

Managing Items Created “On the Fly”

What is an On-the-Fly record?

An on the fly (OTF) record is a temporary, brief record created by circulation staff to allow an item to be checked out to a patron immediately, before it has received a full cataloging record. The system creates a system block, “Item was created on the fly (OTF)” which notifies staff when the item is returned that the item has an OTF record.

On-the-Fly Records are Discouraged

OTF records pose problems for libraries and patrons because they may not be returned properly and remain checked out to patrons after being returned, or they are not processed by staff to remove the OTF block.

Polaris prompts library staff to create OTF records

One problem is that library staff are prompted to create OTF records if an item barcode is mis-scanned during checkout. ODIN has adjusted the wording in the pop-up box urging staff after a mis-scan to try scanning again rather than creating an OTF record.

Item not found

Item record not found. Please Cancel and try scanning barcode again.

If record is still not found, you may press Continue to create a record 'on-the-fly.'

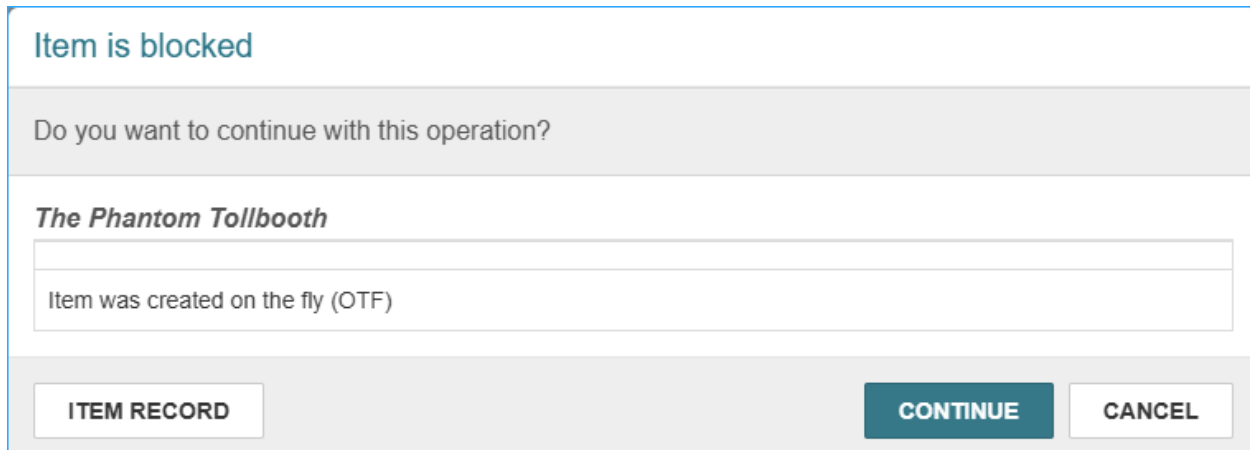
CONTINUE

CANCEL

OTF records should not be created for materials that are fully cataloged. These materials are difficult to check in because they contain the mis-scanned barcode in the item record. As a result, patrons may receive overdue notifications for items they have returned.

How to Manage Returned OTF Materials

When an OTF item is checked in, this pop-up message appears:



The screenshot shows a modal dialog box with a light blue border. At the top, the title 'Item is blocked' is in a teal font. Below it is a grey bar with the question 'Do you want to continue with this operation?'. The main content area has a title 'The Phantom Tollbooth' in italics, followed by a text box containing 'Item was created on the fly (OTF)'. At the bottom, there are three buttons: 'ITEM RECORD' (white with a grey border), 'CONTINUE' (teal), and 'CANCEL' (white with a grey border).

Click continue to close the block and complete the check in. The item should then be cataloged with a full record, and the temporary item record and brief bib record can be deleted.

However, if the barcode is incorrect in the OTF record, the item will not be checked in correctly. Staff will see the comment on the check in screen that the “Item was not Loaned.” A staff member may not notice this common message.

Run a Report

To find OTF records in your library you can run a report. Under the Items tab in SimplyReports there is a filter for **System block: Item was created on the fly (OTF)**. Here are suggestions for the report:

Columns for output

- Item call number (select this for sort)
- Item barcode
- Item creation date
- MARC title
- Patron barcode
- Patron full name
- Item circ status

Filters

Branch

Record status: Final

Item block, note, and funding filters

System block : Item was created on the fly (OTF)

You may also consider adding check out date, due date, collection name, or others.

This is what the report looks like (the barcodes are blocked out):

<u>CallNumber</u>	<u>ItemBarcode</u>	<u>ItemCreationDate</u>	<u>BrowseTitle</u>	<u>PatronBarcode</u>	<u>PatronFullName</u>	<u>ItemStatusDescr</u>
		3/22/2021 14:52	wishbone			Available
		9/20/2021 13:58	Arthur's New Pet			Available
			the last kids on earth			
		9/27/2022 14:39	and the cosmic beyond			Available
		10/4/2022 15:12	the notebook of doom			Available
		10/10/2022 14:53	A Wolf at the Door			Available
		10/10/2022 14:54	Shadow House			Available
		3/15/2023 14:25	mal and chad			Lost
		12/17/2019 10:40	the haunting hour			Available
		2/10/2020 13:53	move over			Available
			the School Bus Driver			
		2/22/2021 14:12	from the Black Lagoon			Available
		2/15/2021 13:45	Following Papa's Song			Available
		10/2/2023 11:19	Took			Available
		1/3/2024 9:26	Escape from Chernobyl			Available
			Pete the Cat I Pete's Big			
		2/10/2021 14:18	Lunch			Available

Check your shelves for items on the report. When you find them, catalog them with a full record (if they aren't already cataloged) and delete the OTF item and brief bibliographic record.

[Here's a link for more information about SimplyReports.](#)

If you would like the OTF report to be scheduled for your library contact the ODIN Office.