

Resource Sharing Alliance In-transit Items Policy **Approved 9/1/2021, effective 9/15/2021**

When items are discharged the system may generate a notice that the item is to be transited to another library to fill a hold. In-transit items are assumed to be on their way to the requesting library. If an item is unavailable, please charge to the appropriate internal use account (Mending, No-transit, etc)

If an item cannot be located for a request appearing on your library's Picklist or Onshelf Items list, please mark the item as Missing.

Each library should monitor their Pending Transit lists. For efficiency purposes in satisfying patron holds in timely manner and keeping the transit lists current, use the following guidelines for in-transit items from the Pending Transit list:

Items In-transit for a Hold

After an item has been in-transit "For a hold" over 30 days, library staff needs to address it.

1. Check your library shelves.
2. Call transiting library to check their shelves.
3. Call owning library to check their shelves.
4. If item is found on the shelf, discharge item and follow directions on the screen.
5. If none of the above libraries can locate item, ask owning library to mark item missing so the hold will move on to next hold-able item.
6. If no hold-able items are available, remove hold and use other ILL methods to acquire the item for your patron or have the patron contact their home library for possible ILL.
7. On the first of each month (September to June) RSA will run a report to change the current location to LOST-TRANS for any item in-transit greater than 45 days. A list of items changed will be posted to the RSA Support site and/or emailed to the RSA listserv.

Items In-transit for Shelving

After an item has been in-transit "For Shelving" over 30 days then library staff needs to address it.

1. Check your library shelves.
2. Call transiting library to check their shelves.
3. If item is found on the shelf, discharge item and follow directions on the screen.
4. On the first of each month (September to June) RSA will run a report to change the current location to LOST-TRANS for any item in-transit greater than 45 days. A list of items changed will be posted to the RSA Support site and/or emailed to the RSA list serv.

Items Lost In-transit

An item can be said to be Lost In-transit if it is not charged to a patron's account and has been placed in transit at one library, but not received from transit at the destination library.

If an item is lost in transit, both the owning library and the transiting library will check their shelves for the item. If the item is not found, the owning library may not bill the sending library for the item.



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Other considerations:

Lost items (regardless of owning library) still charged out on a patron's record are not considered to be lost in-transit and are the responsibility of the patron.

When items that have been sent to your library to fill a hold expire on the Holds Shelf without having been checked out by the intended patron, they will appear on your library's Clean Hold Shelf List. When these items expire, their status is automatically changed to in-transit either back to the owning library or to fill the next hold in the queue. It is important to check your library's Clean Hold Shelf List daily so that these items are correctly transited to their next destination. You will not receive a Clean Hold Shelf List if there are no expired items.