



## SIERRA CIRCULATION

# Using Mobile Collections

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The Mobile Collections product provides the ability to transfer groups of items between branches, allowing each branch to own the items temporarily and circulate them as their own. Once the setup is completed, it can be used to define collections and move them between your library's branches, along routes and schedules that you choose.

Permission 367 is required for using Mobile Collections.

### Set-up:

1. Contact Innovative and specify which variable-length field should be used for collection ID notes.
2. If desired, set up the predefined routes table after installation.

### Using Mobile Collections:

1. Create a new collection
2. Add items to the collection and define its route
3. Mobilize the collection. Send the items to the first stop on their route by transferring the collection to its first location. Library staff should monitor the collections at their branch for collections that are ready to transfer. When a collection has stayed at a branch for as long as its route specifies, staff at that branch would print a pick list and transfer the collection to its next location. Staff at subsequent locations continue to transfer the collection until it has reached the final destination on its route.

After becoming "mobile," the collection moves among locations in the order specified in the route, remaining at each branch for the number of days specified.

A collection is considered demobilized once staff at the final route stop have transferred it. The collection can then be deleted. Another option is to export the mobile collection data for archiving outside the system.

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