

AFO 463 – Item transfer (retain shelfmark)

463.1 Introduction

This works in exactly the same way as Receive items (modify shelfmark).

See the Help for AFO 462 for more information.

If an item is sent to another location without modifying the shelfmark, the item retains its usual shelfmark, including the owning location rather than the managing location. The item behaves largely as if it were on loan. The item is also not available to satisfy reservations other than those placed before it was transferred. When the item is viewed in the OPAC it shows against its home shelfmark but says that it is on loan.

Whether you choose to transfer an item and modify the shelfmark or retain the shelfmark is discretionary. In general it will be determined by how long the item is intended to remain at the other location and why it is being transferred.

For example:

- **Item transfer (modify shelfmark)** - use for rotating collections and exhibitions (AFO 462)
- **Item transfer (retain shelfmark)** - use for sending an item to another library to satisfy a reservation or to be consulted for reference for a short time (AFO 463).

When you view the item in Edit items you will be able to see Information in the header pane that will indicate the item's whereabouts via the owner and manager and its current shelfmark.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	June 2008	Creation	