Questions for Sort-to-light

1. What differences does this make in your check-in procedures?
2. Do you have a separate workstation for check-ins (over the desk) than for check-outs?
3. When pulling paging slips, do you check in at a main circ station or elsewhere in the building?
4. What do you do with the item once it is checked and found to be going to another library to fill a hold? Do you put directly into a bin, put a slip of paper in, ? Do you have different systems for different check-in locations?
5. How did staff like this? Has is increased speed? Efficiency?
6. Any hints on how to make things transition smoothly? Things that really did work? really didn’t work?
7. Stories?

Norton PL*: Sandy : same # circ stations/staff as we have, in and out dealt with at same time as we do. Bins on floor directly at feet, things to stay are put on to carts further away. Biggest tip: shut off scanner beeps to force staff to look at screen, most important thing is to LOOK AT SCREEN as it tells where things are going. Biggest problem is item put into bin that doesn’t go there, is actually supposed to go onto hold shelf or on to stacks and patron is looking for item. . . but only takes a day or so for this to get resolved. For other libraries that are not compliant barcode-wise or are certified, a batch of transit slips are pre-made out and kept at each station to allow staff to grab the correct one, put it into item, and place immediately into the bin. They are having a problem with damaged items not being caught right away as staff no longer has to open the item to get to the barcode 1/7/13*

Libraries already on sort-to-light and contacted or will be contacted

Framingham Public Library 508-523-5570 director [mcontois@minlib.net](mailto:mcontois@minlib.net) Mark Contois

Medfield Public Library 508-359-4544 X8008 (administration) sat. yes til 5pm

Holliston Public Library 508-429-0617 sat. yes til 4

New Bedford ( Main) Public Library 508-991-6275 sat. yes 9-5

Norton Public Library 508-285-0265 circ supervisor Debbie Clifton [dclifton@sailsinc.org](mailto:dclifton@sailsinc.org)

SAILS Network 508-946-8600