Library Resource Management Systems, Inc.



Circulation Basics Check-In

Check in Steps

- 1. On the Circulation screen, you have four tabs labeled Checkout, Check-in, Renew and Hold.
- To get to the Check-in screen from any of the other screens, you single click the left mouse button on the tab labeled Check-In <u>or you can hold down the Alt key while</u> <u>striking the letter I key.</u>
- 3. Scan the bar code of the item to be checked in
- 4. Repeat step 3 for each item to be checked in
- Return to the Checkout screen when finished checking all items in. You can do this by single clicking the left mouse button on the Checkout tab or <u>you can hold down</u> the Alt key while striking the letter O key

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