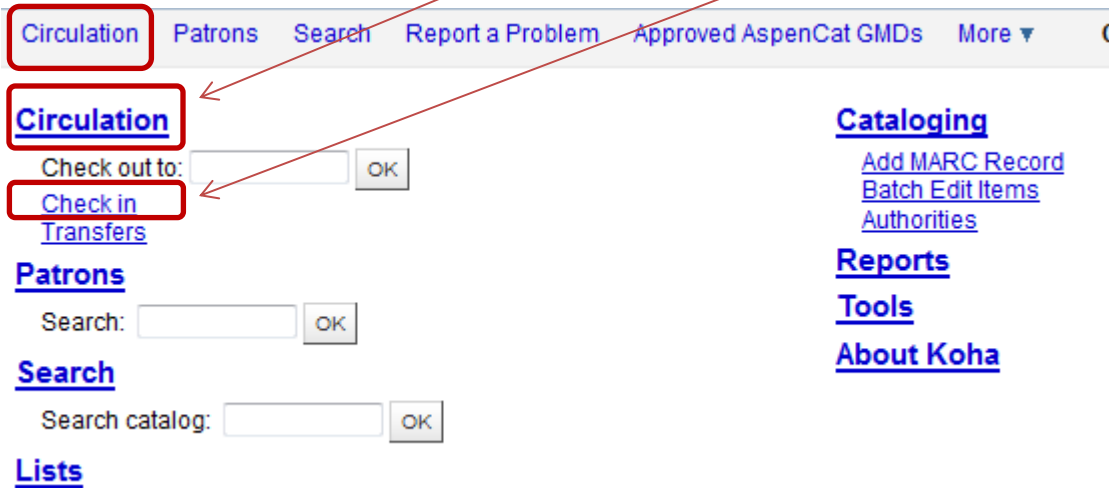
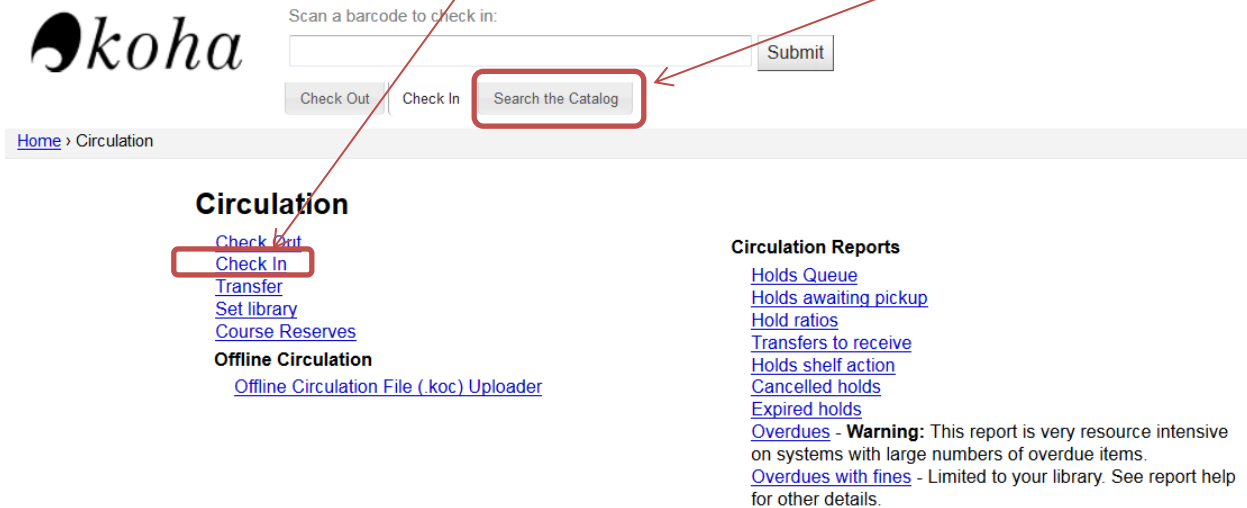


AspenCat -- Checking In Items

1. Click on Circulation from the menu at top, the Circulation link, or click on Check in from the submenu below circulation link.



2. Unless you clicked on "Check in", the main Circulation page will display, click on the "Check In" tab at the top of the page or the "Check In" link in the Circulation menu.



- Scan the item barcode or type it into the search box and click "Submit." Scanner configuration will determine the need to click "Submit."



Enter patron card number or partial name:
 Order By: Surname

[Home](#) > [Circulation](#) > Check In

Check In

Enter item barcode:

Options

Forgive overdue charges
 Dropbox mode

- You will be given a confirmation of the return.

Check In

Enter item barcode:

Options

Forgive overdue charges
 Dropbox mode

Checked-In items

Due Date	Title	Author	Barcode	Type	Patron	Note
10/16/2014	Intellectual freedom manual /		37777000001805	BOOK	Sneesby-Stippich, Ashley (LIBSTAFF)	

- To check in additional items, enter the barcodes into the field above your list of checked in items. Your checked in list will update as you check in more item

Checked-In items

Due Date	Title	Author	Barcode	Type	Patron	Note
10/16/2014	Understanding digital libraries /	Lesk, Michael.	37777000001357	BOOK	Sneesby-Stippich, Ashley (LIBSTAFF)	
10/16/2014	Intellectual freedom manual /		37777000001805	BOOK	Sneesby-Stippich, Ashley (LIBSTAFF)	

Check-In Notes

- If the book needs to be sent back to another library, a “Please Return” message will display.

No holds pending; item needs to be returned to its homebranch.

Please return Test record, title :

to Northern Saguache County Library District (408)
(NSAGUACHE)

Confirm transfer Keep here

- Use the “Dropbox mode” option when you are checking in items returned through the library’s book drop or when you wish to check in items returned after the library closed the previous night (or after a holiday closing). “Dropbox mode” will check the calendar and assume that the book was returned on the last day that the library was open.

Check In

Enter item barcode:

Options

Forgive overdue charges

Dropbox mode

Override Check In Date

- If you want to override today as the Check-In Date, and you want to use a date other than the calculated dropbox date, you can enter a date of your choosing as check-in date by filling in the date for “Override check-in date”, or clicking on the calendar to choose the date.

Checking-in from patron record

If you are on a patron's record, you can check-in all of the items checked out, or mark specific titles to check in. From the details screen (the default screen when you access a patron's record), go to the bottom of the screen to see the items checked out.

Checked Out (2)		Fines & Charges (0.00)	On Hold (0)	Revision History				
Due date	Title	Item Type	Checked out on	Library	Call no	Price	Renew select all none	Check in select all none
1 10/16/2014	Understanding digital libraries / by Lesk, Michael. ; Elsevier, 37777000001357	Book	09/25/2014	CLIC	Z692.C65 L47 2005	15.00	<input type="checkbox"/>	<input type="checkbox"/>
2 10/16/2014	Intellectual freedom manual / ; American Library Association, 37777000001805	Book	09/25/2014	CLIC	Z711.4 .157 2010	15.00	<input type="checkbox"/>	<input type="checkbox"/>
Total: 30.00						Renewal due date:	<input type="checkbox"/> Forgive fines on renewal:	
Override Renewal Limit: <input type="checkbox"/>		<input type="checkbox"/> Renew or Return checked items		<input type="button" value="Renew all"/>	<input type="button" value="Return all"/>			

- A. If you want to return all, click on the “select all” under the Check-in column, and all boxes will be selected..
- B. If you want to select which items to return, click on the box in Check-in column for the items you wish to check in.
- C. Once you have selected either all of the items, or just the ones you wish to check-in, click on the tab that says Renew or Return checked items.
- D. You can also forgive fines on return (or renewal), by checking this box before clicking on return checked items.