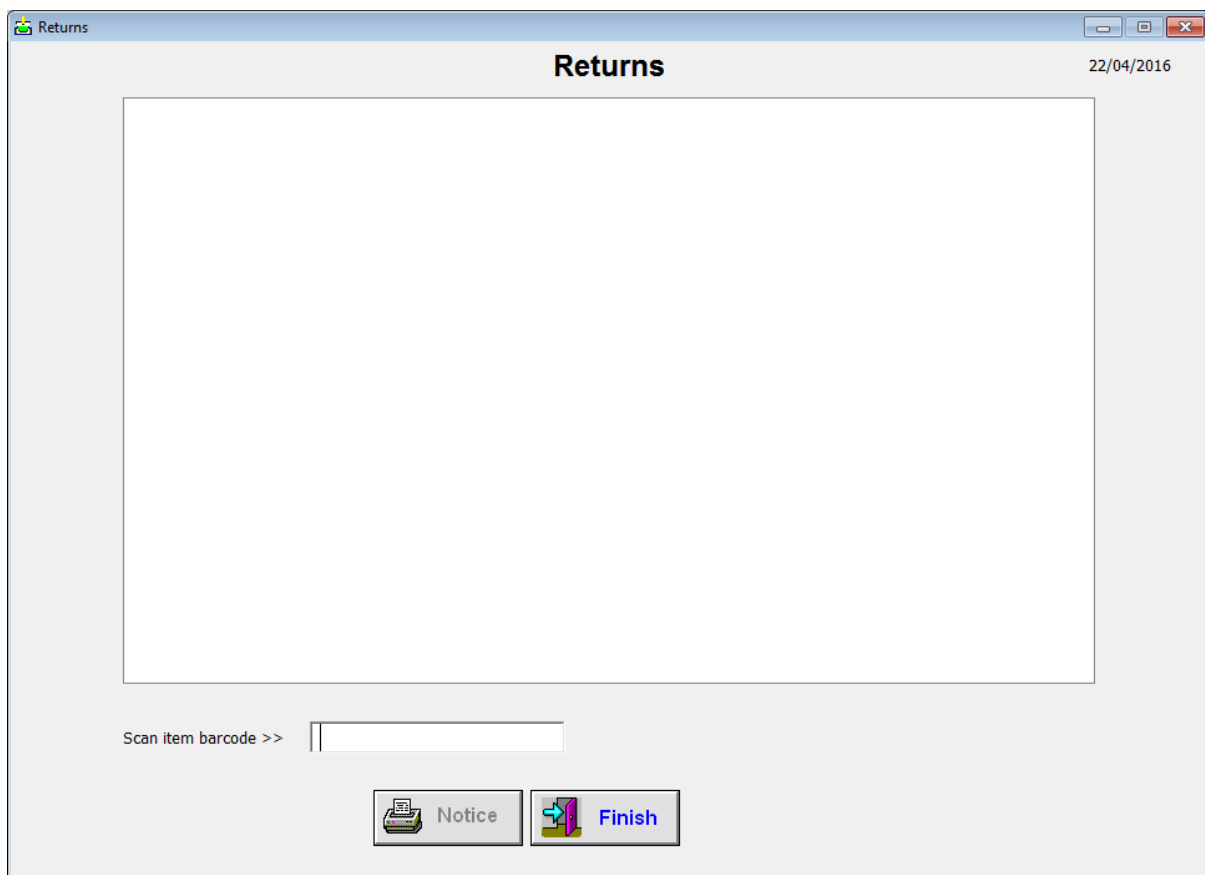# BOOKMARK FACT SHEET

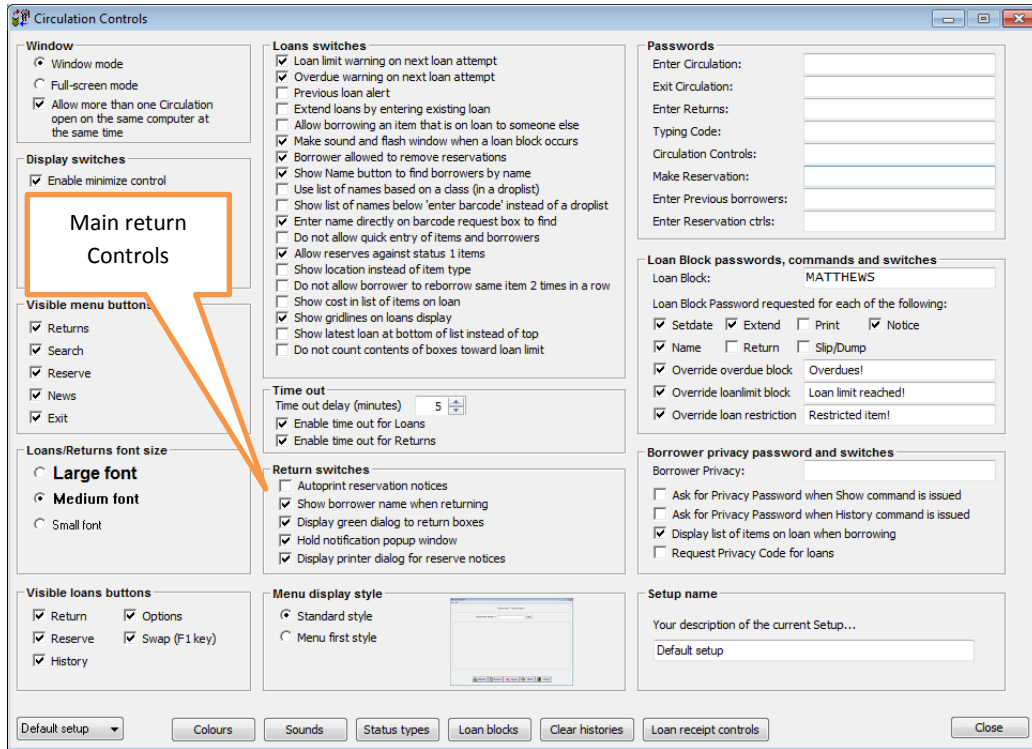**Returning books**   April 2016

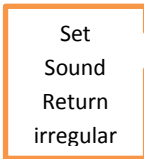From the Circulation screen click on returns.

Scan the item. It is returned and appears in the big box.

If the buttons don't appear as above, check Controls/Circulation controls.

These are the main return Controls in Controls/Circulation Controls.

Set Sound Return irregular

In Controls/ Circulation controls, set sound "return irregular" with something distinctive so if it doesn't return, the different sounds alert the supervisor. A number of sounds can be set, but don't go too overboard as it will soon pall. But it is handy if returns are not always supervised.


here
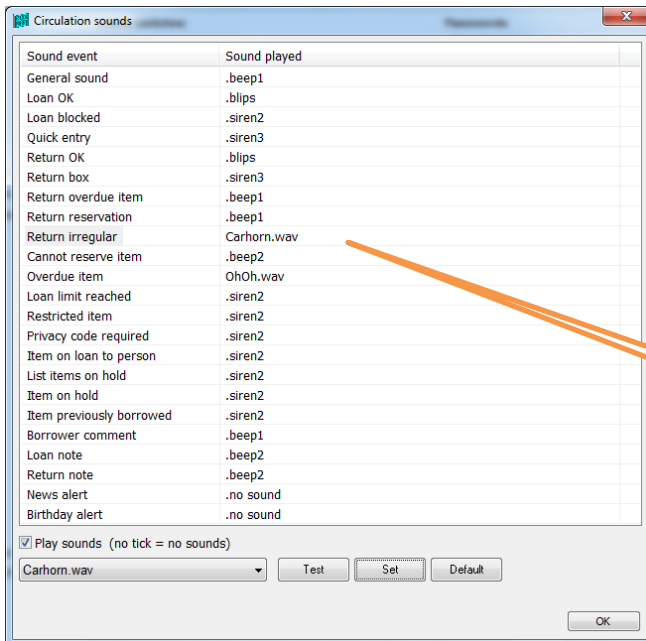
Turn your passwords into barcodes so nobody need know the word , so that nobody can come in to do things to the system in your absences. eg change passwords, return wrong books etc.

Make two sets, 1 for you with the main password and the other set can just have the override password. You put them on card that you can pass out and people return the card when they have finished doing the children's loans returns etc.

You can make up barcodes for the repairs box, lost books etc. eg status and your status number for lost , repairs, for use in Circulation after returning a lost book, or one that needs mending.

Someone returns a book that needs mending. You just scan the repairs barcode and toss the book in the repairs shelf, box etc. Then when it has been repaired you just return it again and it is back in stock.

To make a password barcode go to Controls/Passwords and use the barcode button, or Controls/Cataloguing lists/Status types/Barcode button
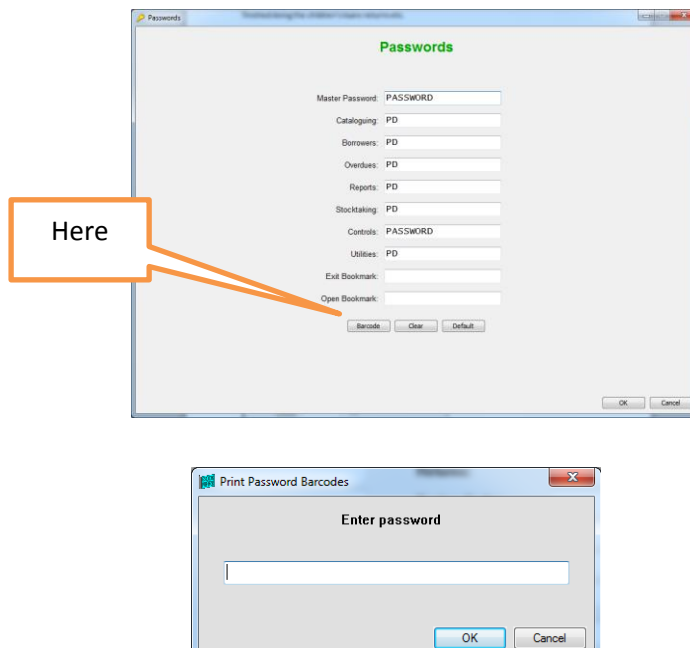
Type is your password and print it.

To make status barcodes for weeding, lost etc, go to Cataloguing /Labels/barcode labels/Word labels
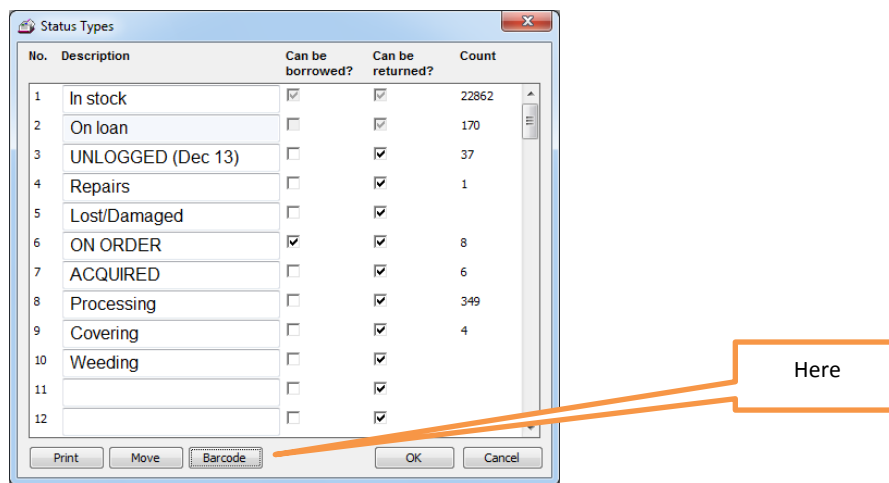
Type in status 5 for a repairs barcode because 5 is the status for repairs in this illustration.

Status 3 for lost/missing books in this instance. Missing/ Lost may be different in each school.

Status

Someone reports a book on loan as missing. Return the book, by manually typing in the number. Scan the STATUS barcode and type in the status number for lost, and change the item's status to lost without leaving the return's screen. A message confirming the change will appear on the screen. Typing the word STATUS space, and the number will also do the same thing. This method will also work for In repair status, or Weeding status.

To turn the lost status into a barcode, where there is no need to type in the number, go to Cataloguing, labels, Print barcodes, Print word labels. Type in the word STATUS followed by a space and then the number for missing status (specific to the site) and press enter. This creates the barcode. Then return the book manually and straight after and scan the 'lost status barcode'. The book is quickly and easily marked as lost without leaving the circulation returns screen.

History

In Circulation, Loans go into a borrower's screen and scan the HISTORY label or type the word HISTORY to see the previous books read by this borrower.

Setdate

A borrower wants items for a time period other than usual loan period. Go into Loans into the borrower's name and type or scan SETDATE. Override passwords are required for this to work. Enter the required loan period in the format 31-dec-13. Scan the books. All books borrowed at this point in time will be due on the set date. Dropping out of the borrower will complete the process and the due dates will then be the normal dates relevant to that borrower.

Box

If you return a boxed item by scanning the container barcode only the container will be returned. Once you are certain that the contents of the container are all present and accounted for type the word BOX or scan the BOX label to return the contents of a boxed item. It also works in stocktaking, where once you are certain that the contents are all accounted for and correct, scanning the BOX label will log the contents of the box.

Main/override password barcode.

Turn this into a barcode, to save having to type in constantly. Laminate a card, and keep it secure. This increases security as you don't have to tell anyone the main password, just give them the card, and retrieve it after. Same with the override password card. (see instuctions above)