



BOOKMARK FACT SHEET

Changing Status During Returns

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When items are normally returned, their status is changed from 2 (on loan) to 1 (available).

Sometimes you might wish to assign a different status to an item when it is returned – e.g. damaged or new book, etc.

There are two ways to do this.

First, create the necessary status types.

Go to Cataloguing / Authority Lists / Status Types.

No.	Status type	Can borrow?	Can return?	Count
1	Available	Yes	Yes	22487
2	On loan	No	Yes	894
3	UNLOGGED (Dec 12)	No	No	13
4	Repairs	No	No	11
5	Lost/Damaged	No	No	
6	ON ORDER	No	No	4
7	ACQUIRED	No	No	
8	Processing	No	No	626
9	Covering	No	No	173
10	Website	No	No	
11		No	Yes	
12		No	Yes	
13		No	Yes	
14		No	Yes	
15		No	Yes	

1 Available [Update]

Can be borrowed?
 Can be returned?

[Print] [Move] [Barcode] [Close]

Click on a line to edit an existing status or a blank number to add a new one.

Enter the description below the list. Set the "Can be borrowed?" and "Can be returned?" checkboxes appropriately. Click Update or press Enter to put back into the list.

When the window is closed, everything is saved.

Once the status types are set up (they can be always changed later), they can be used in Returns.

Method 1 - On the fly

Immediately after returning the item, type the word STATUS (it can be either upper, lower or mixed case, doesn't matter) followed by a blank space then the number of the status you wish to assigned the just-returned item. Press Enter.

Method 2 – Always Assign a Different Status

This is useful if an item is not to be reserved or needs a special status when it is always returned.

Go to Cataloguing / AddEdit Items.

Bring up the particular item.

On the OTHER line near the bottom add the text *return status 7*. Leave out the quote marks and replace the numeral 7 with the status number you want assigned when the item is returned. This command can go anywhere on the line, even with other text. It is not case sensitive. It tells Circulation to automatically give the item that status number when it is returned, instead of setting it to 1.

Also, go to the top right and set the normal status to that same number.

Save the item.