

Returns User Guide

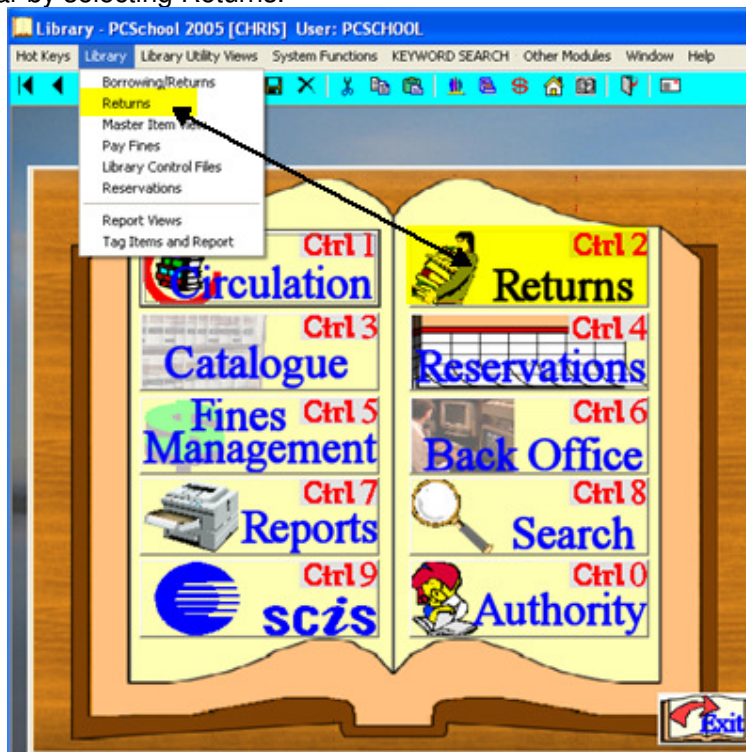


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Returns

The Library Returns can be accessed via either the Main Menu by selecting Authority or from Library on the Menu Toolbar by selecting Returns.



To return an item or items, the operator would click the Returns option on the Library menu. This would bring up the Returns screen as below.

1.	Either Scan the Item in or enter the Accession number.
2.	If the book is on loan the details will be shown; <ul style="list-style-type: none"> • If the book was not listed as being on loan no details will be displayed. • If the item is a late return you will be notified. • If reservations exist you will be notified.
3.	The date back will default to today's date.
4.	Click Return to finish the transaction.