**NON-MEMBER LIBRARY LOANING AND PAYMENT INSTRUCTIONS**

When your library loans items to libraries that are <u>non-members</u>, (libraries that **do not** have a 3-letter code) those items are checked out to the non-member library account using Workflows.

For example, If **DUU**, Hardin-Northern Public Library, loaned one of their items to Archbold Community Library, DUU would <u>check out the item to Archbold's account</u> in Workflows using the Checkout wizard. DUU <u>would then send their item directly to Archbold</u> via Priority Dispatch.
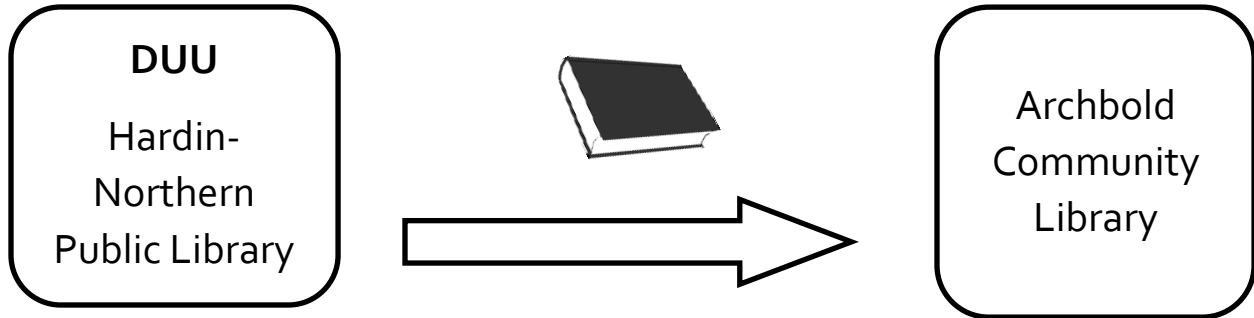
Once Archbold receives the item, they supply it to their patron. If their patron does not return the item, or damages the item beyond repair, Archbold is responsible for reimbursing DUU for the cost of the item.
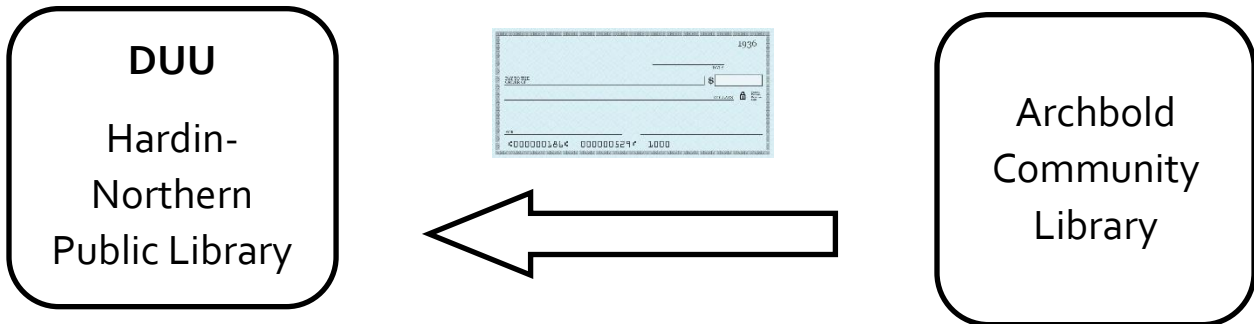
When a check is received from a non-member library that is paying for a specific item, please apply it directly to that specific item using the Paying Bills wizard in Workflows.

Total bills and payments

Total bills:	3	Payment:	
Total owed:	$56.44	Payment type:	CASH
Still owes:	$56.44	Change:	
Credit balance: none			

Individual Bills and Payments

Title	Item ID	Reason	Owes	Tax	Payment Ty...	Payment	Change	Billed	Date	Note
		BOOKSALE	$2.50		CASH			$93.50	12/11/2017	
The neighbors	31705003236426	LOST	$23.95		CHECK	23.95		$23.95	7/1/2019	
The gatecrasher [book on CD]	31705003861488	LOST	$29.99		CASH			$29.99	7/1/2019	

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In this example, the lost item title, The Neighbors, is the only item being paid for. Select payment type of Check from the drop-down menu in the Payment Type column. Now enter the amount paid for this item in the Payment column beside that specific title.
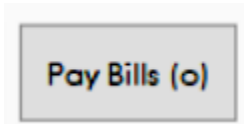
Pay Bills (o)

Click on the Pay Bills button at the bottom of the screen to complete the process.

If a library is paying for more than one item, you would use the same procedure and enter each individual amount being paid for, beside the corresponding title. Then click on Pay Bills.

Make sure the amount you enter as being paid, coincides with the amount on the check you received.

The list of non-member libraries that pay a yearly fee to borrow from the consortium is located on the SEO Support Site.

https://support.servingeveryohioan.org/index.php?pid=knowledgebase&cmd=viewentclient&id=295

This document, ILL LIBRARIES IN AGREEMENT, lists all libraries that have paid the yearly fee to borrow from the consortium.

PLEASE CONTINUE TO THE NEXT STEP IN THIS PROCESS

Once you have received payment for your item,

please check your item out to your designated 3-letter code DISCARD user account.

For example, DUUDISCARD would be the User ID for the account that DUU, Hardin-Northern Public Library would use to check their items out to, that have been paid for.

Depending on your library's policy, items checked out to a DISCARD account are completely removed from the system either daily or monthly.

Once you check the item out to your 3-letter code DISCARD user, this will remove the item from being checked out to the non-member libraries account.

IF YOU RECEIVE A CHECK AND ARE NOT SURE WHAT ACCOUNT AND/OR ITEM TO APPLY THE MONEY TO, PLEASE CALL SEO AND WE WILL HELP YOU.

WE RECOMMEND NOT CASHING A CHECK WITHOUT FIRST APPLYING THE PAYMENT TO THE CORRECT ACCOUNT AND ITEM.

If you have any questions about these procedures, please contact SEO by calling 1-877-552-4262 or create a ticket on our support site at https://servingeveryohioan.org/