

In-House Use

When circulating materials for in-house use, mark the material for in-house use on the routing slip. Communicating with the borrowing library is a good idea. When sending microfilm for in-house use, you may want to check to see if there is an in-house microfilm reader at the borrowing site.

Materials used for in-house use are typically set up in CARL to circulate with an override. Staff should override to allow for the item to go through delivery.