SEKnFIND

Checking In Items

1. Scan the barcode

Circulation Patrons Search 🛒 Cart OPAC . More ▾

koha

Scan a barcode to check in:

[   ] Submit

Check out   **Check in**   Search the catalog

Scan the barcode while "Check in" is selected.

Check in...

- 📑 ...items patrons return
- 📑 ...items returned on the courier
- 📑 ...items coming from other libraries with holds for your patrons

Remember! Checking in updates item status, updates "last seen" date, and puts holds in motion

2. Watch for messages

Not checked out.

This message is normal when your items are coming back from other libraries

---

Hold found: Degunking Windows /
Hold for:
- DaDog, Bonnie (Bonnie)
- Iola, KS 66749

Hold at Iola Public Library

✓ Confirm hold   🖨 Print slip and confirm   ✗ Ignore

Local Hold: Print slip and confirm > notify patron > check out to patron on pickup

---

Hold found: Degunking Windows /
Hold for:
- DaDog, Bonnie (Bonnie)
- Iola, KS 66749

Transfer to: Iola Public Library

✓ Confirm hold and transfer

🖨 Print slip, transfer, and confirm   ✗ Ignore

Transfer Hold: Print slip, transfer, and confirm > put on courier to specified library