

Checking In

Locate the Check In screen: red icon for menu choices, or Circulation > Check In



Click on red icon to open menu choices

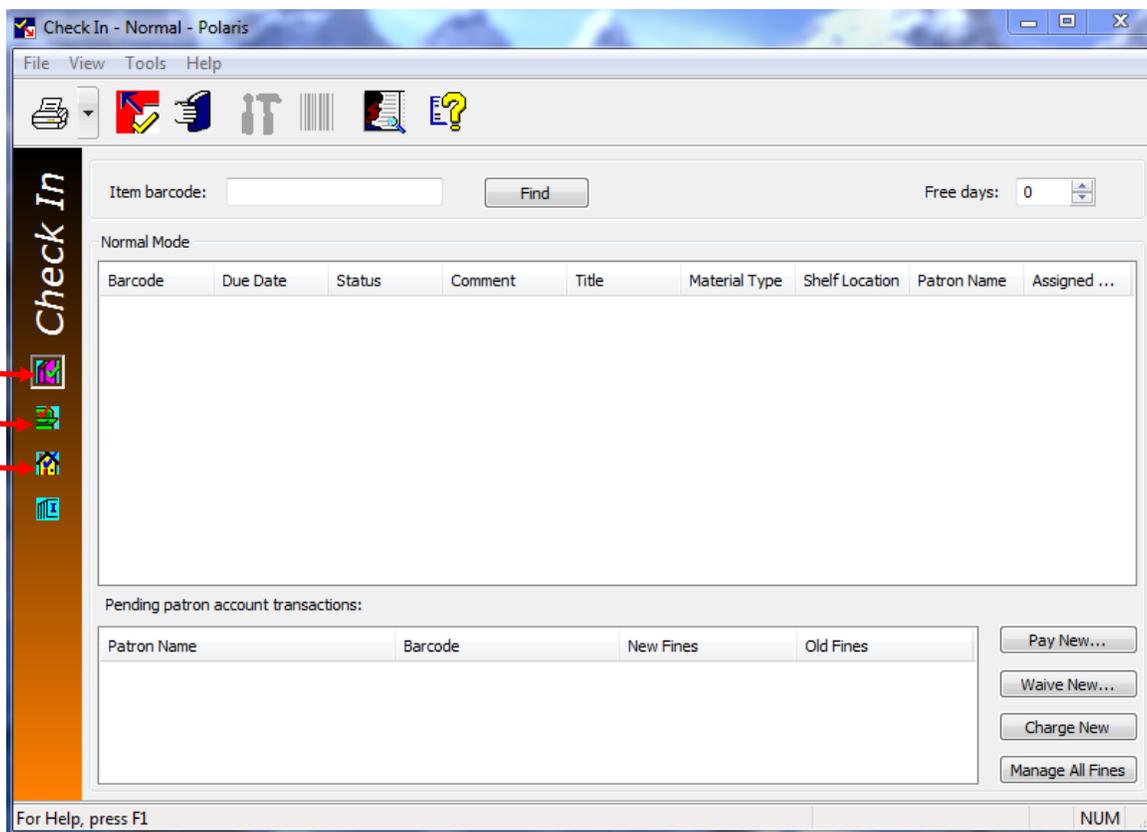


Check in icon

Check Out	F3
Check In	F2
Patron Status	F6
Bookmobile	
Request Manager	
Holds Queue	
Hold Requests	
ILL Requests	
Options	

Check In – Normal mode

When a patron returns an item to the front desk, you generally do a check-in in normal mode, using the Check In work form - normal view.



Normal mode icon



Bulk mode icon



In-House icon



Fines

Fines for overdues, if any, are calculated automatically. When you attempt to check in an overdue item, a dialog box indicates that a fine is being charged. Follow these steps to pay, waive, or charge a fine to a patron's account when you check in an overdue item and the Check In - Fine dialog box appears.

Choose one of the following options:

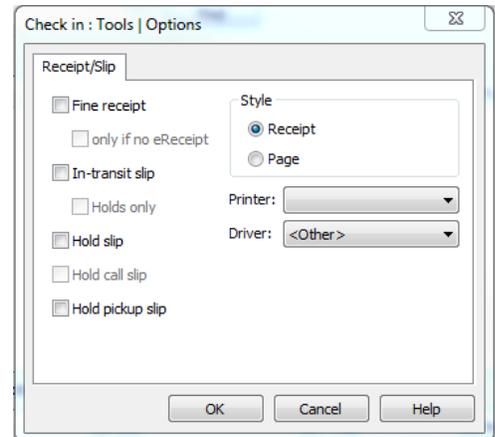
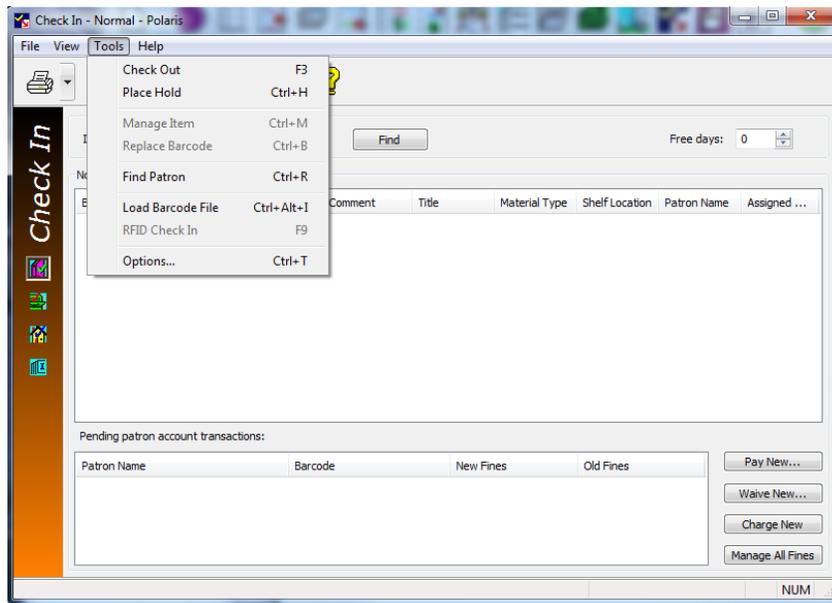
- To check in the item and confirm that the patron owes money, but you will process the fine later, click **Continue**. The fine appears in the Patrons/Monies to be transacted list. The entry in this list displays the total amount of all fines for each patron. If one patron has returned several overdue items, it does not list each individual fine. Before you can close the Check In work form, you must resolve each patron's fine by paying, waiving, or charging the patron's account.
- To check in the item and waive the fine, click **Waive**. A record of the waiver appears in the Transaction Summary box for the patron account. **Do not waive fines for another library's item!**
- To check in the item and charge the fine to the patron's account, click **Charge Account**. The charge is listed on the Patron Status work form - Account view, where you can pay or waive the charge later.

Messages

<i>Item: xxxxxxxxxxxxxxxx Title: xxxxxxxx Item does not belong to this branch. Do you want to put it into transit to xxx Library?</i>	-Displayed when the item does not belong to your branch. Put the item in-transit to the item's assigned branch. If you have set up printing for in-transit slips from this work form, the slip is automatically printed.
<i>This item satisfies a hold...Do you want to hold the item?</i>	-You can designate the item to fill the request, or override the request. If you fill the hold, and you have set up printing for hold slips from this work form, the slip is automatically printed. You can reprint a hold slip for a held item by checking in the held item a second time, keeping the Held status for the item.
<i>Transfer this item to library for hold?</i>	-The item fills a hold request for a patron at another library. You can override the hold, or transfer the item. If you transfer the item, and you have set up printing for in-transit slips from this work form, the slip is automatically printed.
<i>Resolve lost/billed item dialog box</i>	-This appears when an item has been declared lost, but the item is found at circulation.

Setting Up Your Receipt Printer

- In the Check In screen, click on Tools and from the dropdown, select Options.
- Set the printer to print fine receipt, in transit receipt, and hold slip. You only need to do this once at your login to save option.
- Choose your receipt printer from the list and hit OK.



Check In – Bulk Mode

When you want to do a fast check in of many items, such as those left in the book drop, use the bulk check-in process. Items are processed more quickly because most blocks and dialog boxes do not appear. For example, overdue fines are charged automatically to patron accounts.

Check In – In House

If your library tracks statistics for materials that do not circulate, but are used by patrons in the library, you check the items in after use with an in-house check in process. (The year-to-date and lifetime statistics for in-house usage are updated in each item record, but the circulation statistics are not updated.)