

## **Patron Requests: Updating the Item Record for Items that have Already Circulated for a Prior Request**

3 March 2003

If an item has already circulated uncataloged for a patron request and is now being re-requested, please check to see that the following values are coded properly in the item record before providing it for the next patron:

Tab 1 of the Item Form:

- Item Process Status = [blank]

Tab 2 of the Item Form:

- OPAC Note = Ordered--received
- Circ. Note = SEND FOR CATALOG REVIEW

*Please create these notes with the above capitalization, spacing and punctuation. Consistent input will allow the fields to be used for accurate reporting purposes.*

Other Item Record values should have been coded correctly at the point the record was initially created and should not need updating at this time.