

# Checking In Materials in Library Manager™



## Basic checkin

The basic checkin procedure involves entering the copy barcode:

Scan or type the copy barcode in the **Find Copy** field and click **Go!** or press **Enter**.

The item appears in the **Most Recently Checked In** section of the page. This section holds the last 10 checkins.

If you don't have a barcode, enter a keyword from the title (or part of a word, followed by \*) and click **Go!**.

Locate the title in the list and click **Copies**. Select the correct barcode number link.

To clear the **Most Recently Checked In** list, click the **Reset** button on the menu bar on the left side of the screen.

## Charging a fine

If the copy is listed in the **Most Recently Checked In** section, click the **Create Fine** icon next to it. Select the Reason from the dropdown list, enter the amount, and click **Save**.

If the copy is not listed in the **Most Recently Checked In** section, select the **Fines In** option and retrieve the copy.

## Copies on Hold

If a copy has a hold on it, the message displays the waiting patron's name. The hold status is now ready.

You'll need to place the copy on the hold shelf and notify the patron. You can print or email (if setup) the notice to the patron from the links in the message.

To view the hold information, click the copy barcode.

The **Hold** icon indicates a hold.

**Please note...**

- This copy of "The White House : an illustrated history" should be held for Angelina Murphy (Barcode: 2010001430). Please notify the patron that this hold is ready to be picked up.

Click [here](#) to print a hold notice for the patron.

## Overdue copies

If a copy is overdue, and your library calculates fines automatically, a fine is assessed to the patron.

Click the **Pay/Waive Fine** link to pay, waive, or apply a partial payment to the fine.

**Please note...**

- Overdue item "Biomes and ecosystems" (Barcode: T 3863)  
Days overdue: 9  
James Collins has been charged an overdue fine of \$0.45. [Pay/Waive Fine](#)

## Lost copies

If you check in a copy that was marked Lost, a message appears and the copy's status changes back to available.

**Please note...**

- "A thread across the ocean : the heroic story of the transatlantic cable" (Barcode: T 2894) had been marked as lost. The fine assigned to Gavin Barnes (Barcode: 2010001609) has been deleted.

Home | Catalog | **Circulation** | Reports | Back Office | My Info

Patron Status

Check Out  
Check In  
Renew  
Holds/ILL  
Fines  
Copy Status

Find Patron    
 Only search Homeroom

**James Collins [Student]**

Barcode 2010001633  Nickname Jim  
Status Active Grade Level 11  
Gender Male Homeroom Mr. Bell  
Card Expires 6/20/2013  
Grad Year 2013  
Birthdate 10/21/1994  
District ID 3361000102

Acceptable Use Policy on File? No

Items Out  
Library Materials  
There are no library materials checked out for this patron.

Fines    
Reason 

Reason	Amount
LM Biomes and ecosystems (Copy: T 3863)	577 \$0.45

Holds   
There are no holds for this patron.

Current Transactions  
Checked Out Overdue Holds/Bookings Fines \$0.45  
Library: 0 Library: 0

## Patron Info

Navigate to the **Patron Status** page by clicking on the **Patron Status** option on the **Circulation** tab or by clicking the patron's linked barcode number. From this screen, you can view a patron's **Items Out**, **Fines**, and **Holds**, or to create a fine or a hold for a patron.

Home | Catalog | **Circulation** | Reports | Back Office | My Info

Copy Status

Check Out  
Check In  
Renew  
Holds/ILL  
Fines

Find Copy    
**Biomes and ecosystems**   
Author edited by John P. Rafferty. Call Number 577

Barcode T 3863 Status Available Purchase Price Circulation Type Regular Date Acquired 11/30/2011 Vendor  
Copy Number Sublocation  
Description

Current Checkout  
None

Previous Checkout  
(Returned: 12/20/2011)  
Patron Collins, James [Student]  
Barcode 2010001633  
Grade Level 11  
Homeroom Mr. Bell

## Copy Info

Navigate to the **Copy Status** page by clicking on the **Copy Status** option on the **Circulation** tab or by clicking any linked copy barcode. From this screen, you can mark a copy lost and view holds, statistics, or the current and previous borrowers of a copy.