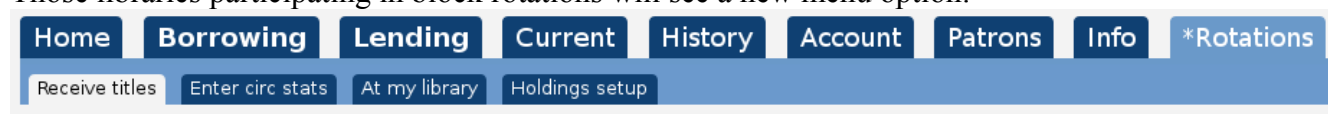


Rotation Manager

Those libraries participating in block rotations will see a new menu option:



Reminder: you should send out an old block before receiving a new one.

Initial set-up



Before working with your rotation items, you'll need to do one minor bit of set-up. Click on "Holdings setup" to configure the rotation manager with your ILS holdings information.

Enter the field and various subfields that your ILS expects to find holdings information in.

You can set up default values for Library, Location, and Collection; if you leave these blank, fILL will automatically set the Library and Location defaults to be your library symbol, and the Collection default to "Stacks".

Click the "Save settings" button when you're done.

Setting this up will enable the rotation manager to export MARC records configured for your system.

Holdings field:	<input type="text" value="852"/>
Barcode subfield:	<input type="text" value="p"/>
Call number subfield:	<input type="text" value="j"/>
Library subfield:	<input type="text" value="b"/>
Library default:	<input type="text" value="BOISSEVAIN"/>
Location subfield:	<input type="text" value="b"/>
Location default:	<input type="text" value="BOISSEVAIN"/>
Collection subfield:	<input type="text" value="c"/>
Collection default:	<input type="text" value="Rotation"/>
<input type="button" value="Save Settings"/>	

Receiving a block of items

[Home](#) [Borrowing](#) [Lending](#) [Current](#) [History](#) [Account](#) [Patrons](#) [Info](#) [*Rotations](#)

[Receive titles](#) [Enter circ stats](#) [At my library](#) [Holdings setup](#)

Receive rotation titles

Scan a barcode: [Ok](#)

Get a file of MARC records with all rotation items you have received within the last month.

[Download MARC Records](#)

Scanned

Search: [Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

Barcode	Callno	Title	Author	Current library	Previous library	Last update
No data available in table						

Showing 0 to 0 of 0 entries [First](#) [Previous](#) [Next](#) [Last](#)

When you get a new block of titles, click on “Rotation manager” => “Receive title” to let the rotation manager know you've received them.

As you unpack the books, **scan each barcode** into the “Scan a barcode” box; the book will be added to the list:

Receive rotation titles

Scan a barcode: [Ok](#)

Get a file of MARC records with all rotation items you have received within the last month.

[Download MARC Records](#)

Scanned

Search: [Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

Barcode	Callno	Title	Author	Current library	Previous library	Last update
36757103777838	LP FIC GOUDG	Once in a blue moon / Eileen Goudge. --.	Goudge, Eileen.	MBOM	MWPL	2014-12-08 11:19:27.312322-06
36757102842864	AUSTEN	Sanditon : a novel / by Jane Austen and another lady.	Austen, Jane, 1775-1817.	MBOM	MWPL	2014-12-08 11:19:13.149598-06
36757103564285	PLS LP Dru	Old bones buried under / June Drummond.	Drummond, June.	MBOM	MWPL	2014-12-08 11:18:56.069099-06
36757103474915	CREASEY	The Toff and the curate / John Creasey.	Creasey, John.	MBOM	MWPL	2014-12-08 11:18:44.338062-06
36757103794197	HOFFMAN	The red garden / Alice Hoffman.	Hoffman, Alice.	MBOM	MBOM	2014-12-08 11:18:19.654476-06

The most recently scanned item will be the top-most line.

Note that the rotation manager knows the title/author/call# details; these are filled in automatically.

Your library symbol will appear in the “current_library” column; the library you've received from shows up in the “previous_library” column.

“Timestamp” is the date and time that you've received the item.

Downloading MARC records

Once you've finished scanning in the barcodes, click the “Download MARC records” button.

Get a file of MARC records with all rotation items you have received within the last month.

[Download MARC Records](#)

The rotation manager will create a file of MARC records, using the holdings field information you've set up in “Holdings setup”.






This file will contain records for all rotation items currently at your library. (So it makes sense to ship out the outgoing items before scanning the incoming items....)

A new browser window will open up with a list of files.

Click on the file name that matches your library symbol to download the file.

You can then import the file into your ILS.

Index of /rotations-MARC

Name	Last modified	Size	Description
 Parent Directory		-	
 MBOM.mrc	2014-12-08 11:21	5.9K	
 MLB.mrc	2014-05-02 10:09	892	
 MRO.mrc	2014-03-27 14:21	107K	
 MVE.mrc	2013-12-05 14:10	5.5K	

SPRUCE libraries will not have to import records (recs are already in Evergreen).

Shipping out a block

Before you ship a block on to the next library, PLS requires that you enter the circulation statistics your ILS has collected for those items.

HomeBorrowingLendingCurrentHistoryAccountPatronsInfo*Rotations

Receive titlesEnter circ statsAt my libraryHoldings setup

Enter circulation stats

Reminder: You are sending these books to Lakeland Regional Library - Main (MKL)

Search:

CopyCSVExcelPDFPrint

callno	title	author	barcode	received	number of circs
WIGGS	Summer at Willow Lake / Susan Wiggs.	Wiggs, Susan.	36757103462118	2014-09-05 14:41:09.42698-05	4
SCOTTOL	Save me / Lisa Scottoline.	Scottoline, Lisa. (SITKA)440327	36757103717206	2014-09-05 14:38:26.744343-05	
FORBES	Whirlpool / Colin Forbes.	Sawkins, Raymond H., 1923-	36757001248106	2014-05-12 13:16:22.194958-05	1
PATTERS	#1 suspect : a novel / by James Patterson and Maxine Paetro. --.	Patterson, James, 1947-	36757103728385	2014-09-05 14:41:53.610599-05	6

Go into “Rotation manager” => “Enter circ stats”

This is a list of all rotation items currently at your library.

Enter the number of circulations each item has had (from when you received the item until now).

The rotation manager does not try to enforce a particular method of doing this; a couple of options would be:

- A) Print the list, fill in the circ counts from your ILS, and return here to enter the data (pressing the TAB key after entering a number will take you to the next line).
- B) Alternatively, scan the item barcode into your ILS to find the number of circs, click in the “Search” box on this table, and scan the item barcode to bring up just that item and enter the # from your ILS.

Once you've entered the circ stats, remove the items from your ILS and send the block to the next library.

At my library

Home

Borrowing

Lending

Current

History

Account

Patrons

Info

*Rotations

Receive titles

Enter circ stats

At my library

Holdings setup

Rotation items currently at my library

Search:

Copy

CSV

Excel

PDF

Print

callno	title	author	barcode	received
WIGGS	Summer at Willow Lake / Susan Wiggs.	Wiggs, Susan.	<div>36757103462118</div> <div></div> <div>*36757103462118*</div>	<div>2014-09-05</div> <div>14:41:09.42698-05</div>
SCOTTOL	Save me / Lisa Scottoline.	Scottoline, Lisa. (SITKA)440327	<div>36757103717206</div> <div></div> <div>*36757103717206*</div>	<div>2014-09-05</div> <div>14:38:26.744343-05</div>
FORBES	Whirlpool / Colin Forbes.	Sawkins, Raymond H., 1923-	<div>36757001248106</div> <div></div> <div>*36757001248106*</div>	<div>2014-05-12</div> <div>13:16:22.194958-05</div>
PATTERS	#1 suspect : a novel / by James Patterson and Maxine Paetro. --,	Patterson, James, 1947-	<div>36757103728385</div> <div></div> <div>*36757103728385*</div>	<div>2014-09-05</div> <div>14:41:53.610599-05</div>
92 MOO	Here comes trouble : stories from my life /	Moore, Michael, 1954	<div>36757103724996</div> <div></div>	<div>2014-09-05</div>

The “At my library” screen is simply a convenience – it lists all of the rotation items that are currently at your library.

Items will get removed from this list as the next library in the rotation receives them.