

Audio Rotation Procedures

CHECKING IN A NEW PACKET:

1. **If you begin to check in a packet and find that the previous library has not changed the location to your library, please inform ALS. We expect all members to adhere to these procedures in order to save staff time when checking in and sending out packets.**
2. Check all the items in. Hit enter on your keyboard or select OK to acknowledge the check in note (if it has been set by the previous library). Audio Packet Title Lists are still available from the ALS homepage under [Access Services for Area Libraries](#). Under the heading for **Rotating Collections** you will find **Audio Rotation Services** from which you can find the **Rotation Schedule** as well as a drop down menu for the **Title Lists**.
3. In **Administration**, click on the **Item Group Editor**, search for **Copy** (example AB Packet 101) **AND Collection** (alvrot). **Note the items that do not have your location code as these items were not included with the packet and should come in later to your library from a previous library on the rotation schedule. If they do not, we will consider them as missing or lost and you must let ALS know by filling out the Missing Audio Report.** (Note also at the bottom of the screen that you can **Sort** this list by any of the fields. If you use the full screen by closing the navigation bar, you can print the screen as you chose to sort it. To bring the navigation bar back, just click on **View** at the top of the screen and select **Navigation Bar**.) Highlight only the items with your location code and click **Edit**. Then select **OK** to make a batch change to the selected items. Change the **itype** to match your library and select **Save** and **Close**.

SENDING A PACKET TO THE NEXT LOCATION:

1. In **Administration**, click on **Item Group Editor** and check the **Append List** box. Scan all of the items. Highlight all of the items in the list, select **Edit** and **OK**. Change the location to the library to which you are sending the packet. Add a **check in note** (example: **rotate 11/07/2011**). **Save** and **Close**. In **Circulation**, check in all the items: during this process, you will hit enter twice if you have included the check in note.
2. Make sure that you are shipping the packet the week of Rotation. It is unfair for the library after you to have to wait and lose time in the rotation. It is up to the sending library to keep track of the titles they need to forward. Please remember that the only fields you should be changing are the **Location, Itype, and Check-In Note**. Do not add information to the **Call Number or Copy Field**.

