Library Resource Management Systems, Inc.

| **LRMS Circulation** | **Circulation Basics**
Check-In |

Check in Steps

1. On the **Circulation** screen, you have four tabs labeled **Checkout, Check-in, Renew and Hold.**
2. *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** or you can hold down the **Alt** key while striking the letter I key.*
3. Scan the bar code of the item to be checked in
4. Repeat step 3 for each item to be checked in
5. *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 you can hold down the **Alt** key while striking the letter O key*