

# Out of Province Loans

We can loan items to libraries outside of our provincial system, and also borrow items from them.

This section explains how to check materials in and out for out-of-province loan (OOP), so that Horizon can track where they are.

This chapter does not explain how to use the Canada Post Shipping Tool or how to file any OOP paperwork. If you need guidance with any of those, please contact your division office.

## Loaning an Item to an Out-of-Province Library

Libraries outside our provincial system are treated in Horizon as if they are library borrowers. We check items out to their account.

If an OOP library wants to borrow an item from our system then they will contact the Provincial Reference Library (PRL). If the item is held at your location, then PRL will contact you by email.

You will need to check out the item to the requesting library. **[F4]** borrower search for the library by name.


Don't stamp a due date on the item. The borrowing library will do that when they check the item out to their borrower.


Mail the item to the address in the library's borrower record, which should also be listed in the shipping tool.

At the end of the loan, when the item is returned to you in the mail, check it back in:

Checkin Mode

Standard     Bookdrop     In House Use     Exempt Fines     Renewal

Barcode  

	Copy	Status	Destination
 Pirates of the Caribbean. On		Shelving Cart	sjc

## If an Out-of-Province Library Requests an Item and it's Already Checked Out

See the section [Placing a Request for an Out-of-Province Library](#).

# Borrowing an Item from an Out-of-Province Library

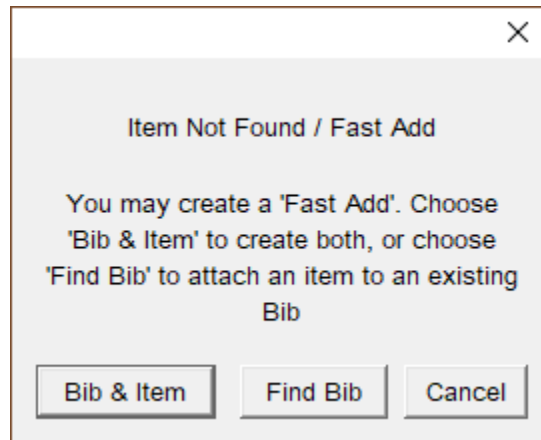
Borrowers sometimes ask for items that we don't have in our provincial system but might be available in other provinces or systems. Forward the requests to your division office who will let you know if a copy can be found.

Generally books are only loaned when they have been published for 2 or more years.

The item won't be in Horizon yet, so when the item arrives let the borrower know.

When the borrower comes in to check out the item, 'Fast Add' it to the system:

- go to the checkout window
- scan the borrower's card
- select from top menu **Item > New Item**
  - a pop-up window appears:
- click on **Bib & Item**
- the Fast-Add window opens:



Title	<input type="text" value="The End of Eternity"/>
* Barcode	<input type="text" value="33296031720373"/>
* Location	<input type="text" value="sjc"/> <i>Testonia Public Library</i>
* Collection	<input type="text" value="fr oop"/> <i>ILL FR OOP</i>
Call	<input type="text" value="oop"/>
* Item Type	<input type="text" value="oop"/> <i>BORROWED OUTSIDE PPL.</i>
Copy/Vol	<input type="text"/>
Initials	<input type="text" value="MH"/>

◦ enter details as shown in the image:

◦ *Title*: as it appears on the item

◦ *Barcode*: scan the barcode on the item

◦ If there isn't a barcode on the item then attach a new barcode to the ILL paperwork and scan that.

◦ Never attach one of our barcodes or a due date label to a book belonging to another library system!

◦ *Location*: the 3 letter code for your library

◦ *Collection*: fr oop

◦ *Call*: oop

◦ *Item type*: oop

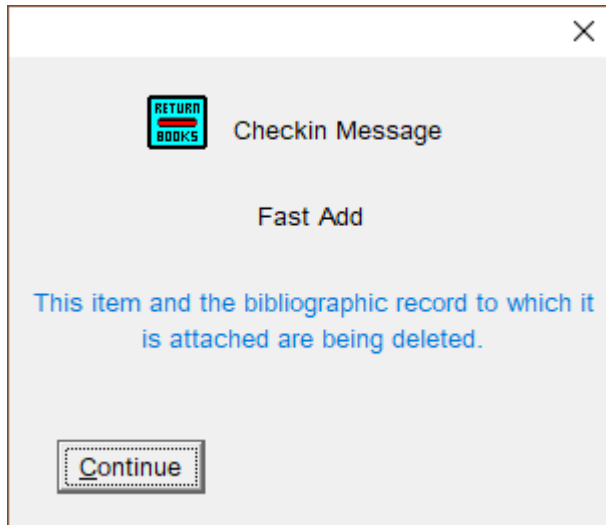
The item will now be checked out to your borrower.

*Please note:*

If there is no due date label on the item **do not attach one**. Place a slip of paper inside the book and attach using a paperclip.

Items borrowed from out-of-province cannot be renewed using Horizon. To request an extension you will need to contact the lending library using the contact information in the ILL paperwork.

When the borrower returns the item check it in. Horizon will tell you that the record will be deleted:



Click on **Continue**.

The item can now be mailed back to the loaning library.

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# Out-of-Province Loans Not Picked Up

If the borrower does not pick up the item in the allotted time then you will need to return it.

Holds for OOP items aren't recorded in Horizon, so Horizon can't tell you when they've expired. You will need to check your holds shelf daily for expired OOP holds. Generally we hold an OOP item for a week before returning it.

When a hold has expired:

- check in the item
- search for the borrower
- add a block to their account:
  - select from top menu **Blocks > Add Note**
  - select *ill - Interlibrary Loan Not Picked Up*
  - in the comment field include the title and return date:

Borrower No.	195231
Date	02/14/2019
Time	10:18AM
Block Type	ill <i>Interlibrary Loan Not Picked Up</i>
Comment	The End of Eternity. Returned 02/14/19
Action	<input checked="" type="radio"/> None <input type="radio"/> Print <input type="radio"/> Review

The note will let the borrower and other staff know what's happened with the item.

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