

Checkin

To check in items, go to the Checkin screen either from the splash page or from the Circulation menu. Scan the items into the barcode box. Each item will be added to the **Items Checked In** grid at the bottom of the page.

Checkin Items

Effective Date:

Items Checked In

| # | <input type="checkbox"/> | Barcode | Route To | Location | Title | Circulation Libra | Due Date | Balance Owed | Status |
|---|--------------------------|---------------------------------|--------------------|--------------------|----------------------------------|-------------------|----------|--------------|------------|
| 1 | <input type="checkbox"/> | 313920042607... | Children's Pict... | Children's Pict... | The adventure... | WAK | | | Reshelving |
| 2 | <input type="checkbox"/> | 313920052506... | Children's Audi... | Children's Audi... | Splat the Cat... | WAK | | | Reshelving |

Show Print Dialog
 Trim List (20 Rows)
 Strict Barcode

When you have finished checking in a batch of items for a patron, you can use the **Print Receipt** button if they would like a receipt for the items they checked in.

Hold Shelf

This item needs to be put on the Holds Shelf.

Hold Slip



This item should be routed to the **Public Holds Shelf**

Item Barcode: 36661000822194

Title: Iceland

Author: Wilcox, Jonathan

Call Number: J/949.1/S

Hold for patron Jacobs, Demetria F.

Patron Barcode: 21397000922851

Notify by text: 9784683218

Request Date: 2/15/2019

Request Notes:

Slip Date: 6/9/2019

Print

Do Not Print