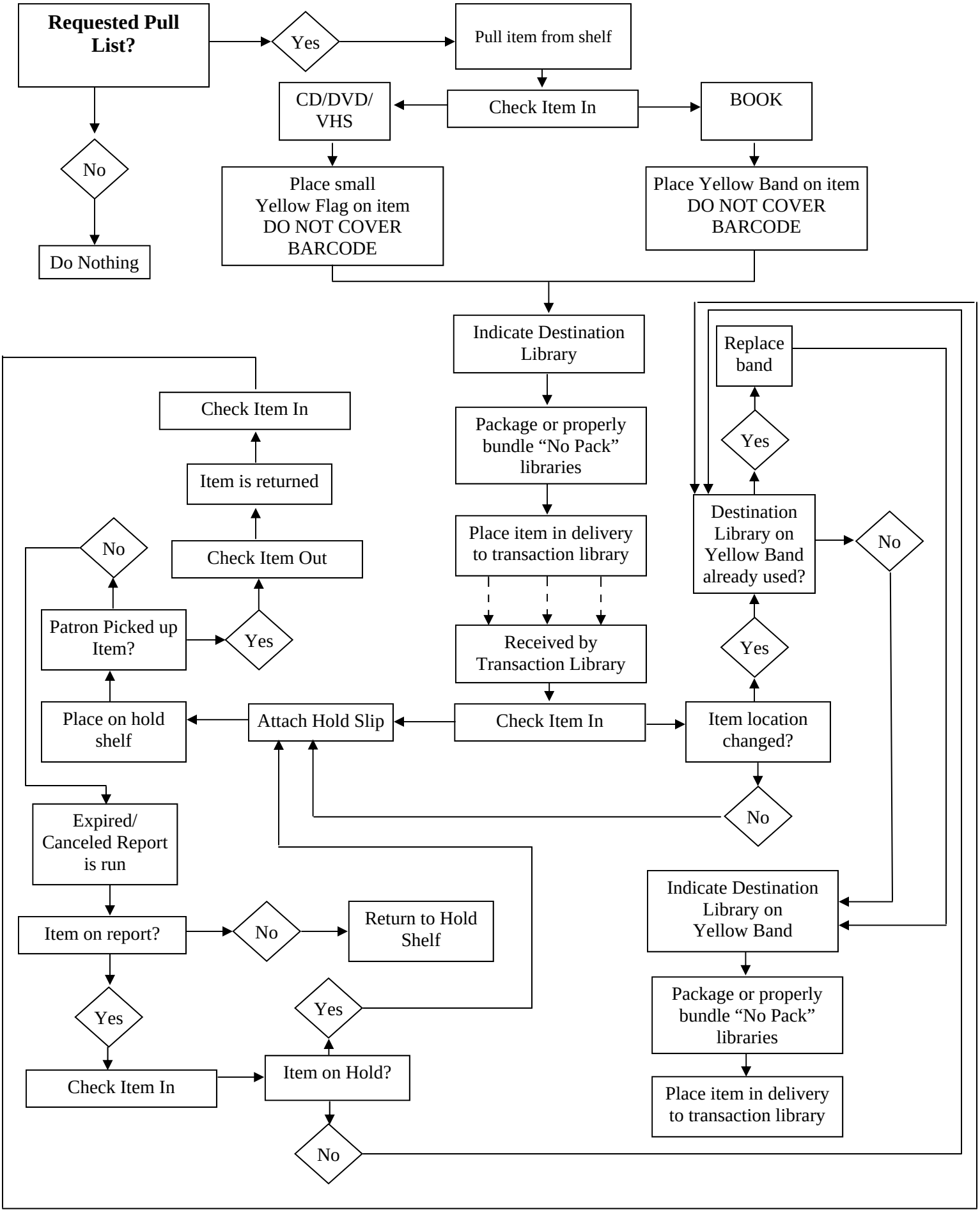
ILL PROCESS


Requested Pull List?
Yes
Pull item from shelf
No
Do Nothing
CD/DVD/ VHS
Check Item In
BOOK
Place small Yellow Flag on item DO NOT COVER BARCODE
Place Yellow Band on item DO NOT COVER BARCODE
Indicate Destination Library
Replace band
Yes
Check Item In
Package or properly bundle "No Pack" libraries
Item is returned
Destination Library on Yellow Band already used?
No
No
Check Item Out
Place item in delivery to transaction library
Patron Picked up Item?
Yes
Received by Transaction Library
Yes
Place on hold shelf
Attach Hold Slip
Check Item In
Item location changed?
No
Expired/ Canceled Report is run
Indicate Destination Library on Yellow Band
Item on report?
No
Return to Hold Shelf
Yes
Yes
Package or properly bundle "No Pack" libraries
Check Item In
Item on Hold?
Place item in delivery to transaction library
No