div>           BRL-ARE            BRL-BRB            BRL-CBB            BRL-DVB            MPL         </div> <div>           Add Del            MPL         </div>
Hold Transit -> Send Date/Time	Year + Month	In list <span style="border: 1px solid orange; padding: 2px;">3</span>	<div>           Relative Date ▾ 1 ▾ Month(s) ago         </div> <div>           Add Del            1 Month(s) ago         </div>
Hold Transit -> Cancel Date/Time	Raw Data	Is NULL	

**Output Options**

- ☒ Excel Output
- ☐ CSV Output
- ☐ Calculate grouping subtotals
- ☒ HTML Output
  - ☒ Bar Charts
  - ☐ Line Charts

Recurring Report:	<input checked="" type="checkbox"/>
Recurrence Interval:	1 ▾ Month(s) ▾ <span style="border: 1px solid orange; padding: 2px;">4</span>
<input type="checkbox"/> Run as soon as possible	
<input checked="" type="checkbox"/> 2023-07-01 3 AM ▾	
Send completion notification to this Email address:	Your email here
Choose a folder to store this report's output:	Selected Folder: Holds Output Folders Circulation Collection Holds Overdues

Save Report Cancel

### C.1.3. Monthly Circulation by Circulation modifier

Found under Shared Folders → Templates → Sitka\_templates → Circulation → Monthly Circulation



*Stats.*

Recommended Recurrence Interval: **Monthly**

1. Enter a name that doesn't include a specific date as this report will run every month. For example, "Monthly Circulation by Circ Modifier", not "January Circulation by Circ Modifier".
2. Choose **Relative Date** and add **1 Month(s) ago**.
3. Add your library or your branch(es).
4. Check the box for Recurring Report.
  - a. Set the **Recurrence Interval** to 1 Month(s).
  - b. Check the box beside the date and set the date to the first of the next month.
  - c. Set the time to between 1:00am PT and 4:00am PT.



Template Name:	Monthly Circulation by Circulation modifier (New 3.1)		
Template Creator:	GreenLand_templates		
Template Description:	Number of circulations (including renewal) occurred at a library. Circulation modifiers not on the list had 0 circulation. That item's owning library is not your library means the item was checked out or renewed at your library, or your library's patron borrowed other library's items then renewed them on OPAC. The renewal counts are included in this report.		
Report Name:	Name Your Report	1	
Report Description:			
Report Columns:	Volume's Owning Library Item's Circulating Library Circulating Library Circulation Modifier Check Out Year and Month Count of Cires		
Pivot Label Column:	-- Select One (optional) --		
Pivot Data Column:	Count of Cires		
Choose a folder to store this report definition:	Selected Folder: Circulation <a href="#">Report Folders</a> <a href="#">Circulation</a> <a href="#">Collection</a> <a href="#">Holds</a> <a href="#">Overdues</a>		

Column	Transform	Action	User Params
Circulation -> Checkout Date/Time	Year + Month	In list	2 Relative Date 1 Month(s) ago Add Del 1 Month(s) ago
Circulation -> Checkout / Renewal Library	Raw Data	In list	3 BRL-BRL BRL-BRB BRL-CBB BRL-DVB MPL Add Del MPL

**Output Options**

- ☒ Excel Output
- ☐ CSV Output
- ☐ Calculate grouping subtotals
- ☒ HTML Output
  - ☒ Bar Charts
  - ☐ Line Charts

Recurring Report: ☒

Recurrence Interval: 1 Month(s) 4

☐ Run as soon as possible

☒ 2023-07-01 3 AM

☒ Send completion

Notification to this Email address: Your email here

Choose a folder to store this report's output:

Selected Folder:

[Output Folders](#)

[Circulation](#)

[Collection](#)

[Holds](#)

[Overdues](#)

Save Report Cancel



### C.1.4. Monthly Circulation by Shelving Location

*Found under Shared Folders → Templates → Sitka\_templates → Circulation → Monthly Circulation Stats.*

Recommended Recurrence Interval: **Monthly**

1. Enter a name that doesn't include a specific date as this report will run every month. For example, "Monthly Circulation by Shelving Location", not "January Circulation by Shelving Location".
2. Choose **Relative Date** and add **1 Month(s) ago**.
3. Add your library or your branch(es).
4. Check the box for Recurring Report.
  - a. Set the **Recurrence Interval** to 1 Month(s).
  - b. Check the box beside the date and set the date to the first of the next month.
  - c. Set the time to between 1:00am PT and 4:00am PT.



Template Name:	Monthly Circulation by Shelving Location (New 3.1)		
Template Creator:	GreenLand_templates		
Template Description:	Number of circulations (including renewal) occurred at a library. Shelving locations not on the list had 0 circulation. That item's owning library is not your library means the item was checked out or renewed at your library, or your library's patron borrowed other library's items then renewed them on OPAC. The renewal counts are included in this report.		
Report Name:	Name Your Report	1	
Report Description:			
Report Columns:	Count of Cirs Check Out Year and Month Shelving Location Circulating Library Item's Circulating Library Volume's Owning Library		
Pivot Label Column:	-- Select One (optional) --		
Pivot Data Column:	Count of Cirs		
Choose a folder to store this report definition:	Selected Folder: Circulation <a href="#">Report Folders</a> <a href="#">Circulation</a> <a href="#">Collection</a> <a href="#">Holds</a> <a href="#">Overdues</a>		

Column	Transform	Action	User Params
Circulation -> Checkout Date/Time	Year + Month	In list	2 Relative Date 1 Month(s) ago Add De  1 Month(s) ago
Circulation -> Checkout / Renewal Library	Raw Data	In list	3 BRL-BRB BRL-CBB BRL-DVB MPL Add De  MPL

**Output Options**

- ☒ Excel Output
- ☐ CSV Output
- ☐ Calculate grouping subtotals
- ☒ HTML Output
  - ☒ Bar Charts
  - ☐ Line Charts

Recurring Report:	<input checked="" type="checkbox"/>
Recurrence Interval:	1 Month(s)
<input type="checkbox"/> Run as soon as possible	
<input checked="" type="checkbox"/> 2023-07-01	3 AM

Send completion notification to this Email address: Your email here

Choose a folder to store this report's output:

Selected Folder: Circulation

[Output Folders](#)

[Circulation](#)

[Collection](#)

[Holds](#)

[Overdues](#)

Save Report Cancel



## C.2. Collection Management

### C.2.1. Circ Modifier: Copies with Selected Circ Modifiers

*Found under Shared Folders → Templates → Sitka\_templates → Collection → Item List by Item Attributes.*

Recommended Recurrence Interval: **None, run as needed**

1. Enter a name that reflects what circulation modifiers you are reporting on.
2. Add your library or your branch(es).
3. Add the circulation modifier(s) for which you would like a list of items using the modifier(s).
4. Ensure the box is checked for **Run as soon as possible**.



Template Name:	Circ Modifier : Copies with Selected Circ Modifiers		
Template Creator:	GreenLand_templates		
Template Description:	Excluding pre-cat items. You may remove the displayed fields that you do not need when cloning the template.		
Report Name:	Name Your Report	1	
Report Description:			
Report Columns:	Title Proper (normalized) Author (normalized) Call Number Label Shelving Location Last Circulation Date Total Circulation Count Active Date/Time Barcode Circulation Modifier		
Choose a folder to store this report definition:	Selected Folder: Collection Report Folders Circulation Collection Holds Overdues		
Column	Transform	Action	User Params
Item -> Circulating Library <u>Highlight a library, then click Add.</u>	Raw Data	In list	BRL-BRB BRL-CBB BRL-DVB MPL Add/Del MPL
Circulation Modifier -> Code	Raw Data	In list	1-day-loan 2-day-loan 2-hour-loan Add/Del 1-day-loan
Item -> Is Deleted	Raw Data	Equals	f
Call Number/Volume -> Call Number/Volume ID	Raw Data	Not in list	-1
<b>Output Options</b> <input checked="" type="checkbox"/> Excel Output <input type="checkbox"/> CSV Output <input type="checkbox"/> Calculate grouping subtotals <input checked="" type="checkbox"/> HTML Output <input checked="" type="checkbox"/> Bar Charts <input type="checkbox"/> Line Charts			
Recurring Report:	<input type="checkbox"/>		
Recurrence Interval:	1 Day(s)		
<input checked="" type="checkbox"/> Run as soon as possible	4		
Send completion notification to this Email address:	Your email here		

## C.2.2. Circ Modifier: Copies without Circ Modifier

Found under Shared Folders → Templates → Sitka\_templates → Collection → Item List by Item Attributes.

Recommended Recurrence Interval: **None, run as needed**

1. Enter a name. You may wish to include a date.
2. Add your library or your branch(es).
3. Ensure the box is checked for **Run as soon as possible**.



Template Name:	Circ Modifier : Copies without Circ Modifier		
Template Creator:	GreenLand_templates		
Template Description:	List items without value in circ modifier field. Excluding pre-cat items.		
Report Name:	Name Your Report <span style="border: 1px solid orange; padding: 2px;">1</span>		
Report Description:	<div style="border: 1px solid gray; height: 20px;"></div>		
Report Columns:	Author (normalized) Title Proper (normalized) ISBN Call Number Owning Library Total Circulation Count Copy Circulating Library Shelving Location Active Date/Time Barcode Call Number Label		
Choose a folder to store this report definition:	Selected Folder: Collection <div>  Report Folders   Circulation   Collection   Holds   Overdues         </div>		

Column	Transform	Action	User Params
Item -> Circulating Library <u>Select a library, then click Add.</u>	Raw Data	In list <span style="border: 1px solid orange; padding: 2px;">2</span>	<div>           BRL-APL            BRL-BRB            BRL-CBB            BRL-DVB            MPL            Add/Del            MPL         </div>
Call Number/Volume -> Call Number/Volume ID	Raw Data	Not in list	-1
Item -> Circulation Modifier	Raw Data	Is NULL	
Item -> Is Deleted	Raw Data	Equals	f

**Output Options**

- ☒ Excel Output
- ☐ CSV Output
- ☐ Calculate grouping subtotals
- ☒ HTML Output
  - ☒ Bar Charts
  - ☐ Line Charts

Recurring Report: ☐

Recurrence Interval: 1 3 Day(s)

☒ Run as soon as possible  
☐ 2024-12-24 Noon

Send completion notification to this Email address: 

Your email here

Choose a folder to store this report's output:
 

Selected Folder: Collection  

Output Folders  
 Circulation  
 Collection  
 Holds  
 Overdues

### C.2.3. Inventory - Scanned Items Count by Shelving Location

Found under Shared Folders → Templates → Sitka\_templates → Inventory.

Recommended Recurrence Interval: **None, run as needed**

1. Enter a descriptive name that includes the date on which you ran the report. You will likely run this report several times over the course of performing inventory.



### New Report

Report Name	Name Your Report	Template Name	Inventory - Scanned Items Count b
Report Description		Template Description	Counts the number of items scann

2. On the *Filters* tab, enter values for the filters.
  - a. Circulating Library = select your library.
  - b. Latest Inventory Date = enter the date on which you started doing inventory.

Columns
Filters
Layout and Scheduling

Previous
Next

Circulating Library
Operator
In List
Filter value
Filter:
Transform
Raw Data

Green Land Consortium
BC Public Libraries
Public Library Federation
Arbutus Public Library
Birch Regional Library
Maple Library
Oak Library
K12 Libraries
Post-Secondary Libraries

Item -> Circulating Library

Is Deleted
Operator
Equals
Filter value
False
Transform
Raw Data

Item -> Is Deleted

Latest Inventory Date
Operator
On or After
Filter value
2025-06-01
Transform
Date

Item -> [Right Required] Latest Inventory -> Latest Inventory Date

3. On the *Layout and Scheduling* tab, ensure the box is checked for **Run Report Now**.

Recurrence
☐ Recurring Report?

Scheduling
☒ Run Report Now
☐ Schedule Report For Later

Email
Email Address
Your email here

Previous
Save and schedule report

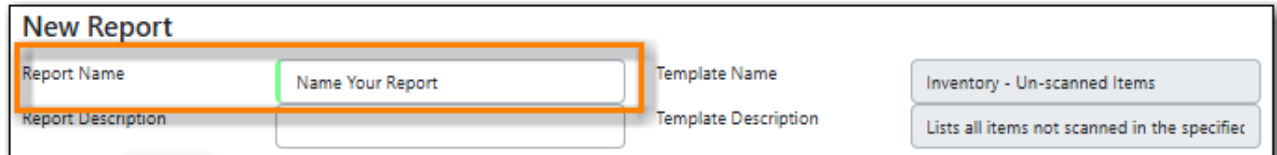


## C.2.4. Inventory - Un-scanned Items

Found under Shared Folders → Templates → Sitka\_templates → Inventory.

Recommended Recurrence Interval: **None, run as needed**

1. Enter a descriptive name.



**New Report**

Report Name:

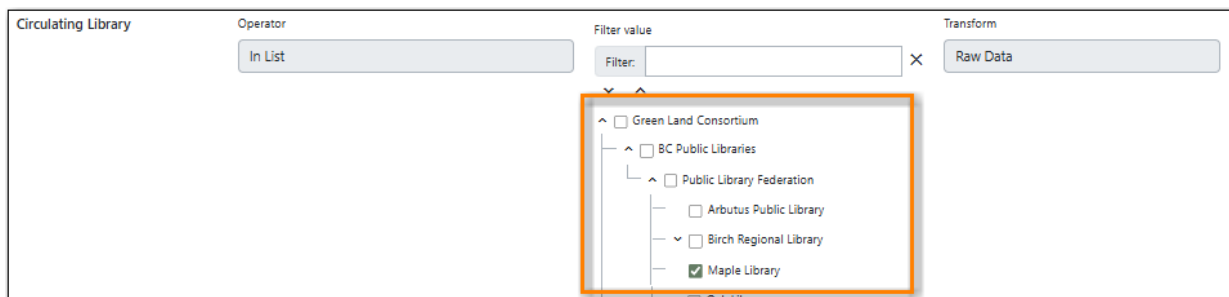
Report Description:

Template Name:

Template Description:

2. On the *Filters* tab, enter values for the filters.

- a. Circulating Library = select your library.



Circulating Library

Operator:

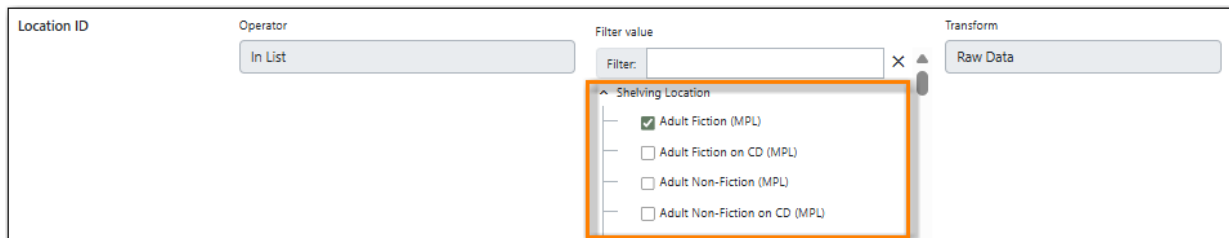
Filter value:

Transform:

Filter value dropdown options:

- ☐ Green Land Consortium
- ☐ BC Public Libraries
  - ☐ Public Library Federation
    - ☐ Arbutus Public Library
    - ☐ Birch Regional Library
      - ☒ Maple Library

- b. Location ID = add the shelving location(s) you want included in your report.



Location ID

Operator:

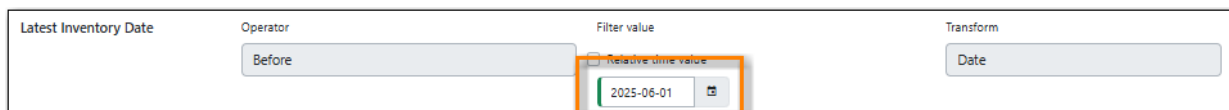
Filter value:

Transform:

Filter value dropdown options:

- ☒ Adult Fiction (MPL)
- ☐ Adult Fiction on CD (MPL)
- ☐ Adult Non-Fiction (MPL)
- ☐ Adult Non-Fiction on CD (MPL)

- c. Enter the date on which you started doing inventory.



Latest Inventory Date

Operator:

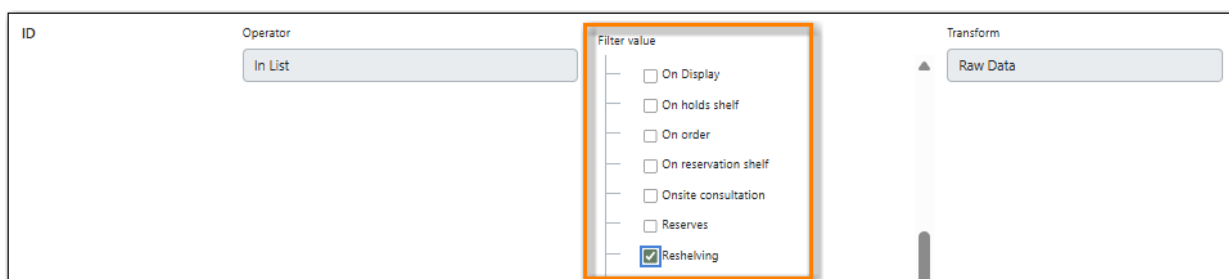
Filter value:

Transform:

Filter value dropdown options:

- ☒ Relative time value
- 

- d. ID = add the on-shelf statuses for your library such as *Available* and *Reshelving*. With this report you are looking for items in these statuses that should have been on the shelf and scanned for inventory but were not.



ID

Operator:

Filter value:

Transform:

Filter value dropdown options:

- ☐ On Display
- ☐ On holds shelf
- ☐ On order
- ☐ On reservation shelf
- ☐ Onsite consultation
- ☐ Reserves
- ☒ Reshelving



3. On the *Layout and Scheduling* tab, ensure the box is checked for **Run Report Now**.

Recurrence ☐ Recurring Report?

Scheduling ☒ Run Report Now  
☐ Schedule Report For Later

Email **Email Address**  
Your email here

[Previous](#) [Save and schedule report](#)

### C.2.5. Overdues Within Time Span - General (Based on Checkout Library)

*Found under Shared Folders → Templates → Sitka\_templates → Circulation → Overdue and others.*

Recommended Recurrence Interval: **Weekly**

1. Enter a name that doesn't include a specific date as this report will run every week. For example, "Items 7 to 21 Days Overdue" , not "Overdues for January 9th to 23rd".
2. Choose **Relative Date**.
  - a. Enter the time period you would like to report on. The earliest date (bigger number) goes first.
  - b. If running as a weekly report it can be handy to use increments of 7.
3. Add your library or your branch(es).
4. Check the box for Recurring Report.
  - a. Set the **Recurrence Interval** to **1 Week(s)**.
  - b. Check the box beside the date and set the date to the first time you want the report to run. The report will run on the same day of the week every week; the example report will run every Wednesday.
  - c. Set the time to between 1:00am PT and 4:00am PT.



Template Name:	Overdues Within Time Span - General (Based on Checkout Library)		
Template Creator:	GreenLand_templates		
Template Description:	Lists item and patron information for items that are still checked out, excl. claimed returned or lost items.		
Report Name:	Name Your Report	1	
Report Description:			
Report Columns:	Last Name First Name Patron Barcode Daytime Phone Evening Phone Other Phone Email Address Due Date/Time Checkout Date/Time Item Title Item Author Call Number Item Barcode Item's circ library Owning library Total Billed Balance Owed Item Price		
Choose a folder to store this report definition:	Selected Folder: Overdues <a href="#">Report Folders</a> <a href="#">Circulation</a> <a href="#">Collection</a> <a href="#">Holds</a> <a href="#">Overdues</a>		

Column	Transform	Action	User Params
Circulation -> Due Date/Time <u>Use the calendar widget to choose dates (inclusive). Earlier date in the upper box. Use Relative Date for recurring report.</u>	Date	Between	<div>           Relative Date ▼ 21 ▼ Day(s) ago         </div> <div>- And -</div> <div>           Relative Date ▼ 7 ▼ Day(s) ago         </div>
Circulation -> Checkout / Renewal Library <u>This is Checkout Library. Highlight your library, then click Add.</u>	Raw Data	In list	<div>           BRL-BRB            BRL-CBB            BRL-DVB            MPL         </div> <div>           Add/Del            MPL         </div>
Circulation -> Check In Date/Time	Date	Is NULL	
Circulation -> Circulating Item -> Copy Status -> Name	Raw Data	Equals	Checked out

**Output Options**

- ☒ Excel Output
- ☐ CSV Output
- ☐ Calculate grouping subtotals
- ☒ HTML Output
  - ☒ Bar Charts
  - ☐ Line Charts

Recurring Report:	<input checked="" type="checkbox"/>
Recurrence Interval:	1 Weeks(s) 4
<input type="checkbox"/> Run as soon as possible <input checked="" type="checkbox"/> 2023-07-05 3 AM	
Send completion notification to this Email address:	Your email here



## C.2.6. Shelving Location and Circ Modifier: Items with Selected Shelving Location and Circ Modifier

*Found under Shared Folders → Templates → Sitka\_templates → Collection → Item List by Item Attributes.*

Recommended Recurrence Interval: **None, run as needed**

1. Enter a name that reflects what shelving location and circulation modifier you are reporting on.
2. Add the shelving location for which you would like a list of items using the location.
3. Add the circulation modifier for which you would like a list of items using the modifier.
4. Add your library or your branch(es).
5. Ensure the box is checked for **Run as soon as possible**.



Template Name:	Shelving Location and Circ Modifier: Items with Selected Shelving Location and Circ Modifier		
Template Creator:	GreenLand_templates		
Template Description:	This template lists items that use the specified shelving location and circulation modifier. Multi-branch libraries: only shelving locations owned by your system or the branch you are logged in at are available; if you have branch-level shelving locations you will need to run separate reports for each branch.		
Report Name:	Name Your Report	1	
Report Description:			
Report Columns:	Call Number Owning Library Circulating Library Item Barcode Title Author Call Number Shelving Location Item Status Circulation Modifier Active Date/Time Creation Date Last Circulation Date Total Circulation Count		
Choose a folder to store this report definition:	Selected Folder: Collection Report Folders Circulation Collection Holds Overdues		
Column	Transform	Action	User Params
Shelving Location -> Location ID <u>Highlight a shelving location, then click Add.</u>	Raw Data	In li 2	Adult Fiction Adult Fiction on U Adult Non-Fiction Add/De Adult Fiction
Circulation Modifier -> Code <u>Highlight a circulation modifier, then click Add.</u>	Raw Data	In li 3	juvenile-adult-visual juvenile-collection juvenile-holiday juvenile-unlabeled Add/De juvenile-collection
Item -> Circulating Library <u>Highlight your library, then click Add.</u>	Raw Data	In li 4	MPL OL OL-RC Add/De MPL
Item -> Is Deleted	Raw Data	Equals	f
<b>Output Options</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Excel Output</li> <li><input type="checkbox"/> CSV Output</li> <li><input type="checkbox"/> Calculate grouping subtotals</li> <li><input checked="" type="checkbox"/> HTML Output           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Bar Charts</li> <li><input type="checkbox"/> Line Charts</li> </ul> </li> </ul>			
Recurring Report:	<input type="checkbox"/>		
Recurrence Interval:	1	Day(s)	
<input checked="" type="checkbox"/> Run as soon as possible	5		

## C.2.7. Shelving Location: Items with Selected Shelving Location

Found under Shared Folders → Templates → Sitka\_templates → Collection → Item List by Item Attributes.

Recommended Recurrence Interval: **None, run as needed**



1. Enter a name that reflects what shelving location(s) you are reporting on.
2. Add the shelving location(s) for which you would like a list of items using the location.
3. Add your library or your branch(es).
4. Ensure the box is checked for **Run as soon as possible**.



Template Name:	Shelving Location: Items with Selected Shelving Location		
Template Creator:	GreenLand_templates		
Template Description:	This template lists items that use the specified shelving location. Remove unwanted display fields when cloning the template. If using Loan Duration 2=Normal, 1=Short, 3=Long. Multi-branch libraries: only shelving locations owned by your system or the branch you are logged in at are available; if you have branch-level shelving locations you will need to run separate reports for each branch.		
Report Name:	<input type="text" value="Name Your Report"/>	1	
Report Description:	<input type="text"/>		
Report Columns:	Call Number Owning Library Circulating Library Item Barcode Title Author ISBN Publication Year Record ID Call Number Shelving Location Item Status Circulation Modifier Active Date/Time Loan Duration OPAC Visible Price Last Circulation Date Total Circulation Count		
Choose a folder to store this report definition:	Selected Folder: Collection <a href="#">Report Folders</a> <ul style="list-style-type: none"> <li><a href="#">Circulation</a></li> <li><a href="#">Collection</a></li> <li><a href="#">Holds</a></li> <li><a href="#">Overdues</a></li> </ul>		

Column	Transform	Action	User Params
Shelving Location -> Location ID <u>Highlight a shelving location, then click Add.</u>	Raw Data	In list 2	<div>           DVD            DVD Player            Discovery Kits            Add/Del            Discovery Kits         </div>
Item -> Circulating Library <u>Highlight a library, then click Add.</u>	Raw Data	In list 3	<div>           BRL-BRB            BRL-CBB            BRL-DVB            MPL            Add/Del            MPL         </div>
Item -> Is Deleted	Raw Data	Equals	f

**Output Options**

- ☒ Excel Output
- ☐ CSV Output
- ☐ Calculate grouping subtotals
- ☒ HTML Output
  - ☒ Bar Charts
  - ☐ Line Charts

Recurring Report: ☐

Recurrence Interval:

☒ Run as soon as possible 4

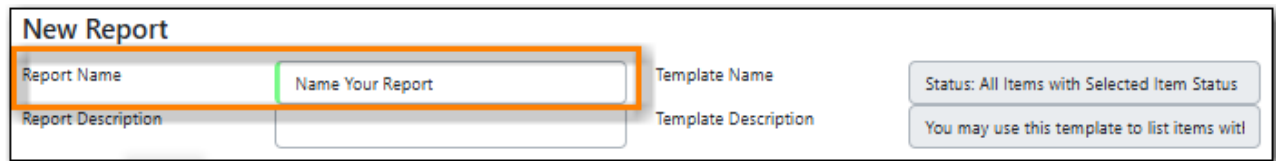
## C.2.8. Status: All Items with Selected Item Status

Found under Shared Folders → Templates → Sitka\_templates → Collection → Item List by Item Attributes.



## Recommended Recurrence Interval: **Monthly**

1. Enter a name that doesn't include a specific date as this report will run every month. For example, "Items Currently Damaged, Lost or Missing", not "January Damaged, Lost, or Missing Items".



**New Report**

Report Name:

Report Description:

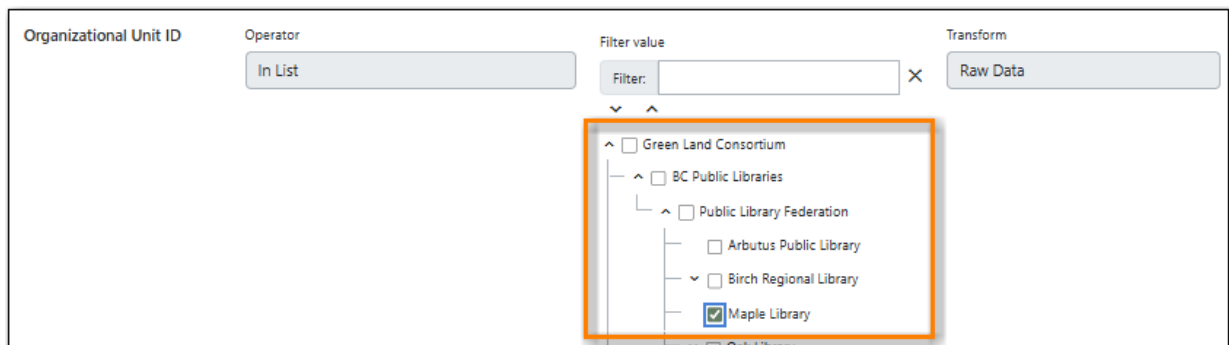
Template Name:

Template Description:

Status: All Items with Selected Item Status

You may use this template to list items with

2. On the *Filters* tab, enter values for the filters.
  - a. Organizational Unit ID = select your library.



Organizational Unit ID

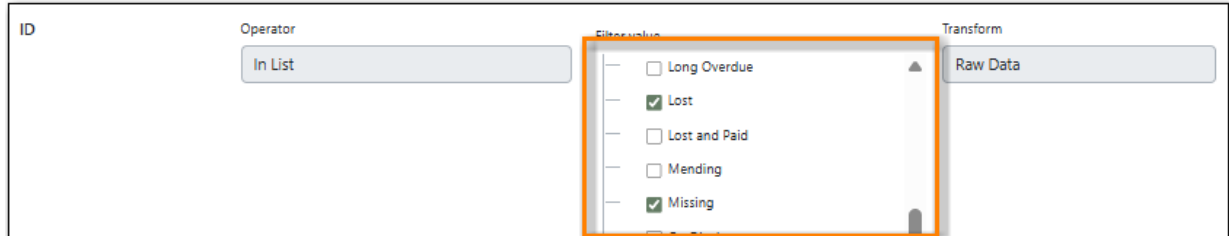
Operator:

Filter value:

Transform:

- ☐ Green Land Consortium
  - ☐ BC Public Libraries
    - ☐ Public Library Federation
      - ☐ Arbutus Public Library
      - ☐ Birch Regional Library
      - ☒ Maple Library
      - ☐ Oak Library

- b. ID = add the status(es) you want included in your report.



ID

Operator:

Filter value:

Transform:

- ☐ Long Overdue
- ☒ Lost
- ☐ Lost and Paid
- ☐ Mending
- ☒ Missing
- ☐ On Display

3. Check the box for *Recurring Report*.
  - a. Set the **Recurrence Interval** to **1 Month(s)**.
4. Check the radio button for *Schedule Report For Later*.
  - a. Set the date to the first of the next month and the time to between 1:00am PT and 4:00am PT.



Recurrence ☒ **Recurring Report?**

Recurrence Interval

1 months

Scheduling ☐ Run Report Now

☒ **Schedule Report For Later**

2025-07-01 03:00

Email Address

Your email here

Previous Save and schedule report

### TIP

Libraries may wish to set up multiple recurring reports, each for a different item status, or a single report that includes multiple statuses.

## C.2.9. Title & Item Count by Shelving Location and Circulation Modifier

Found under Shared Folders → Templates → Sitka\_templates → Collection → Item and Title Count.

Recommended Recurrence Interval: **None, run as needed**

1. Enter a name that includes a specific date as this report will show a snapshot of your collection at the moment the report is run.

New Report

Report Name Name Your Report

Report Description

Template Name Title & Item Count by Shelving Location & Circulation

Template Description Counts the catalogued titles (unique bib records) :

2. On the *Filters* tab, enter values for the filters.
  - a. Organizational Unit ID = select your library.

Call Number/Volume ID Operator Not In List Filter value -1 Transform Raw Data

Item -> [Both Required] Call Number/Volume -> Call Number/Volume ID

Is Deleted Operator Equals Filter value False Transform Raw Data

Item -> Is Deleted

Organizational Unit ID Operator In List Filter value Filter: Transform Raw Data

Green Land Consortium

BC Public Libraries

Public Library Federation

Arbutus Public Library

Birch Regional Library

Maple Library

Oak Library

3. On the *Layout and Scheduling* tab, ensure the box is checked for **Run Report Now**.



Recurrence ☐ Recurring Report?

**Scheduling** ☒ Run Report Now ☐ Schedule Report For Later

Email **Email Address**  
Your email here

[Previous](#) [Save and schedule report](#)

## C.2.10. Weeding - Copies Circulated Fewer Times since a Selected Date (excl. Copied added after a Selected Date)

*Found under Shared Folders → Templates → Sitka\_templates → Collection → Others.*

Recommended Recurrence Interval: **None, run as needed**

1. Enter a descriptive name.
2. Add your library.
3. Add the date after which new items should be excluded. If you don't want to include items catalogued in the current calendar year enter January 1st of the current year.
4. Add the shelving location(s) in which items should be included.
5. Add a date after which to count circulations. Circulations before this date will not be used to calculate whether an item meets the threshold entered in the next filter.
6. Enter a threshold. Items that have circulated fewer times than the threshold, after the date selected for Checkout Date/Time, will be included in your report output.
7. Ensure the box is checked for **Run as soon as possible** (not shown in the screenshot)

### NOTE

For this example, the items that will be included in the report output are items catalogued before January 1st 2023 (Active Date/Time), that have the shelving location Adult Fiction, and have circulated fewer than 3 times since January 1st 2021.



Template Name:	Weeding - Copies Circulated Fewer Times since a Selected Date (excl. Copied added after a Selected Date)			
Template Creator:	GreenLand_templates			
Template Description:	Choose one or more owning libraries and shelving locations. Only shelving locations for your login location and its parent library system can be selected; for multi-branch library systems using non-shared shelving locations, run separate reports for each branch.			
Report Name:	Name Your Report	1		
Report Description:				
Report Columns:	Last Circulation Date Total Circulation Count since Active Date Publication Year (normalized) Title Proper (normalized) Author (normalized) Record ID Call Number Label Barcode Active Date/Time Shelving Location Circ Count since the Selected Date Circulating Library Copy Status			
Pivot Label Column:	-- Select One (optional) --			
Pivot Data Column:	Circ Count since the Selected Date			
Choose a folder to store this report definition:	Selected Folder: Collection <a href="#">Report Folders</a> <a href="#">Collection</a> <a href="#">Patrons</a>			
	Column	Transform	Action	User Params
	Item -> Circulating Library <u>Highlight a library, then click Add.</u>	Raw Data	In list	BRL-BRB BRL-CBB BRL-DVB MPL Add/Del MPL
	Item -> Active Date/Time <u>Select a date on the calendar widget. Items became Active after this date will be excluded.</u>	Date	Less than	Real Date 2023-01-01 Add/Del MPL
	Shelving Location -> Location ID	Raw Data	In list	Adult Fiction Adult Fiction on CD Adult Non-Fiction Add/Del Adult Fiction
	Combined Aged and Active Circulations -> Checkout Date/Time	Date	Greater than equal to	Real Date 2021-01-01 Add/Del MPL
	Combined Aged and Active Circulations -> Circ ID	Count Distinct	Less than	5
	Bibliographic Record -> Record ID	Raw Data	Not in list	-1
	Item -> Is Deleted	Raw Data	Equals	f
Output Options				

## C.2.11. Weeding -Copies Never Circulated after a Selected Date (clone)

Found under Shared Folders → Templates → Sitka\_templates → Collection → Others.

Recommended Recurrence Interval: **None, run as needed**

1. Enter a descriptive name.



2. Add the date after which new items should be excluded. If you don't want to include items catalogued in the current calendar year enter January 1st of the current year.
3. Add your library.
4. Add the shelving location(s) in which items should be included.
5. Add a date for last checkout. Items that have not been checked out since this date will be included in your output.
6. Ensure the box is checked for **Run as soon as possible**

**NOTE**

For this example, the items that will be included in the report output are items catalogued before January 1st 2023 (Active Date/Time), that have the shelving location Adult Fiction, and have not circulated since June 1st 2022 (Last Circulation Date).



Template Name:	Weeding -Copies Never Circulated after a Selected Date (clone)		
Template Creator:	GreenLand_templates		
Template Description:	Choose one or more owning libraries and shelving locations. Only shelving locations for your login location and its parent library system can be selected; for multi-branch library systems using non-shared shelving locations, run separate reports for each branch.		
Report Name:	Name Your Report	1	
Report Description:			
Report Columns:	Copy Status Last Circulation Date Call Number Label Active Date/Time Barcode Author (normalized) Publication Year (normalized) Title Proper (normalized) Shelving Location Total Circulation Count Circulating library		
Choose a folder to store this report definition:	Selected Folder: Collection <a href="#">Report Folders</a> <a href="#">Collection</a> <a href="#">Patrons</a>		

Column	Transform	Action	User Params
Item -> Active Date/Time <u>This is the date when the copy was ready for circulation. You may exclude newer items by choosing a date before Today on the calendar widget.</u>	Date	Less than	2 Real Date 2023-01-01
Item -> Circulating Library <u>Highlight a library, then click Add.</u>	Raw Data	In list	3 Add/Del MPL
Shelving Location -> Location ID	Raw Data	In list	4 Add/Del Adult Fiction
Last Circulation or Creation Date -> Last Circulation Date <u>Less than = Before</u>	Date	Less than	5 Real Date 2022-06-01
Item -> Is Deleted	Raw Data	Equals	
Bibliographic Record -> Record ID	Raw Data	Not in list	-1

**Output Options**

- ☒ Excel Output
- ☐ CSV Output
- ☐ Calculate grouping subtotals
- ☒ HTML Output
  - ☒ Bar Charts
  - ☐ Line Charts

Recurring Report: ☐

Recurrence Interval: 1 Day(s)

☒ Run as soon as possible 6



## C.3. Collection Promotion

### C.3.1. Popular Titles at Selected Shelving Locations within Specified Time Span

*Found under Shared Folders → Templates → Sitka\_templates → Collection → Others.*

Recommended Recurrence Interval: **None, run as needed**

1. Enter a name. You may wish to include the period for which you are counting circulations.
2. Add your library.
3. Enter the time period you would like to report on. The earliest date goes first.
4. Pick the shelving location(s) to be included. Your output will only include items in the selected shelving location(s).
5. Enter a number for the circulation threshold. Your output will only include items that have circulated more times than your threshold. If nothing is included in your output try lowering the threshold.
6. Ensure the box is checked for **Run as soon as possible**.



Template Name:	Popular Titles at Selected Shelving Locations within Specified Time Span		
Template Creator:	sslsamPL		
Template Description:	This template list titles that have circulated more than a threshold number of times within the specified time span in the selected shelving location. Pre-catalogued items are excluded.		
Report Name:	Name Your Report	1	
Report Description:			
Report Columns:	Circulating Library Title Author Record ID Shelving Location Circulation Count within the Selected Time Frame		
Pivot Label Column:	-- Select One (optional) --		
Pivot Data Column:	Circulation Count within the Selected Time Frame		
Choose a folder to store this report definition:	Selected Folder: Collection Report Folders Circulation Collection Holds Overdues		

Column	Transform	Action	User Params
Organizational Unit -> Organizational Unit ID <u>Highlight your library, then click Add.</u>	Raw Data	In list	BRL-AHL BRL-BRB BRL-CBB BRL-DVB MPL AddDel MPL
Combined Aged and Active Circulations -> Checkout Date/Time <u>Select the time period during which circulations should be counted.</u>	Date	Between	Real Date 2023-05-01 - And - Real Date 2023-05-31
Shelving Location -> Location ID <u>Highlight a shelving location, then click Add. Multi-branch libraries: only shelving locations owned by your system or the branch you are logged in at are available; if you have branch-level shelving locations you will need to run separate reports for each branch.</u>	Raw Data	In list	Adult Fiction Adult Fiction on CD Adult Non-Fiction AddDel Adult Fiction
Combined Aged and Active Circulations -> Circ ID <u>Enter a circulation threshold. Items that have circulated more than this number will be included.</u>	Count Distinct	Greater than	5 3
Bibliographic Record -> Record ID	Raw Data	Not in list	-1

**Output Options**

- ☒ Excel Output
- ☐ CSV Output
- ☐ Calculate grouping subtotals
- ☒ HTML Output
  - ☒ Bar Charts
  - ☐ Line Charts

Recurring Report: ☐

Recurrence Interval: 1 Day(s)

☒ Run as soon as possible 6



## C.4. Patron Management

### C.4.1. Monthly Patron Registration

*Found under Shared Folders → Templates → Sitka\_templates → Patrons → Newly Registered/Opted-in Patrons.*

Recommended Recurrence Interval: **Monthly**

1. Enter a name that doesn't include a specific date as this report will run every month. For example, "Monthly Count of Patron Registrations", not "January Patron Registrations".
2. Add your library.
3. Choose **Relative Date** and add **1 Month(s) ago**.
4. Check the box for Recurring Report.
  - a. Set the **Recurrence Interval** to 1 Month(s).
  - b. Check the box beside the date and set the date to the first of the next month.
  - c. Set the time to between 1:00am PT and 4:00am PT.



Template Name:	Monthly Patron Registration		
Template Creator:	GreenLand_templates		
Template Description:	Counts number of patrons registered at selected libraries in selected month, listed by patron group. Includes accounts that have since been deleted.		
Report Name:	Name Your Report	1	
Report Description:			
Report Columns:	Patron Home Library Patron Group Number of Patrons		
Pivot Label Column:	-- Select One (optional) --		
Pivot Data Column:	Number of Patrons		
Choose a folder to store this report definition:	Selected Folder: <a href="#">Report Folders</a> <a href="#">Collection</a> <a href="#">Patrons</a>		

Column	Transform	Action	User Params
ILS User -> Home Library <u>Highlight your library, then click Add</u>	Raw Data	In list Add/Del MPL	BRL-BRB BRL-CBB BRL-DVB win L
ILS User -> Record Creation Date/Time <u>Use the calendar widget to choose a date in the desired month, then click Add. Use Relative Date for recurring reports.</u>	Year + Month	In list Add/Del 1 Month(s) ago	Relative Date Month(s) ago Add/Del 1 Month(s) ago

**Output Options**

- ☒ Excel Output
- ☐ CSV Output
- ☐ Calculate grouping subtotals
- ☒ HTML Output
  - ☒ Bar Charts
  - ☐ Line Charts

Recurring Report:	<input checked="" type="checkbox"/>
Recurrence Interval:	1 Month(s)
<input type="checkbox"/> Run as soon as possible	
<input checked="" type="checkbox"/> 2023-07-01 3 AM	

Send completion notification to this Email address: Your email here

Choose a folder to store this report's output:

Selected Folder:

[Output Folders](#)  
[Collection](#)  
[Patrons](#)

Save Report Cancel

## C.4.2. Total Patron Count by Patron Profiles

Found under Shared Folders → Templates → Sitka\_templates → Patrons → Patron Count.

Recommended Recurrence Interval: **None, run as needed**



1. Enter a name that includes a specific date as this report will show a snapshot of your patrons at the moment the report is run.
2. Add your library.
3. Enter a date for patron expiration. To count all patrons enter 1900-01-01 as the date. To only count unexpired patrons enter today's date.
4. Ensure the box is checked for **Run as soon as possible**.



Template Name:	Total Patron Count by Patron Profiles																		
Template Creator:	ssisaMPL																		
Template Description:	This template will give you a count of your patrons broken down by patron profile. You can count all un-deleted patrons or filter based on the patron's privilege expiration date.																		
Report Name:	Name Your Report	1																	
Report Description:																			
Report Columns:	Patron Home Library Patron Profile Count																		
Pivot Label Column:	-- Select One (optional) --																		
Pivot Data Column:	Count																		
Choose a folder to store this report definition:	Selected Folder: Patrons <a href="#">Report Folders</a> <a href="#">Circulation</a> <a href="#">Collection</a> <a href="#">Holds</a> <a href="#">Patrons</a>																		
<table border="1"> <thead> <tr> <th>Column</th> <th>Transform</th> <th>Action</th> <th>User Params</th> </tr> </thead> <tbody> <tr> <td>ILS User -&gt; Home Library <u>Highlight your library, then click Add.</u></td> <td>Raw Data</td> <td>In list</td> <td> <div> <div> BRL-BRB BRL-CBB BRL-DVB MPL </div> <div> Add/Del MPL </div> </div> </td> </tr> <tr> <td>ILS User -&gt; Privilege Expiration Date <u>To exclude expired patrons, use the calendar widget to choose today. To include expired patrons, type in 1900-01-01.</u></td> <td>Date</td> <td>Greater than</td> <td> <div> Real Date 1900-01-01 </div> </td> </tr> <tr> <td>ILS User -&gt; Is Deleted</td> <td>Raw Data</td> <td>Equals</td> <td>f</td> </tr> </tbody> </table>				Column	Transform	Action	User Params	ILS User -> Home Library <u>Highlight your library, then click Add.</u>	Raw Data	In list	<div> <div> BRL-BRB BRL-CBB BRL-DVB MPL </div> <div> Add/Del MPL </div> </div>	ILS User -> Privilege Expiration Date <u>To exclude expired patrons, use the calendar widget to choose today. To include expired patrons, type in 1900-01-01.</u>	Date	Greater than	<div> Real Date 1900-01-01 </div>	ILS User -> Is Deleted	Raw Data	Equals	f
Column	Transform	Action	User Params																
ILS User -> Home Library <u>Highlight your library, then click Add.</u>	Raw Data	In list	<div> <div> BRL-BRB BRL-CBB BRL-DVB MPL </div> <div> Add/Del MPL </div> </div>																
ILS User -> Privilege Expiration Date <u>To exclude expired patrons, use the calendar widget to choose today. To include expired patrons, type in 1900-01-01.</u>	Date	Greater than	<div> Real Date 1900-01-01 </div>																
ILS User -> Is Deleted	Raw Data	Equals	f																
<b>Output Options</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Excel Output</li> <li><input type="checkbox"/> CSV Output</li> <li><input type="checkbox"/> Calculate grouping subtotals</li> <li><input checked="" type="checkbox"/> HTML Output <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Bar Charts</li> <li><input type="checkbox"/> Line Charts</li> </ul> </li> </ul>																			
Recurring Report:	<input type="checkbox"/>																		
Recurrence Interval:	1 Day(s)																		
<input checked="" type="checkbox"/> Run as soon as possible	4																		
Send completion notification to this Email address:	Your email here																		
Choose a folder to store this report's output:	Selected Folder: Patrons <a href="#">Output Folders</a> <a href="#">Circulation</a> <a href="#">Collection</a> <a href="#">Holds</a> <a href="#">Patrons</a>																		
<div>Save Report Cancel</div>																			

## C.5. Local Administration

### C.5.1. Reports Run In Specified Time Period By Specified Library

Found under Shared Folders → Templates → Sitka\_templates → Local Administration.



## Recommended Recurrence Interval: **None, run as needed**

1. Enter a name that includes a specific date as this report will show all reports run within your specified time period.
2. Enter the time period you would like to report on. The earliest date goes first.
3. Add your library.
4. Ensure the box is checked for **Run as soon as possible**.

Template Name:	Reports Run In Specified Time Period By Specified Library		
Template Creator:	GreenLand_templates		
Template Description:	This template can be used to generate a report of all reports that were run within a specified time. Reports that where the output has been deleted are not included in the output. In the Recurring column, 1 = True, 0 = False. If Sitka_templates displays in the Template Owner Username the report is currently running directly from the Sitka_templates. For recurring reports, please clone the template into your own folders, set up a new recurring report, and stop the original recurring report.		
Report Name:	Name Your Report	1	
Report Description:			
Report Columns:	Staff Account Home Library Template Owner Username Template Name Template Folder Name Report Owner Username Recurring? Recurrence Interval Number of Times Report Has Run Email(s) Report Output Is Sent To		
Pivot Label Column:	-- Select One (optional) --		
Pivot Data Column:	Number of Times Report Has Run		
Choose a folder to store this report definition:	Selected Folder: Local Administration Report Folders Circulation Collection Holds Overdues Local Administration		
Schedule -> Run Time Use the calendar widget to choose dates. The earlier date goes in the upper box. Use Relative Date for recurring reports.	Date	2	Real Date 2024-09-01 - And - Real Date 2024-09-30
ILS User -> Home Library Highlight your library or branches. Click Add.	Raw Data	3	BRL-ARC BRL-BRB BRL-CBB BRL-DVB MPL Add/Del MPL
<b>Output Options</b> <input checked="" type="checkbox"/> Excel Output <input type="checkbox"/> CSV Output <input type="checkbox"/> Calculate grouping subtotals <input checked="" type="checkbox"/> HTML Output <input checked="" type="checkbox"/> Bar Charts <input type="checkbox"/> Line Charts			
Recurring Report:	<input type="checkbox"/>		
Recurrence Interval:	1	Day(s)	
<input checked="" type="checkbox"/> Run as soon as possible	4		



## NOTE

Any reports run in the specified time period that have been deleted will not be included in the report output.

### C.5.2. Staff Assigned to Supplementary Permission Group(s)

Found under Shared Folders → Templates → Sitka\_templates → Patrons → Others.

Recommended Recurrence Interval: **None, run as needed**

1. Enter a name that includes a specific date as this report will show a snapshot of your staff at the moment the report is run.
2. Add your library.
3. Ensure the box is checked for **Run as soon as possible**.

Template Name:	Staff Assigned to Supplementary Permission Group(s)		
Template Creator:	GreenLand_templates		
Template Description:			
Report Name:	Name Your Report	1	
Report Description:			
Report Columns:	Home library Last Name First Name Barcode Main profile Supplementary Group Name		
Choose a folder to store this report definition:	Selected Folder: Local Administration Report Folders Circulation Collection Holds Overdues Local Administration		
Column	Transform	Action	User Params
ILS User -> Home Library <u>High the home library, then click Add.</u>	Raw Data	In list	BRL-BRB BRL-CBB BRL-DVB MPL Add/Delete MPL
ILS User -> Is Deleted	Raw Data	Equals	f
Permission Group -> Is User Group	Raw Data	Equals	f
<b>Output Options</b> <input checked="" type="checkbox"/> Excel Output <input type="checkbox"/> CSV Output <input type="checkbox"/> Calculate grouping subtotals <input checked="" type="checkbox"/> HTML Output <input checked="" type="checkbox"/> Bar Charts <input type="checkbox"/> Line Charts			
Recurring Report:	<input type="checkbox"/>		
Recurrence Interval:	1 Day(s)		
<input checked="" type="checkbox"/> Run as soon as possible	3		
Send completion notification to this Email address:			

## NOTE

Library staff with multiple supplementary permission groups assigned will display



multiple times on the report.



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