

## KLF Program Boxes Work Flow

1. Library B requests program box by searching in the Sitka Catalogue
  - Type 'Program Box" in the Keyword Field Type
  - Change to Kootenay Library Federation in the Search Library Field
  - Press Search
  - Place hold on the program box you want
2. Program Box on Holds List for Library A.
3. Staff at Library A, pulls the item and checks it in, triggers a transit request.
4. Staff at Library A sends the program box to Library B.
5. Staff at Library B receive the program box and checks it in, making Library B the item's circulating library.
6. Staff at Library B checks the item out to requesting staff.
7. When the program box is returned (or no longer needed), staff at Library B checks the item in. This check in will either generate a new transit (if the item is on hold), or the item will go to reshelving at Library B.
8. The whole process is repeated when Library C places a hold on the item.