Polaris: Borrow by Mail

# Setting up Borrow by Mail

* System administration
	+ Parameters – Requests – Borrow by Mail
	+ Enabling Borrow By Mail, notes, charges and assigning processing centers
	+ Setting Limits by patron codes & item material types
	+ Print jobs & notices

# Placing Borrow by Mail Requests

* Staff Client
* PAC

# Managing Borrow by Mail Requests

* Viewing in the Holds Queue
* Viewing in the Patron Status Record – Holds View
* Viewing in the Request Manager

# Patron Account in the PAC

* Patron view of borrow-by-mail requests

# Processing Borrow by Mail Requests

* Trapping BBM items
* Checkout of BBM items
* Printing the mailer for individual items in the Patron Status record
* Bulk processing of BBM items in the Request manager

# Tracking Borrow by Mail Requests

* Entering tracking numbers in the hold request
* Patron view of sent items in their PAC account

# Checking in Borrow by Mail items

# Borrow by Mail reports

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