Placing a search on Lexcalibur

A patron may come to the desk and state that a certain book or volume is not on the shelf. You would want to ask him if he had checked the distribution room, if not you should direct him there and explain that the books in that room are on the shelf by call number sections. Another place to check is Lexcalibur to see if it is checked out, the Status field will have a due date if this is the case. (See how to place a recall if it is checked out.) Ask the patron to return to the Desk if he doesn’t find it in the distribution room and you will place a search on the item.

Start in CHECK OUT. Scan the patron ID or key in the patron’s last name. (There must be a patron record in Lexcalibur as well as an item record for the book to place a search on line.)

In the patron record, at the bottom of the screen it will say, Key or scan item barcode or, to see more of patron record key “-=-”. <Return when done”, at this point key”- =”. Hit return.

At the next screen, Key “H”>Display held items. Now, Key “H”>Place Hold.

The next screen will ask you, “which record to hold?” Key in the title or call number of the book. Now the screen will ask you to key a number to hold a copy for the patron.

Key the number of the copy to search. A message will appear that says item #__ selected. In the box below that message are three options. You will key C>change status to “missing” and place hold.

On the next screen a message will appear; Placing HOLD on item #___. In the box below that are 5 options, choose “Q”> Quit and place hold.

On the next screen you will notice in the status field next to the item number you chose it says “Hold Placed”. In the box below, choose the option, R>Return to Patron Record.

The prompt “which record to hold?” <Return> when done will appear again. At this point, unless you have more holds or searches to place for the patron you can follow the screen instructions to exit the check out function.