

Catalog On Demand

("Fast Cat")

First negotiate with the patron:

- Does the patron need the specific item he has requested OR will a similar item serve his needs just as well?
- How soon does the patron need the item? Can the patron wait the average of 3-5 working days it will take?

Verify that the item is not available somewhere else:

Use WorkFlows to determine if a negotiated request should be accepted. Make certain that the following questions can be answered appropriately:

- Has the item already been cataloged? If so, do not request a Fast Cat. If an item has *recently* been cataloged, please call Alicia Kelly (2-5342) or Carol Barksdale (2-4406).
- Is the item really "IN-PROCESS"? If not, do not accept the request. Examples of this would be "ON ORDER" or "NONE."

Go to the **Item Search and Display** (open book and magnifying glass icon).

Enter book title and other information.

Click on **Vol/Copy** tab.

If the Current Location is "**IN-PROCESS**" (meaning it is in the building), we can Fast Cat it.

If it is still "**ON-ORDER**" we can't. University Faculty needing an on-order item should be referred to the Faculty Expedited Orders service available through the HBL's homepage by selecting **Faculty/Staff / Faculty Expedited Book Orders**

- What is the item's home location? Items with **LEE-LIB** as the "home location" can be requested. For other locations:

If the location is **Outside of the physical building**, do NOT accept it as it will not be held for a patron. Examples of these locations are Jerusalem Center, London Center, LDS Business College, Law Library, etc.

If the location is a **Reference Collection or other non-circulating location**, please inform the patron so they will be prepared to use it in the

building.

If the location is **Music Library**, send the patron to the Music Reference Desk, Level 4.

If the location is **Archives, or other Special Collections location**, send the patron to Special Collections, Level 1.

If the location is **Government Documents**, send the patron to the Management/Economics Reference Desk, Level 1.

If the location is **dumpster** or **bind-com**, do NOT accept the request.

To "fast cat" a book, go to WorkFlows:

1. After verifying the **home location:** and the **Current location:** of the item, click on the "Create Request" icon.
2. In the "Request Type" box, arrow to "FASTCAT" and click **OK 1**.
3. Fill in the **patron's ID number** or swipe their card. Then click **OK 1**. The request screen will appear.
4. Enter the patron's information:

Name:

Email:

Needed by: This should be one week from the current date. Ask the patron to verify the information you entered.

Desk: Gen Ref

Initials: (your initials)

5. Click on the **Basic** tab.
6. Type in the **Item ID** from the Item Record, into the Item ID box. **You MUST do this to connect the Item with the patron's request!**
7. Click **Create 1**, which completes the FastCat Request.
 - Inform the patron they will be contacted via email, within 5 working days, and the item is available for pickup at the Circulation Desk, Level 3.