



Permanent Transfers

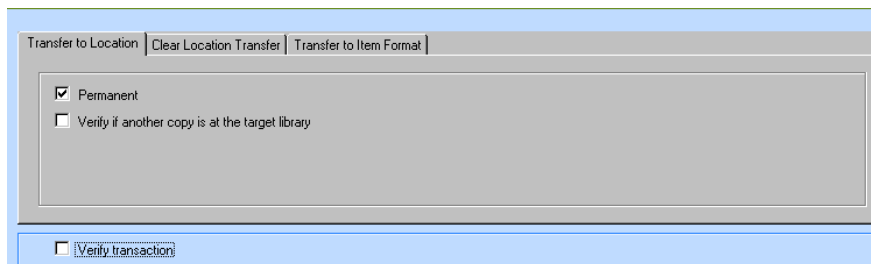
This procedure applies when forwarding items to other IKCs and when returning items to SLQ Indigenous Library Services.

To transfer items to other locations select the following options:

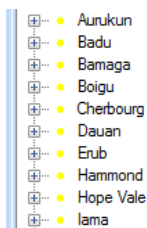
1. Circulation > Item Transfer > Transfer to Location



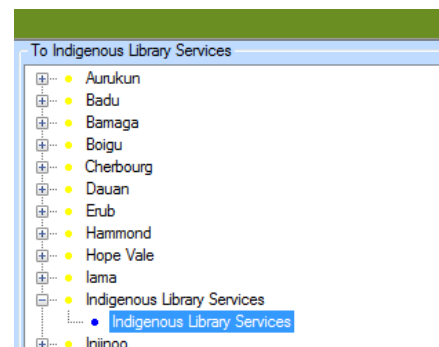
2. The default selections are **Permanent** and **Verify transaction**. Uncheck the **Verify transaction** option selection (or you will have to acknowledge every transfer).



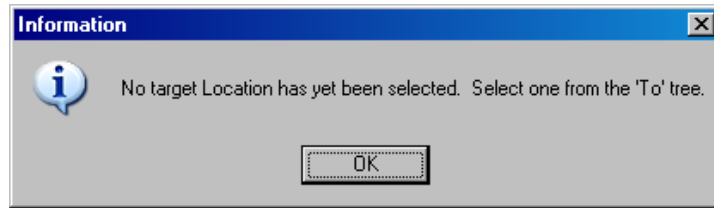
3. Select the location from the alphabetical listing on the right-side of the screen.



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



Tip: if you do not select the target location correctly you will be prompted with the message below. Click on Ok and select the appropriate location.



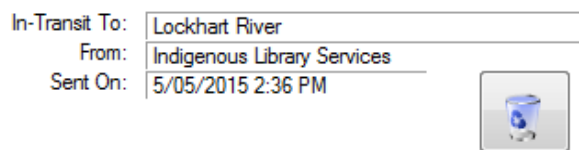
5. Scan the item barcode. The details will appear on screen, including the destination library.



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

The *Item Details* screen of individual items will display the following information:

- the destination location (the "In-Transit To" library)
- the originating location (the "From" library)
- the date of the transfer, including time of day ("Sent on")



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

