

Reading Room

In Library Use only items - Allows tracking of items for patrons to use during open hours.

Starts out same as hold request – 2 exceptions:

1. Once item is pulled – run “Print Letter Hold Request Filled Or Unfilled”
2. Item is immediately loaned to patron once “Print Letter Hold Request Filled”

Mango Request

Search: 'wildlife' 'Green Library Special Collections' :

We found 32 matching items, 2 of these are available [online](#).

Limit by: [Publication Year](#) or [Popular Format](#)

Browse Results by Call Number: [Library of Congress](#) | [Superintendent of Documents](#) | [[show](#)]

Narrow Results By:

Library/Collection

- [Green Library Special Coll.](#) (32)
- [Green Library](#) (5)
- [Green Library Documents](#) (3)

[show more...](#)

Format

- [Book](#) (25)
- [Govt Publication](#) (10)

[show more...](#)

Series Title

- [Circular \(Florida Cooperative Extension Service\)](#) (1)
- [The Florida history and culture series](#) (1)
- [Florida history and culture series](#) (1)

[show more...](#)



My Folder is empty

Add All

Results/page: 10



Sort By: Relevance



1

2

3

4

[Next](#)

1. [Florida wildlife.](#)

Published: [Tallahassee, Florida Game and Fresh Water Fish Commission]



journal

Biscayne Bay Library Documents Florida Collection - 2nd Fl.

GFW 3:W 5/



[Check availability](#)

Green Library Documents Florida Collection - 2nd Fl.

GFW 3:W 5/



[Check availability](#)

Green Library Special Coll.

SK1 .F65



In-Room Use
Only
[Request](#)



[add](#)



[print](#)



[email](#)



[txt](#)



Patron Account in Mango

FI Patron Records - Hold Requests

<input type="button" value="cancel all"/>	Title	Author	Request Status	Pickup Location	Request Date	End Request Date
<input type="button" value="cancel"/>	Leaf optical properties within a lowland tropical rain forest / by Andrea Garcia-Guerrero.	Garcia-Guerrero, Andrea.	Your position in the queue: 1	Biscayne Bay Library	01/21/2010	07/21/2010
<input type="button" value="cancel"/>	Florida wildlife.		Your position in the queue: 1	Green Library Special Coll.	02/01/2010	08/01/2010

Job Cir12 – Call Slips for Requests creates Call/PullSlip for Item Retrieval.

Requested For:

MR FCLA2

Request Date:

02/01/2010

End Request Date:

08/01/2010

Pickup Sublibrary:

Green Library Special Coll.

Rush Handling:

No

Pull Slip

Special Collections

Green Library

Florida International University

Miami, FL 33199

305-348-3136

Material Requested:

Florida wildlife.. [Tallahassee, Fla. : Florida Game and Fresh Water Fish Commission, 1947]-. v. : ill. ; 29 cm..

Barcode:



Call No.:

SK1 .F65

Sublibrary:

Green Library Special Coll.

Collection:

General - 4th Fl.

Item Status:

In-Room Use Only

Description:

v.8:no.8-v.9:no.7 (1955)

Requested Part:

Author:

Title:

2/3/2010

12345678909876 FCLA2 (F)

Hold Requests ▶ Create Hold Request Ctrl+R
 Photocopy Requests ▶ Delete Multiple Hold Requests
 Booking Requests ▶ Delete Single Hold Request by Barcode Ctrl+D
 Print Letter - Hold Request Filled Ctrl+L
 Print Letter - Hold Request Not Filled Ctrl+W

List of Hold Requests

Doc No.	Bibliographic Info	Req Date	End Req Date
001279864	Leaf optical properties within a lowland tropical rain forest / by Andrea	01/21/2010	07/21/2010
001496566	Wildlife reconnaissance : Everglades National Park project / by Daniel B.	02/01/2010	08/01/2010

Patron Activity

- [L] Loans (0)
- [C] Cash (0.00 in credit)
- [H] Hold Requests (2)
- [P] Photocopy Requests (0)
- [I] ILL Requests (0)
- [X] Proxies/Sponsor (0)
- [R] Reading Room

1. Once "Print Letter - Hold Request Filled" completed. Hold Request letter to patron & Hold Request Slip for Hold Shelf generated. If item unable to be filled (missing, damaged, etc) "UnFilled" to modify status – wait letter to patron.
2. At this point, item is immediately loaned to patron for specified loan period. Patron can "borrow" item for the day, each day for loan period, or return item.

List of Reading Room Loans

RR Sublibrary: FIUSP

Title	Author	Date	Time	RR
Florida wildlife.		02/01/2010	11:37 AM	<input checked="" type="checkbox"/>
Wildlife reconnaissance : Everglades National Park project / by Beard, Daniel B.	Beard, Daniel B.	-----	00:00 AM	<input type="checkbox"/>

Shelf <-<
 --> RR
 Item

Patron Activity

- [L] Loans (2)
- [C] Cash (0.00 in credit)
- [H] Hold Requests (1)
- [P] Photocopy Requests (0)
- [I] ILL Requests (0)
- [X] Proxies/Sponsor (0)
- [R] Reading Room
- [U] Routing Lists
- [S] Circulation Summary
- [Z] Circulation Log (02/01/2010)
- [K] Booking List (0)

2/3/2010

Reports

Circ – Reports (Snapshot)

- Reading Room Report (items out for patron use)
- Reading Room Shelf Report (items on hold shelf for RR)

Services – Reports – Cir15 – Report of Items in Reading Room

- List of items in Reading Room, can automatically return items not used after X number of days.

Please submit RT Request to circ@prb.fcla.edu to request Reading Room setup on Test to evaluate.