

# OCPL System Programming Resources

## Request Procedure

### Updated May 2022

#### Programming Materials available to check out from OCPL:

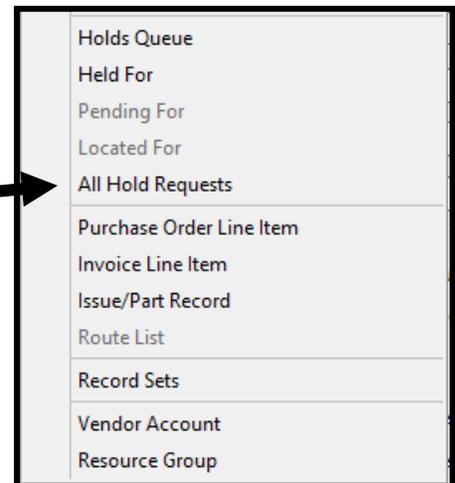
- Youth Activity Kits
- STEAM Kits
- Flannel Board Stories
- Owl Cameras

#### About:

- Kits are intended for library programs and are NOT for patron checkout. If an agency outside of OCPL learns about our kits and would like to use one, refer them to Member Services.
- Kits are available to all Member Libraries and City Branches on a first come, first serve basis.
- Each kit has a content label by the barcode; this is a listing of everything contained in the kit.
- Upon receipt, verify that all materials listed are contained in the kit. If they are not, notify Member Services immediately.
- Check out the item to a staff member's library card.
- Each item in the kit is labeled OCPL.
- If an item is damaged in any way, please return to Member Services with a note explaining the damage.
- Kits circulate for 2 weeks with no renewals. Renewals are permitted if no one is waiting.
- Large kits and fragile items, such as the **Big Blocks** and **Owl Cameras**, require the returning library's staff to email [delivery\\_sorting@onlib.org](mailto:delivery_sorting@onlib.org) prior to pick up. We cannot guarantee they will be able to be picked up if you do not notify the Delivery Team in advance.

## Kit Procedure:

1. Identify the kit you would like using the Polaris Client. These kits will **NOT** display in the PAC.
2. Click on **ALL HOLDS REQUESTS** to see if anyone else has requested the kit for the time you need it for your program.
3. If no one else has placed a hold on it for the time period you would like it, place a **Bib Level Hold** on the Item(s) you would like.
4. Change your hold activation to activate at least **7 Business Days** BEFORE you need the kit.
5. When the kit arrives at your library, **CHECK IT OUT** to a library card associated with a staff member or programming card at your library.
6. When you are finished with a kit, **CHECK IT IN** to trigger the next hold or a return to the System.



A screenshot of a software window titled 'Bibliographic Record 1824645 : Linked Hold Requests'. The window has a menu bar with 'File', 'Edit', and 'Help'. Below the menu bar is a toolbar with icons for file operations and help. The main area contains a table with the following data:

Patron	Patron Library	Hold Status	Pick-up Library	Activation Date	Expiration Date
BETTS, FREDDY W	Betts Branch Library	Inactive	Betts Branch Library	11/18/2019	11/18/2020
Hazard, Childre...	Hazard Branch Lib..	Shipped	Hazard Branch Lib..	9/4/2019	9/4/2020
Storytime, Paine...	Paine Branch Library	Inactive	Paine Branch Library	12/12/2019	12/12/2020

At the bottom of the window, it says 'For Help, press F1' on the left and '3 records' in the center.

## **System Kits FAQs**

### **What if I want a Mobile Maker Lab?**

- Questions pertaining to the Labs should be directed to Karl Wasmuth at [kwasmuth@onlib.org](mailto:kwasmuth@onlib.org) or by calling Soule Branch at 5320.

### **Where are the kits stored?**

- Kits are stored at OCPL and placed on hold through Polaris Staff Client.

### **How long before I need the kit should I put a hold on it?**

- Holds should be placed on kits at least 7 business days before your library needs materials for programming.

### **How will I know when my requested kit is on its way to my library?**

- Just like any other Hold, the status of your item will be on the library card record.

### **Who is responsible for getting the kits to my library?**

- OCPL Pages run the Request Manager daily, ensuring that requests are filled in a timely manner. If you need a kit sooner than 7 business days, contact the Member Services department at 1825.

### **How long can my library use a kit?**

- Kits may be borrowed for two weeks. They can be renewed only if no other library is waiting for it.

### **I know I will need the kit in two months but don't want to forget to place it on hold.**

#### **What do I do?**

- Place a hold on the kit as soon as you know when you will need it for a program. If you make the hold Inactive until a certain date, it will hold your place in the holds queue. Be sure to set your hold activation date at least **7 business days** before you need the kit.

### **My inactive hold activated but another library has the kit checked out. How do I know it will be sent to my library on time for my program?**

- Check the record for the kit and see who has it checked out. Call the library that has it and see if they are all set with it. Chances are they forgot to send it on and who knows, you might get into a great conversation about programming and make a new connection!

I've been waiting for a kit but the library that has it keeps overriding the renewals. I don't want to get them in trouble but I want my kit for programming.

- Call the library and see what is going on.  
or
- Contact Member Services at 1825 and they will discretely follow up with the item.

How do I know what kits are available for a particular week? I'm trying to plan my programs for next month.

- Look at the holds queue and see if there is anyone that has already reserved it. It will show you the date they placed the hold and when the hold will activate.

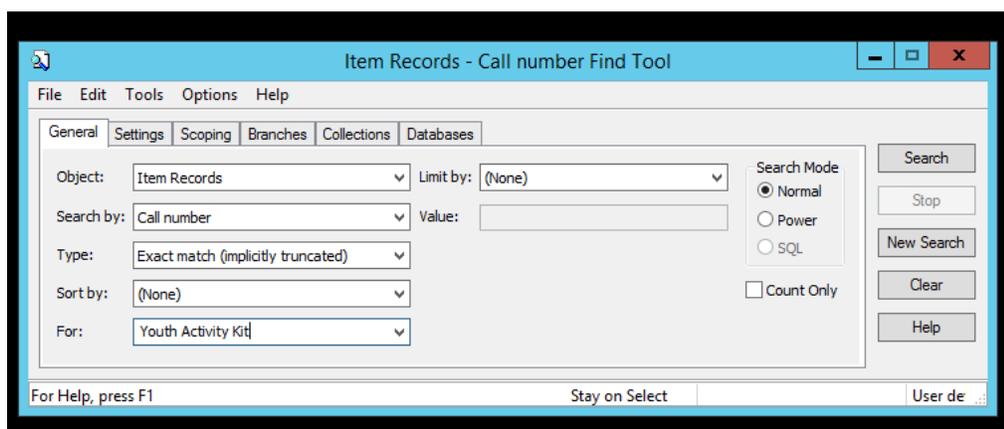
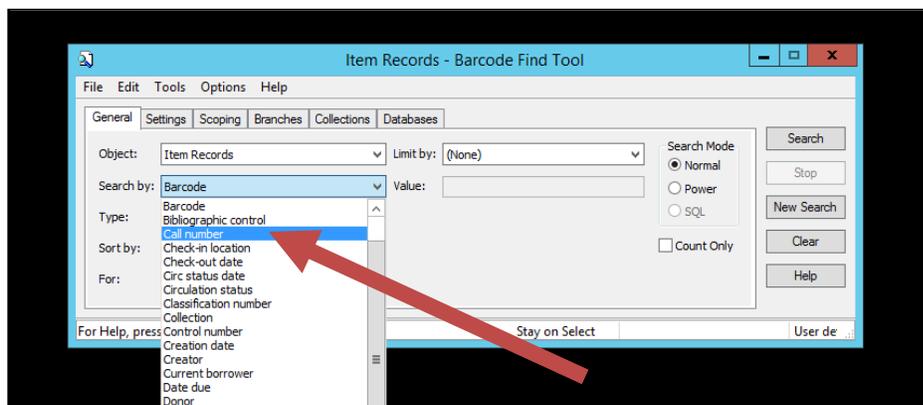
What if three people have holds for the same week and there are only two items?

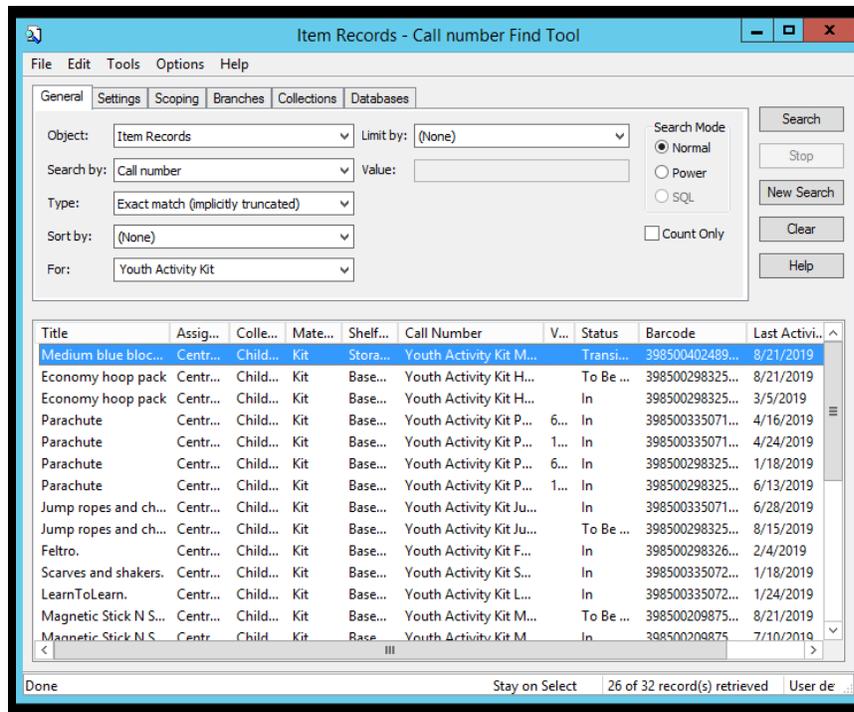
- Before you place the hold, check the holds queue to see if anyone else has the item(s) on hold for that week. Do not place a hold if there are not enough items available. Items are on a first come, first serve basis. Abuse of the holds queue will result in loss of access to shared resources.

How do I know what kits are available to request?

- An easy way to see all the kits we currently have is to search the Polaris Client by Call Number.

Search by Item Records and Call Number to bring up all the kits in a category:





Don't forget to hit **Ctrl+Shift+A** to see all results

### Search Tips:

- Search **Youth Activity Kit** under **Call Number** to bring up all Youth Activity Kits.
- Search **STEAM Kit** under **Call Number** to bring up all STEAM Kits.
- Search **Flannel Board** under **Call Number** to bring up all Flannel Board Stories.
- Search **Owl Camera** under **Call Number** to bring up all Owl Cameras