

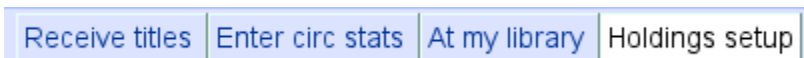
Rotation Manager

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.

Holdings field:	<input type="text" value="949"/>
Barcode subfield:	<input type="text" value="b"/>
Call # subfield:	<input type="text" value="d"/>
Library subfield:	<input type="text" value="a"/>
Library default:	<input type="text" value="MBOM"/>
Location subfield:	<input type="text" value="l"/>
Location default:	<input type="text" value="MBOM"/>
Collection subfield:	<input type="text" value="c"/>
Collection default:	<input type="text" value="Stacks"/>

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

[Save settings](#)

Receiving a block of items

[Borrowing from other libraries](#) [Lending to other libraries](#) [Current ILLs](#) [History](#) [My Account](#) [Patrons](#) [Info](#) [Rotation manager](#)

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

Receive rotation titles
Scanned

Scan a barcode:

Get a file of MARC records with all rotation items currently at your library.
[Download MARC records](#)

[Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#) [Save](#)

Search:

id	barcode	callno	title	author	current_library	previous_library	timestamp
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 Scanned

Scan a barcode:

Get a file of MARC records with all rotation items currently at your library.

[Download MARC records](#)

Copy	CSV	Excel	PDF	Print	Save	Search: <input type="text"/>		
id	barcode	callno	title	author	current_library	previous_library	timestamp	
16	3675710377838	LP FIC GOUDG	Once in a blue moon / Eileen Goudge. --.	Goudge, Eileen.	MBOM	MMVPL	2013-12-05 14:25:35.230946-06	
15	36757102842864	AUSTEN	Sanditon : a novel / by Jane Austen and another lady.	Austen, Jane, 1775-1817.	MBOM	MMVPL	2013-12-05 14:25:20.000605-06	
14	36757103564285	PLS LP Dru	Old bones buried under / June Drummond.	Drummond, June.	MBOM	MMVPL	2013-12-05 14:24:57.954301-06	
13	36757103474915	CREASEY	The Toff and the curate / John Creasey.	Creasey, John.	MBOM	MMVPL	2013-12-05 14:24:43.479927-06	
12	36757103794197	HOFFMAN	The red garden / Alice Hoffman.	Hoffman, Alice.	MBOM	MMVPL	2013-12-05 14:24:29.425413-06	

Showing 1 to 5 of 5 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

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 currently at your library.

[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.

Index of /rotations-MARC

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

You can then import the file into your ILS.

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

Name	Last modified	Size	Description
 Parent Directory		-	
 MBOM.mrc	2013-12-05 14:26	5.8K	
 MVE.mrc	2013-12-05 14:10	5.5K	

Apache/2.4.6 (Ubuntu) Server at localhost Port 443

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.

Borrowing from other libraries	Lending to other libraries	Current ILLs	History	My Account	Patrons	Info	Rotation manager
Receive titles Enter circ stats At my library Holdings setup							

Enter circ stats

Copy	CSV	Excel	PDF	Print	Save	Search: <input type="text"/>	
id	callno	title	author	barcode	received	# circs	
12	HOFFMAN	The red garden / Alice Hoffman.	Hoffman, Alice.	36757103794197	2013-12-05 14:24:29.425413-06	<input type="text" value="4"/>	
13	CREASEY	The Toff and the curate / John Creasey.	Creasey, John.	36757103474915	2013-12-05 14:24:43.479927-06	<input type="text"/>	
14	PLS LP Dru	Old bones buried under / June Drummon.	Drummond, June.	36757103564285	2013-12-05 14:24:57.954301-06	<input type="text" value="1"/>	
15	AUSTEN	Sanditon : a novel / by Jane Austen and another lady.	Austen, Jane, 1775-1817.	36757102842864	2013-12-05 14:25:20.000605-06	<input type="text" value="6"/>	
16	LP FIC GOUDG	Once in a blue moon / Eileen Goudge. --.	Goudge, Eileen.	36757103777838	2013-12-05 14:25:35.230946-06	<input type="text"/>	
You can print this list.							
Showing 1 to 5 of 5 entries						First Previous 1 Next Last	

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:

- 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).
- 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

Borrowing from other libraries	Lending to other libraries	Current ILLs	History	My Account	Patrons	Info	Rotation manager
Receive titles		Enter circ stats	At my library	Holdings setup			

Enter circ stats

Copy	CSV	Excel	PDF	Print	Save	Search: <input type="text"/>
id	callno	title	author	barcode	received	
12	HOFFMAN	The red garden / Alice Hoffman.	Hoffman, Alice.	36757103794197	2013-12-05 14:24:29.425413-06	
13	CREASEY	The Toff and the curate / John Creasey.	Creasey, John.	36757103474915	2013-12-05 14:24:43.479927-06	
14	PLS LP Dru	Old bones buried under / June Drummon.	Drummond, June.	36757103564285	2013-12-05 14:24:57.954301-06	
15	AUSTEN	Sanditon : a novel / by Jane Austen and another lady.	Austen, Jane, 1775-1817.	36757102842864	2013-12-05 14:25:20.000605-06	
16	LP FIC GOUDG	Once in a blue moon / Eileen Goudge. --.	Goudge, Eileen.	36757103777838	2013-12-05 14:25:35.230946-06	
You can print this list.						
Showing 1 to 5 of 5 entries					First Previous 1 Next Last	

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.