

Policy for Use of Millennium Offline Circulation Module

MOBIUS members may choose to use the Millennium Offline Circulation (MOC) module when access to online circulation is disrupted. MOC is a PC based application that enables libraries to continue with limited automated circulation functions: checkout, checkin, renewal, and patron registration. The information from these functions is stored on the PC's harddrive. MOC may be used simultaneously on multiple PCs within the library.

Only local (cluster) circulation transactions may be performed while using MOC. MOC can not be used for INNreach (MOBIUS) circulation transactions.

For circulation transactions, MOC stores the type of transaction, the patron barcode number, the item barcode number, and the date and time of the transaction. For patron registration, each library may select the information to be stored in the preferences table.

When a library begins using MOC, it should notify the MCO Helpdesk and each of the other cluster members that it is doing so. This is necessary to determine if the outage is more widespread than a single library in the cluster.

More than one library using MOC at the same time

When more than one library in a cluster is using MOC at the same time, MCO will coordinate uploading the files to the server and loading them to the database. This may be the result of an entire system being offline or of more than one library in a cluster experiencing local problems that prevent connectivity to the Millennium server.

1. After access to MilCirc is restored, continue using MOC until notified by the Helpdesk to upload the files to the server.
2. The Helpdesk will coordinate with each library a time for uploading and loading the files to minimize the amount of time between ending use of MOC and beginning use of MilCirc.
3. When the Helpdesk has everything in place to load the files, it will notify each library to upload its files from each PC used for MOC.
NOTE: Additional steps may be required to handle circulation transactions during the upload/loading period depending on the length of time required to complete the job.
4. Do not begin using MilCirc until the Helpdesk notifies the library that all offline files have been loaded.

Only one library in a cluster using MOC at a time

Libraries may choose to upload MOC files to the server and load them to the database when only one library in a cluster is using MOC. Or, libraries may choose to have the MCO Helpdesk load the files to the database. Authorization to load the MOC files must be limited to the site coordinator and/or the circulation manager.

1. The library should notify the Helpdesk before beginning the loading process. Other processes may need to be suspended before the loading begins.
2. When MOC is run on more than one PC within a library or its branches, all files from all PC's must be uploaded before the files are loaded to the database.
3. Do not begin using MilCirc until all offline files have been loaded.

NOTE: Additional steps may be required to handle circulation transactions during the upload/loading period depending on the length of time required to complete the job.