

Returning MOBIUS Books to the Lending Library

1. When a patron returns a MOBIUS book, check it in using the regular check-in function. You will receive a message
Item belongs to location _____
N>Do NOT check-in
C>CHECK-IN
2. Choose "C" to check-in the item. The system changes the status to MOBIUS RET'D (%).
3. The system then offers the option to print a transit slip. Answer "N". No transit slip is necessary since the book will have a green book band. The item will remain as a virtual item on the patron's record until it is checked in by the owning library. It will not display among the items checked out by the patron.
4. Cross through the TO address on the book band and circle the RETURN TO address.
5. Return the book to the owning library via the Lanter delivery service.