
NRE Instructions

ENTERING REQUESTS:

The easiest way to enter a request is to go to the link texasgroup.worldcat.org or click on this button.



You may enter a request through the NRE but there are many more steps.

ENTERING REQUESTS:

The easiest way to enter a request is from the “patron” side. Find the Navigator button (first box) on the HLC website www.harringtonlc.org or go to this link: texasgroup.worldcat.org You may enter a request through the NRE but there are many more steps.

Guide to search and select titles on NRE to receive items quicker [click here](#)

PLEASE DO THIS DAILY: Go to Pending Transits in WorkFlows and receive all items that are there

BORROWERS SIDE:

When the requested book arrives at your library, go to the work queue and find the book in “Shipped”

Click on the drop down box—the ACTION should be “Received”

When you click on received another screen will open up. In the ITEM BARCODE – BORROWER slot type or scan in the item barcode. If the item came from another HLC library you will need to put in the three letter code

([click for list of site codes](#)) then the barcode. Then click “Received”.

To verify that everything is okay go to Workflows and do a search on the barcode you just put in. The NRE System creates a brief record for the item and places a hold on it in Workflows. Make sure the record is there and that it is correct.

When the item moves to the “Received” queue you may check it out in workflows to your patron using whatever barcode you put in for the ITEM BARCODE – BORROWER. Before you check out to the patron in Workflows go to pending transits and receive anything that is pending. Then go to the NRE queue and receive the item. The action is “Received”.

If an item goes to “Staff Review” then you will click on DETAILS and scroll to the bottom to find the error message. If the error is failed to perform circ action the first thing you want to do is see if your patron is in good standing in Workflows. If you do not understand the error message please call us.

When the patron returns the item discharge it in Workflows. DO NOT DISCHARGE IT MORE THAN ONCE.

In the NRE go to the work queue to RECEIVED, find the book—the action will be “Returned”. Select how you are returning the book in the drop down box and then hit “Returned”. NOTE: Brief item records are removed by Troyce.

LENDING SIDE:

Click on “New Requests” and choose an Action —Will Supply or whatever

If you choose to loan the item, pull it from your shelf —the Action will be “Ship”

Put the barcode that is in the book in ITEM BARCODE – LENDER. At this time you can change the due date, ship date, etc. Be sure to select a delivery method and if you have a condition on the item then click and select. Then click “Shipped”.

When you receive the item back, go to the shipped queue, find the item, the Action will be “checked in”. Go to Pending Transits in Workflows and receive anything that is pending.

Wait a few minutes to verify that the item doesn’t go to “Staff Review”. If an item goes to “Staff Review” then you will click on DETAILS and scroll to the bottom to find the error message. Try to determine why the error. If you have trouble with this let us know.

HINT: If you accidentally scan in the wrong barcode simply click on “Shipped” again and scan in the correct barcode.