Welcome to the Mississippi Library Partnership!
We look forward to working with all of you in the days and years to come.
Mississippi Library Partnership

(Formerly Golden Triangle Regional Library Consortium)

The Mississippi Library Partnership, established as the Golden Triangle Regional Library Consortium in 1993, is a consortium of multi-type libraries that share a library automation system as a means of increasing the sharing of resources (access to one database which would contain all of the holdings of the member libraries) and automation costs as well as the sharing of technical expertise. The Charter members include the Mississippi State University Libraries and the Mississippi University for Women Library. In 2012 the name of the consortium was changed the Mississippi Library Partnership to better reflect the geographic area covered by the consortium.

As members of the Partnership, each library adds its bibliographic and patron databases to the library automation system (SIRSI) housed at MSU. Each member uses the SIRSI system for its circulation, online catalog, acquisitions and serials system. The majority of the technical expertise and management of the SIRSI system is provided by MSU Libraries. Additionally, the Partnership added the Directors Station product to the suite of modules available via SIRSI. This product provides administrators with a top-down view of the online system and provides up-to-date information on the many aspects of the system including circulation transactions, cataloging statistics, acquisitions expenditures and much more. For more information see http://www.sirsidynix.com/Solutions/Products/analytical.php.

Training and support for the Partnership is handled by the Mississippi State University Libraries Systems personnel. These individuals assist with training and ongoing support. The SIRSI server is housed on the campus of Mississippi State University in the Information Technology Services (ITS) computer room. This controlled environment provides a safe, protected area for the online system. The ITS department maintains regular backups of the online system and the MSU Library Systems personnel handle the SIRSI upgrades. Individual member libraries are only responsible for their Internet connections and their individual personal computers.

Since 2005, the libraries' participating within the Mississippi Library Partnership (MLP) has permitted patrons to place holds or requests for books held at other member libraries. This service has been extremely popular with patrons as it provides them the opportunity to request a book from another library and the ability to have it delivered to the patrons' local library.

The mission of the Partnership is to provide a central database that patrons can utilize to provide easy access to resources available throughout the member libraries. Building upon the success of the venture between Mississippi State University and Mississippi University for Women, the partnership continues to impact libraries and provide exceptional service to its members.
Columbus-Lowndes Public Library System

- Columbus-Lowndes County Public Library
  314 North 7th Street
  Columbus, MS 39701
  (662) 329-5300

- Artesia Public Library
  18 South Front Street
  Artesia, MS 39736
  (662) 272-5755

- Crawford Public Library
  320 Main Street
  Crawford, MS 39743
  (662) 272-5144

- Caledonia Public Library
  754 Main Street
  Caledonia, MS 39740
  (662) 356-6384

East Mississippi Community College Library System

- Golden Triangle Mayhew Campus Library
  8731 South Frontage Road
  Mayhew, MS 39753
  (662) 243-1914

- Scooba Campus Library
  1512 Kemper Street
  Scooba, MS 39358
  (662) 476-5054

First Regional Libraries

- M. R. Davis Public Library
  8554 Northwest Drive
  Southaven, MS, 38671-2411
  (662) 342-0102

- M. R. Dye Public Library
  2885 Goodman Road
  Horn Lake, MS 38637-1227
  (662) 393-9468

- Walls Public Library
  7181 Delta Bluff Parkway
  Walls, MS 38680
  (662) 781-3664

- B. J. Chain Public Library
  6619 Highway 305 North
  Olive Branch, MS 38654
  (662) 895-5900

- Robert C. Irwin Public Library
  1285 Kenny Hill Avenue
  Tunica MS, 38676
  (662) 363-2162

- Hernando Public Library
  370 West Commerce Street
  Hernando, MS 38632
  (662) 429-4439

- Jessie J. Edwards Public Library
  610 East Central Avenue
  Coldwater, MS 38618
  (662) 622-5573

- Senatobia Public Library
  222 Ward Street
  Senatobia, MS 38668
  (662) 562-6791

- Sam Lapidus Memorial Public Library
  108 Missouri Street
  Crenshaw, MS 38621
  (662) 382-7479

- Emily Jones Pointer Public Library
  104 Main Street
  Como, MS 38619
  (662) 526-5283

- Sardis Public Library
  101 McLaurin Street
  Sardis, MS 38666
  (662) 487-2126

- Batesville Public Library
  206 Highway 51 North
  Batesville, MS 38606
  (662) 563-1038
Lafayette County & Oxford Public Library
401 Bramlett Blvd
Oxford, MS 38655
(662) 234-5751

Lee - Itawamba Library System

Lee County Library
219 North Madison Street
Tupelo, MS 38804
(662) 841-9027

Itawamba County Pratt Memorial Library
210 Cedar Street
Fulton, MS 38843
(662) 862-4926

Mid-Mississippi Regional Library System

Attala County Public Library
201 South Huntington Street
Kosciusko, MS 39090
(662) 289-5141

Carthage-Leake County Public Library
114 East Franklin Street
Carthage, MS 39051-3716
(601) 267-7821

Duck Hill Public Library
127 North State Street
Duck Hill, MS 38925
(662) 565-2391

Durant Public Library
15338 North Jackson Street
Durant, MS 39063
(662) 653-3451

Goodman Public Library
9792 Main Street
Goodman, MS 39079
(662) 472-0550

Kilmichael Public Library
102 1st Street
Kilmichael, MS 39747
(662) 262-7615

Lexington Public Library
208 Tchula Street
Lexington, MS 39095
(662) 834-2571

Pickens Public Library
309 Highway 51
Pickens, MS 39146
(662) 468-2391

Tchula Public Library
105 Mercer Street
Tchula, MS 39169
(662) 235-5235

Walnut Grove Public Library
146 Main Street
Walnut Grove, MS 39189
(601) 253-2483

West Public Library
24843 Highway 51
West, MS 39192
(662) 967-2510

Winona-Montgomery County Library
115 North Quitman Street
Winona, MS 38967
(662) 283-3443

Winston County Public Library
301 West Park Street
Louisville, MS 39339
(662) 773-3212

Mississippi State University Libraries

Mitchell Memorial Library
395 Hardy Road
Mississippi State, MS 39762
(662) 325-7668

College of Veterinary Medicine Library
240 Wise Center Drive
Mississippi State, MS 39762
(662) 325-1256

Giles Architecture Library
899 Collegeview Drive
# 121 Giles Hall
Mississippi State, MS 39762
(662) 325-2204

Research and Curriculum Unit Library
103 Russell Street
Starkville, MS 39759
(662) 325-2510
<table>
<thead>
<tr>
<th>Library Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Meridian Campus Library</td>
<td>1000 Highway 19 North</td>
<td>Meridian</td>
<td>MS</td>
<td>39307</td>
<td>(601) 484-0236</td>
</tr>
<tr>
<td>School of Architecture Library</td>
<td>Fifth Year Program</td>
<td>Jackson</td>
<td>MS</td>
<td>39201</td>
<td>(662) 325-0679</td>
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<tr>
<td>Mississippi University for Women</td>
<td></td>
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<td>Mississippi School for Math and Science</td>
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<tr>
<td>Fant Library</td>
<td>1100 College Street</td>
<td>Columbus</td>
<td>MS</td>
<td>39701</td>
<td>(662) 329-7348</td>
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<tr>
<td>Starkville-Oktibbeha County Public Library System</td>
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<tr>
<td>Starkville Public Library</td>
<td>326 University Drive</td>
<td>Starkville</td>
<td>MS</td>
<td>39759</td>
<td>(662) 323-2766</td>
</tr>
<tr>
<td>Maben Public Library</td>
<td>3982 2nd Avenue</td>
<td>Maben</td>
<td>MS</td>
<td>39750</td>
<td>(662) 263-5619</td>
</tr>
<tr>
<td>Starkville High School Library</td>
<td>603 Yellow Jacket Drive</td>
<td>Starkville</td>
<td>MS</td>
<td>39759</td>
<td>(662) 324-4130</td>
</tr>
<tr>
<td>Webber County Library</td>
<td>202 West Fox Avenue</td>
<td>Eupora</td>
<td>MS</td>
<td>39744</td>
<td>(662) 258-7515</td>
</tr>
<tr>
<td>Weir Public Library</td>
<td>129 Front Street</td>
<td>Weir</td>
<td>MS</td>
<td>39773</td>
<td>(662) 547-6747</td>
</tr>
<tr>
<td>Starkville School District</td>
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<tr>
<td>Bryan Public Library</td>
<td>338 Commerce Street</td>
<td>West Point</td>
<td>MS</td>
<td>39773</td>
<td>(662) 494-4872</td>
</tr>
<tr>
<td>Choctaw County Public Library</td>
<td>511 South Louisville Street</td>
<td>Ackerman</td>
<td>MS</td>
<td>39735</td>
<td>(662) 285-6348</td>
</tr>
<tr>
<td>Evans Memorial Library</td>
<td>105 North Long Street</td>
<td>Aberdeen</td>
<td>MS</td>
<td>39730</td>
<td>(662) 369-4601</td>
</tr>
<tr>
<td>Hamilton Public Library</td>
<td>40460 Highway 45 South</td>
<td>Hamilton</td>
<td>MS</td>
<td>39746</td>
<td>(662) 343-8962</td>
</tr>
<tr>
<td>Mathiston Public Library</td>
<td>298 Scott Avenue</td>
<td>Mathiston</td>
<td>MS</td>
<td>39752</td>
<td>(662) 263-5196</td>
</tr>
<tr>
<td>Nettleton Public Library</td>
<td>182 Main Street</td>
<td>Nettleton</td>
<td>MS</td>
<td>38858</td>
<td>(662) 963-2014</td>
</tr>
<tr>
<td>Webster County Library</td>
<td>202 West Fox Avenue</td>
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<td>MS</td>
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</tr>
<tr>
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<td>(662) 547-6747</td>
</tr>
<tr>
<td>Wren Public Library</td>
<td>32655 Highway 45 North</td>
<td>Aberdeen</td>
<td>MS</td>
<td>39730</td>
<td>(662) 256-4957</td>
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<tr>
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</tr>
<tr>
<td>Wren Public Library</td>
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<td>Aberdeen</td>
<td>MS</td>
<td>39730</td>
<td>(662) 256-4957</td>
</tr>
</tbody>
</table>
## Mississippi Library Partnership

### Contact Directory

<table>
<thead>
<tr>
<th>Library</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mississippi State University Libraries</td>
<td>Tobias Sumrall/Ashley Brown</td>
<td>(662) 325-8706</td>
<td><a href="mailto:tsumrall@library.msstate.edu">tsumrall@library.msstate.edu</a></td>
</tr>
<tr>
<td></td>
<td>(Circulation)</td>
<td>(662) 325-9348</td>
<td><a href="mailto:abrown@library.msstate.edu">abrown@library.msstate.edu</a></td>
</tr>
<tr>
<td></td>
<td>Summer Mord</td>
<td>(662) 325-7664</td>
<td><a href="mailto:smord@library.msstate.edu">smord@library.msstate.edu</a></td>
</tr>
<tr>
<td></td>
<td>Anita Winger</td>
<td>(662) 325-7681</td>
<td><a href="mailto:awinger@library.msstate.edu">awinger@library.msstate.edu</a></td>
</tr>
<tr>
<td></td>
<td>Clay Hill</td>
<td>(662) 325-8350</td>
<td><a href="mailto:chill@library.msstate.edu">chill@library.msstate.edu</a></td>
</tr>
<tr>
<td></td>
<td>Bob Wolverton</td>
<td>(662) 325-0548</td>
<td><a href="mailto:bewolferton@library.msstate.edu">bewolferton@library.msstate.edu</a></td>
</tr>
<tr>
<td></td>
<td>Systems Help Desk</td>
<td>(662) 325-2842</td>
<td>Report a Problem: <a href="http://library.msstate.edu/report">http://library.msstate.edu/report</a></td>
</tr>
<tr>
<td>Columbus – Lowndes Public Library System</td>
<td>Erin Stringer</td>
<td>(662) 329-5150</td>
<td><a href="mailto:estringer@lowndes.lib.ms.us">estringer@lowndes.lib.ms.us</a></td>
</tr>
<tr>
<td>East Mississippi Community College Libraries</td>
<td>Donna Ballard</td>
<td>(662) 243-1914</td>
<td><a href="mailto:dballard@eastms.edu">dballard@eastms.edu</a></td>
</tr>
<tr>
<td>Mayhew &amp; Scooba</td>
<td></td>
<td>(662) 476-5054</td>
<td></td>
</tr>
<tr>
<td>First Regional Libraries</td>
<td>Barbara Evans</td>
<td>(662) 429-4439</td>
<td><a href="mailto:bevans@firstregional.org">bevans@firstregional.org</a></td>
</tr>
<tr>
<td></td>
<td>Marty Coleman</td>
<td></td>
<td><a href="mailto:marty@firstregional.org">marty@firstregional.org</a></td>
</tr>
<tr>
<td>Lee - Itawamba Library System</td>
<td>Vickie Ross</td>
<td>(662) 841-9027</td>
<td><a href="mailto:circulation@li.lib.ms.us">circulation@li.lib.ms.us</a></td>
</tr>
<tr>
<td></td>
<td>Jeffrey Martin</td>
<td>(662) 862-4926</td>
<td><a href="mailto:lepl1@li.lib.ms.us">lepl1@li.lib.ms.us</a></td>
</tr>
<tr>
<td>Mid – Mississippi Regional Library System</td>
<td>Brandon Cain</td>
<td>(662) 289-5151</td>
<td><a href="mailto:refill@midmissregional.lib.ms.us">refill@midmissregional.lib.ms.us</a></td>
</tr>
<tr>
<td></td>
<td>Doug Potter</td>
<td></td>
<td><a href="mailto:cataloger@midmissregional.lib.ms.us">cataloger@midmissregional.lib.ms.us</a></td>
</tr>
<tr>
<td>Mississippi University for Women Fant Library</td>
<td>Gail Gunter</td>
<td>(662) 329-7348</td>
<td><a href="mailto:ggunter@library.muw.edu">ggunter@library.muw.edu</a></td>
</tr>
<tr>
<td>Starkville Oktibbeha County Public Library System</td>
<td>Ginny Holtcamp</td>
<td>(662) 323-2766</td>
<td><a href="mailto:kara@starkville.lib.ms.us">kara@starkville.lib.ms.us</a></td>
</tr>
<tr>
<td></td>
<td>Kara Roberts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starkville School District</td>
<td>Joy Dill</td>
<td>(662) 324-4130</td>
<td><a href="mailto:jdill@starkville.k12.ms.us">jdill@starkville.k12.ms.us</a></td>
</tr>
<tr>
<td>Tombigbee Regional Library System</td>
<td>Mary Helen Waggoner</td>
<td>(662) 494-4872</td>
<td><a href="mailto:mwag@tombigbee.lib.ms.us">mwag@tombigbee.lib.ms.us</a></td>
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</table>
## Mississippi Library Partnership

### Circulation Period and Fine Policy

<table>
<thead>
<tr>
<th>Library</th>
<th>Loan Period</th>
<th>Grace Period</th>
<th>Fine</th>
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<tbody>
<tr>
<td>Columbus-Lowndes County Public Libraries</td>
<td>New Books: 7 days, Other Books: 28 days</td>
<td>No grace period for new books, 2 day grace period for other books.</td>
<td>$.10 per day maximum of $5.00</td>
</tr>
<tr>
<td>East Mississippi Community College Libraries</td>
<td>14 days</td>
<td>No grace period</td>
<td>$.25 per day after due date</td>
</tr>
<tr>
<td>First Regional Libraries</td>
<td>21 days</td>
<td>No grace period</td>
<td>$.10 per day after due date</td>
</tr>
<tr>
<td>Lee-Itawamba Libraries</td>
<td>14 days</td>
<td>No grace period</td>
<td>$.10 per day maximum of $5.00</td>
</tr>
<tr>
<td>Mid-Mississippi Regional Libraries</td>
<td>New Books: 7 days, Other Books: 14 days</td>
<td>No grace period</td>
<td>$.25 per day maximum of $8.00</td>
</tr>
<tr>
<td>Mississippi State University Libraries</td>
<td>28 days</td>
<td>28 days</td>
<td>$10.00 after grace period</td>
</tr>
<tr>
<td>Mississippi University for Women Library</td>
<td>14 days</td>
<td>No grace period</td>
<td>$.25 per day after due date</td>
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<tr>
<td>Starkville-Oktibbeha County Libraries</td>
<td>New Books: 7 days, Other Books: 14 days</td>
<td>No grace period</td>
<td>$.25 per day after due date</td>
</tr>
<tr>
<td>Starkville Public High School Library</td>
<td>14 days</td>
<td>No grace period</td>
<td>$.10 per day maximum of $10.00</td>
</tr>
<tr>
<td>Tombigbee Regional Libraries</td>
<td>14 days</td>
<td>No grace period</td>
<td>$.10 per day maximum of $5.00</td>
</tr>
</tbody>
</table>

*Fines and circulation rules may vary depending on preferences set by a patron’s home library.

*Example: Senior citizens may not be charged for overdue materials at their home library. However, they are subject to late fees for items borrowed from another library.*
All Circulation Options are performed under Circulation Menu
Located at Top of Screen

Register and Modify Users:
- Under "Users Tab", click "Display User", click the man with the magnifying glass in the top left corner
- Search for patron using LAST NAME, FIRST NAME to ensure patron is not affiliated with consortium
- Under “Users Tab”, click "User Registration" or "Modify User"
- Enter the new user ID to be associated with the patron
- Select your library under "Profile Name" and click "OK"
- Fill out fields in "Basic Info" tab
- Under "Privilege" tab, change "PIN" to the last 4 digits of the patron's ID number or the pin number chosen
- Tab over to "Override" field and enter your library override password
- Under "Addresses" tab, complete as many fields as possible under Address 1
- Under "Extended Info" tab, you may add a "Note" or a "Comment" that will display when patron's account is accessed.
- Click "Register User" at bottom

* Having an affiliation with one of the consortium members grants privileges to all libraries within the consortium.

*MSU patrons will have their barcode number on their MSU ID. MUW and EMCC patrons do not have their barcode number on ID. Those patrons will have to be located through search feature if your library does not use a card scanner. They may know their ID number.
Checking Out Items:
- Click “Checkout” tab
- Enter patron's ID
- Enter item ID
- SIRSI will set due date for item

Renewing Items using SIRSI:
- Click "Renew User" or "Renew Item"
- Enter the patron's ID or the Item ID
- Click "Renew Item" at bottom for new due date

*Items may be renewed once either online or using SIRSI, as long as the item is not past due or requested by another patron. If the item is past due, the patron will not be allowed to renew via the online catalog. Past due renewals must be approved by using your libraries' override code.

*If an item has reached its renewal limit, the item must be returned and discharged from the patron's account. If no other patron has requested the item, it may be checked back out to the patron, thus allowing the renewal policy to start over.

Discharging Items:
- Click “Discharge” tab
- Enter item ID
- Item will be directed to appropriate location
  - Shelf
  - Hold Shelf for another home patron’s hold
  - In-Transit to owning or other requesting library

*Your library may have additional locations.

*If your library is closed on Sundays, or any other day, when emptying book drop on Monday morning, libraries should discharge the item as if it were returned on the last day your library was open.

Operating in Offline Mode:
*Before using Offline Mode, libraries should ensure they were connected online and running properly within the past 24 hours.

*It is suggested that libraries only use Offline Mode for checking-out items to patrons. Once system is back online, a report will be generated displaying any errors encountered while checking-out items.

*Be aware that if you do discharge an item using Offline Mode, the system will not prompt you when there is a hold on the item nor where to put the item in-transit to owning or requesting library.
Adding a Brief Title (fast add):
• Under "Items" tab, click "Add Brief Title"
• Fill in appropriate fields based on your library's procedure
• Place Item ID in proper location on item
• Be sure to include call number and Item ID number to assist in correctly cataloging item upon its discharge.

Placing a Hold in SIRSI:
• Under "Holds" menu, click "Place Hold"
• Enter patron’s ID
• Enter item ID
• Choose location to pick up item
• Click "Place Hold" at bottom

*When placing a Hold through SIRSI, the default setting is GROUP level hold. If the title you are placing on Hold is not in your library system, you will see an error message stating "No items qualified for hold." You will then need to change the Hold from GROUP to SYSTEM level Hold.

*Libraries should not “force place” a hold using their override code. Should the system ask for an override; that typically means the item is a “non-holdable” item set by the owning library. Should there be a question, contact the owning library.

*Patron will be notified via email automatically, if email is provided in profile or by your library's notification procedure once the item is available for check-out.

*Libraries are not granted the option to reorder the hold position in the queue.

*The Mississippi Library Partnership’s policy is to keep available hold books on the hold shelf hold for 7 days. If the item has not been picked up, remove the hold and return item to the shelf, the owning library or make it available for the next patron.

MLP Courier Policies and Procedures

The MSU Libraries’ supplies a driver for the MLP courier and will deliver books every week according to the transit schedule below.

Policy: In order to simplify the courier service and streamline the processing, all libraries will put materials going to other libraries in the MLP supplied white bins. The materials will be pre-sorted by library system and each item will have a standardized label on the book. Each library system headquarters will start with a set amount of white bins based on volume, with library “route to” labels and will be responsible to pre-sort books prior to the courier picking them up.
Books should be pre-sorted prior to the pickup date making sure that:

- the white bin is properly labeled for the receiving library
- all books within a labeled bin are going to the appropriate library
- the white bin is not too heavy to carry.

Courier “route to” bin labels and hold transit slips are located on the MLP website at http://library.msstate.edu/mlp/resources/. The "route to" bin label is a template, change the location as needed and print on cardstock (MSU, MUW, EMCC, LILS, MMRLS, MMRLS-WIN, FRL, OKT, TRL, SHS, CLPL). Libraries should also add their library information to the bottom of the hold transit slip.

Please use your own cardboard boxes for passing books between your branch libraries. If you come across a bin that needs to be replaced, please let the courier know so that he can pick it up and bring it back to MSU-Main.

If you run out of bins at any time, please e-mail the member libraries, using the MLP listserv, to request more from a library with extra.

**MLP Transit Courier Schedule:**

*MSU-Main (Mitchell Memorial Library) serves as the hub for items shipped to and from partner libraries.

**Monday-Friday:** Pick up and deliver to all Oktibbeha County Libraries and MSU Libraries

**Tuesday:** Pick up and deliver to Mid-Mississippi Libraries (Attala)

**Wednesday:** Pick up and deliver to Lee-Itawamba Libraries (Tupelo) and First Regional Libraries (meet in Tupelo)

**Thursday:** Pick up and deliver to Columbus-Lowndes County Libraries (Columbus), Mississippi University for Women Library (Columbus), East Mississippi Community College Libraries (Mayhew) and Tombigbee Regional Libraries (West Point)

*All libraries should use the official MLP Hold slip when processing Holds. (see MLP Hold slip)

*The borrowing library is responsible for the book until it returns to the lending library. Should a book get lost while in transit to another library (after being discharged and put in transit), the borrowing library is responsible for the replacement costs.
**Daily Holds Procedures:**

*The Onshelf Items feature located in under the “Holds” tab is produced in real time. Libraries may check periodically throughout the day for any holds on their materials.*

*See Onshelf Items Tutorial for processing holds using the Onshelf Items feature.*

**Hold requested from other library:**
- Click "Check Item Status" and enter item ID
- "Receive the item" at bottom
- Check out as normal
- When item is returned, discharge as normal
- SIRSI will direct you that the item is now in-transit (route) to the appropriate library
- Send to appropriate library

**Removing a Hold:**
- Under "Holds" menu, click "Remove Item Hold"
- Enter item ID
- Ensure that the item was, in fact, received and has been available for pick up at least 10 days
- Select the patron who has the item on hold as multiple patrons could have holds on the item
- Click "Remove Hold" at bottom
- Item will be directed to proper location
- If another patron has placed a hold on the item, it will now be available for that patron

**Unfilled Holds Report:**
*This report helps to ensure we are filling patrons’ requests for items that are available for checkout.*

*Report will be generated on a weekly basis. This report will list all holds that were “unfilled” within your library and / or your library branches. See Anita for exact parameters of report.*

*Remember, unfilling a hold does not remove the patron’s hold on that title.*

**Printing Unfilled Holds Report:**
- Print report from email
- Under “Check Item Status” type in each item number
- If display prompts you to “Make Hold Available” or “Put Item In-Transit”, click "Cancel". This hold has not been filled. These items should be searched for again and, if located, made available to patron or put in-transit to requesting library.
**Items with a hold but unable to be filled:**

*After searching for unfilled holds at least 3 times, the hold should be removed (see above for removing a hold).

*Next, the item should be marked missing (see below for marking an item missing). This will ensure other patrons will not place a hold on the item since it's currently missing from your collection.

*Follow your library's procedures for missing items.

**Marking an Item Missing:**

- Click "Mark Item Missing"
- Search using item ID. This will ensure you are marking your copy of the item missing and not another copy
- Once the item ID is highlighted, click "Mark Item Missing" below
- The item is now "missing" and will not appear in your online catalog
- A missing item report may be generated to aid in searching for missing items
- Should a missing item be located, simply discharge the item. This places the item back in its original home location and it becomes available for check-out

*Marking an item missing makes it non-holdable.

*MSU searches for missing items up to 6 months before withdrawing an item from the collection.

**Marking an Item Claims Return:**

- Under the Special Menu, click "User Claims Return"
- Enter the patron's ID
- Mark the appropriate item charged to their account "claims returned" by clicking the square box next to the due date.
- Select the date the patron claims to have returned the item
- Click "Mark Items Claimed Returned" below

*Marking an item "Claims Returned" will ensure the patron is not accruing fines for the past due item.

*Report can be generated to aid in searching for "Claims Returned" items.
**Billing a Patron and Paying a Bill:**
*Overdue fines are automatically added to patron’s account once the overdue item has been discharged.

*Libraries may **not** bill patrons for anything not associated with their items.

*Libraries are not allowed to waive or cancel fines on items belonging to other libraries. Should you feel a fine has been accrued in error, contact the owning library.

**Billing a User:**
- Click on "Bill a User" and enter patron's ID
- Provide a reason for billing (lost, processing fee, damage, photocopies, fax, etc)
- Enter amount of bill with decimal
- Payment type
- Click "Pay Now" at the bottom if patron is present to pay. If patron is not there to "Pay Now" click "Bill User"
- The amount and reason will be billed to their account.

*If billing a patron for fees associated with an item, include the item ID.

**Charging Patron for Lost or Damaged Item:**
- Retrieve amount to replace the item.
- Click "Billing a User;" enter patron's ID
- Reason for bill is LOST or DAMAGE
- Amount of replacement
- The item ID of the lost item
- Bill User at bottom
- Using the same steps again, bill patron the amount of your library's PROCESSING FEE
- Discharge the item and follow your library's procedure for withdrawing the item from your collection
- Item should be marked "Lost" prior to being withdrawn. This removes the item from your available catalog ensuring the item doesn't show to be available for checkout

**Paying Bills that have been charged to account:**
- Click "Paying Bills" and enter patron's ID
- If more than one bill pay each bill individually
- Enter Payment Type
- Enter Payment Amount
- Click "Pay Bills"
*You are unable to pay a bill associated with an item if it is still charged to patron's account. Item must be discharged in order to pay a bill. SIRSI will display the "estimated amount owed" on an item still charged to a patron's account.

*Patrons may pay fines at any library within the consortium.

*When you have a patron that has a fine for a library other than your library, pay the bill as normal in SIRSI and add it to your cash drawer. The designated person for your library will receive a monthly report that details the amount of money you owe other libraries for fines as well as a report that details the amount of money you are owed from other libraries. Libraries should generate an invoice to be sent to each individual library that owes you money that month. Individual libraries will pay you the amount they have collected in fines for that month. 

*Several libraries wait until they are owed at least $50.00 before invoicing. There is no particular set limit; each library may set its own minimal invoicing amount.

*Due to differences in fiscal years, all libraries should invoice for the months of May and September regardless of amount owed.
Online Catalog Instructions

Placing a Hold via online catalog:
- Locate the item you would like to place on hold by searching the online catalog
- Chose the "Place Hold" option
- Log in using Library barcode number and last 4 digits of barcode as pin
- Choose location to pick up item
- Click "Place Hold"
- Patron will receive notification when item is available for checkout
  *The OPAC will know if the hold should be a group or system hold unlike SIRSI.

Renewing materials via online catalog:
- Log into My Account using barcode number and last 4 digits of barcode as pin
- Choose the "My Account" link in the middle banner
- Click "Renew My Materials"
- Select the items to renew and click "Renew Selected Items"
- New due date will be displayed
- If item is unable to be renewed online, please return item to local library for assistance
Onshelf Items Feature

*The wizard Onshelf Items located within the holds tab is another way to manage your hold requests, giving you more options within one screen.

*This feature is updated in real time.

*You may choose the Print option at the bottom to print this list. Printing the list has no effect on the hold or the item.
Sample of printed Onshelf Hold Items

Onshelf Hold Items: MSU-MAIN

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Copy</th>
<th>Title</th>
<th>Item ID</th>
<th>Item type</th>
<th>Current Location</th>
<th>Date/Time Discharged</th>
<th>Pickup Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>QD79. C454 L55365 2003</td>
<td>1</td>
<td>Liquid chromatography/mass spectrometry...</td>
<td>32278010</td>
<td>BOOK</td>
<td>STACKS</td>
<td>7/22/2011 9:24</td>
<td>MSU-MAIN</td>
</tr>
<tr>
<td>RJ505.B4 A36 1990</td>
<td>1</td>
<td>Adolescent therapy handbook</td>
<td>32278006</td>
<td>BOOK</td>
<td>STACKS</td>
<td>NEVER</td>
<td>MSU-MAIN</td>
</tr>
</tbody>
</table>
*By clicking on the requested item and viewing the **Onshelf Items: Glossary**, you may check to see if another library within the consortium has the item in its collection, should you not be able to fill the hold request.
*Once the requested items have been pulled, you may highlight the item and select **Trap Hold for Selected Copy**. This makes the hold available for the patron. You may skip the check item status step if using this feature.*
*If you are unable to fill the hold and there is another copy available within the consortium, checking within the Onshelf Items: Glossary, you may highlight the item and click Unfill Hold. This will re-route the requested item to the next library which has it available. After clicking Unfill Hold you will be asked to continue with Unfill Hold. Click OK.

*When unfilling a hold, be sure there is another library with the item available. Unfilling the hold does not remove the hold from the patron’s account. If you are the only library with the item, you should proceed with cancelling the hold and notifying the patron via email why his or her hold was cancelled.
*You may also mark an item missing from this page. Highlight the item you wish to mark missing and select *Mark item Missing*. Then click ok. This item has now been marked missing.

*Again, this does not remove the hold from the item or the patron’s account. If there is no other library with the item, please remove the hold and inform the patron why his or her hold was cancelled.
<table>
<thead>
<tr>
<th>Mississippi Library Partnership Hold Transit Slip</th>
<th>Mississippi Library Partnership Hold Transit Slip</th>
<th>Mississippi Library Partnership Hold Transit Slip</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date Shipped:</strong> ________________</td>
<td><strong>Date Shipped:</strong> ________________</td>
<td><strong>Date Shipped:</strong> ________________</td>
</tr>
<tr>
<td><strong>Date Received:</strong> _____________</td>
<td><strong>Date Received:</strong> _____________</td>
<td><strong>Date Received:</strong> _____________</td>
</tr>
<tr>
<td><strong>Patron:</strong>______________________</td>
<td><strong>Patron:</strong>______________________</td>
<td><strong>Patron:</strong>______________________</td>
</tr>
<tr>
<td>Last name, First name</td>
<td>Last name, First name</td>
<td>Last name, First name</td>
</tr>
<tr>
<td><strong>Date Due:</strong> _________________</td>
<td><strong>Date Due:</strong> _________________</td>
<td><strong>Date Due:</strong> _________________</td>
</tr>
<tr>
<td><strong>Requesting Library:</strong>_________</td>
<td><strong>Requesting Library:</strong>_________</td>
<td><strong>Requesting Library:</strong>_________</td>
</tr>
<tr>
<td>CLPL ______________</td>
<td>CLPL ______________</td>
<td>CLPL ______________</td>
</tr>
<tr>
<td>EMCC ______________</td>
<td>EMCC ______________</td>
<td>EMCC ______________</td>
</tr>
<tr>
<td>FRL ______________</td>
<td>FRL ______________</td>
<td>FRL ______________</td>
</tr>
<tr>
<td>LILS ______________</td>
<td>LILS ______________</td>
<td>LILS ______________</td>
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<tr>
<td>MMRLS ______________</td>
<td>MMRLS ______________</td>
<td>MMRLS ______________</td>
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<td>MSU ______________</td>
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<tr>
<td>MUW ______________</td>
<td>MUW ______________</td>
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<tr>
<td>OKT ______________</td>
<td>OKT ______________</td>
<td>OKT ______________</td>
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<tr>
<td>SHS ______________</td>
<td>SHS ______________</td>
<td>SHS ______________</td>
</tr>
<tr>
<td>TRL ______________</td>
<td>TRL ______________</td>
<td>TRL ______________</td>
</tr>
<tr>
<td><strong>DO NOT RESHELVE BOOK</strong></td>
<td><strong>DO NOT RESHELVE BOOK</strong></td>
<td><strong>DO NOT RESHELVE BOOK</strong></td>
</tr>
<tr>
<td><strong>DO NOT REMOVE SLIP</strong></td>
<td><strong>DO NOT REMOVE SLIP</strong></td>
<td><strong>DO NOT REMOVE SLIP</strong></td>
</tr>
<tr>
<td><strong>For Courier -</strong></td>
<td><strong>For Courier -</strong></td>
<td><strong>For Courier -</strong></td>
</tr>
<tr>
<td><strong>Return to:</strong></td>
<td><strong>Return to:</strong></td>
<td><strong>Return to:</strong></td>
</tr>
<tr>
<td><strong>Your Library info here:</strong></td>
<td><strong>Your Library info here:</strong></td>
<td><strong>Your Library info here:</strong></td>
</tr>
</tbody>
</table>