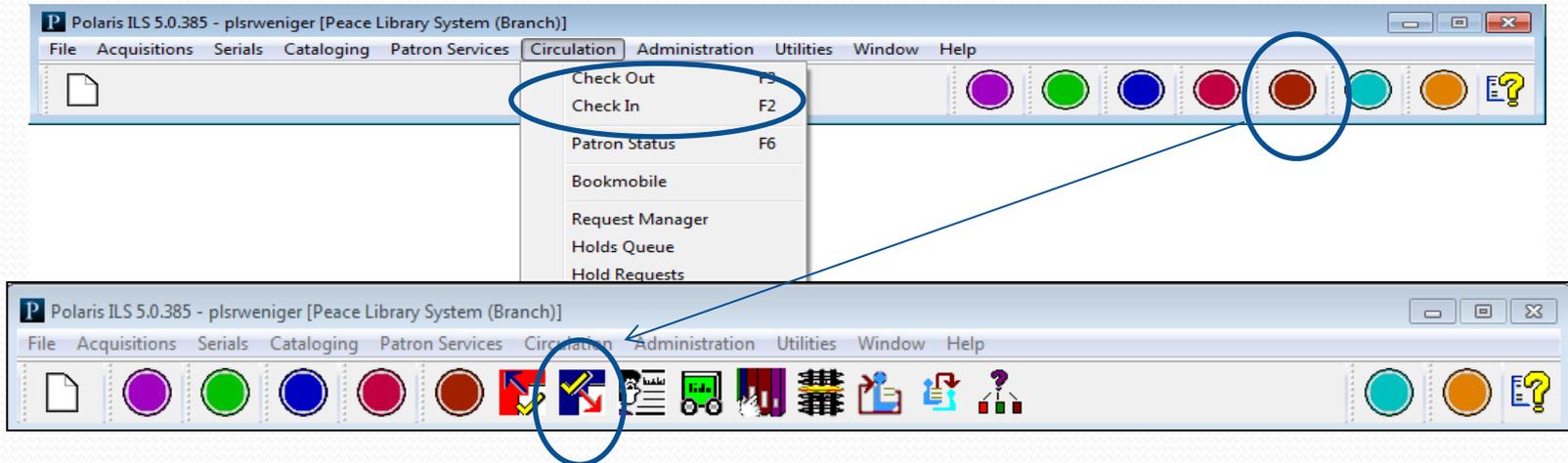


Check Ins



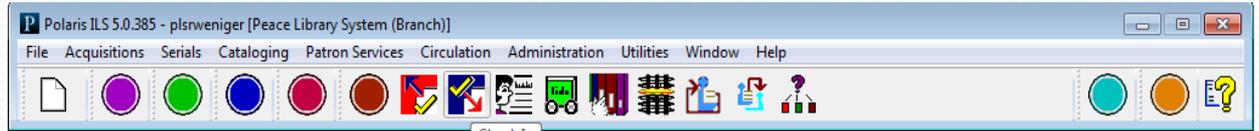
Checking In Returned Items

- Login to Polaris.
- Click On “Circulation” and then on “Check In”
- OR, click on the dark red circulation orb and then on the check in icon.



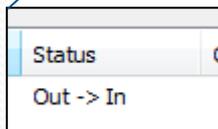
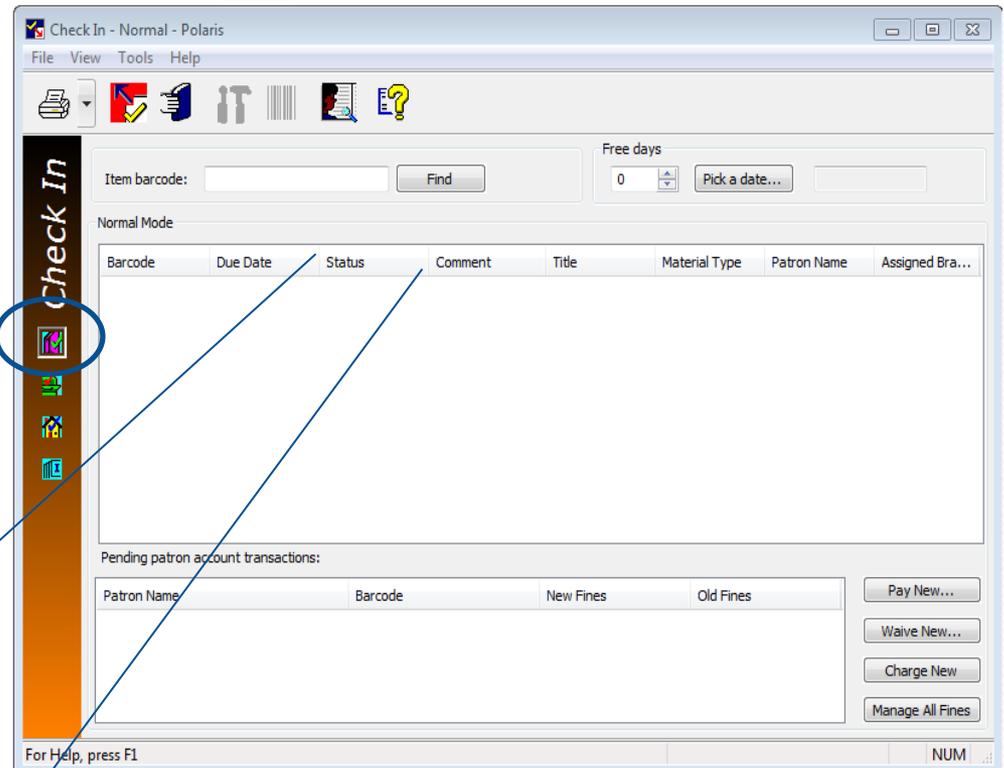
F2 = shortcut

Checking in returned items



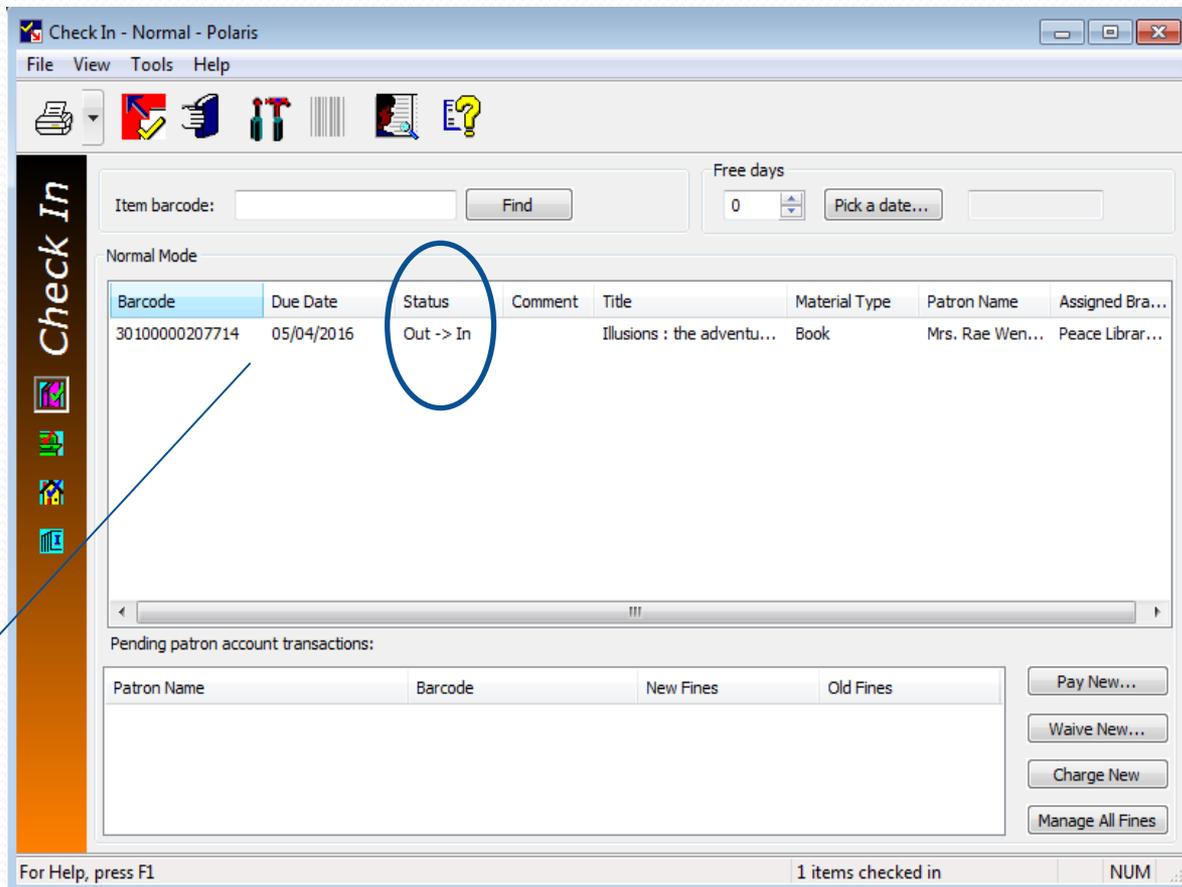
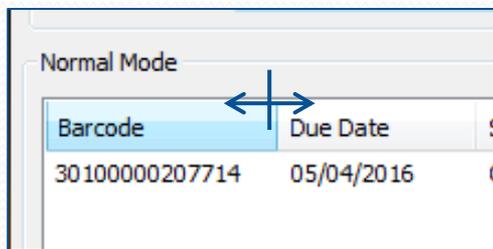
Notice that the “Check In” workform has an orange side bar, and opens by default to the first “view”, called the “normal” view.

Scan each returned item, and watch for pop up windows for each item. Make sure the circulation status changes to “In”.



Checking in returned items

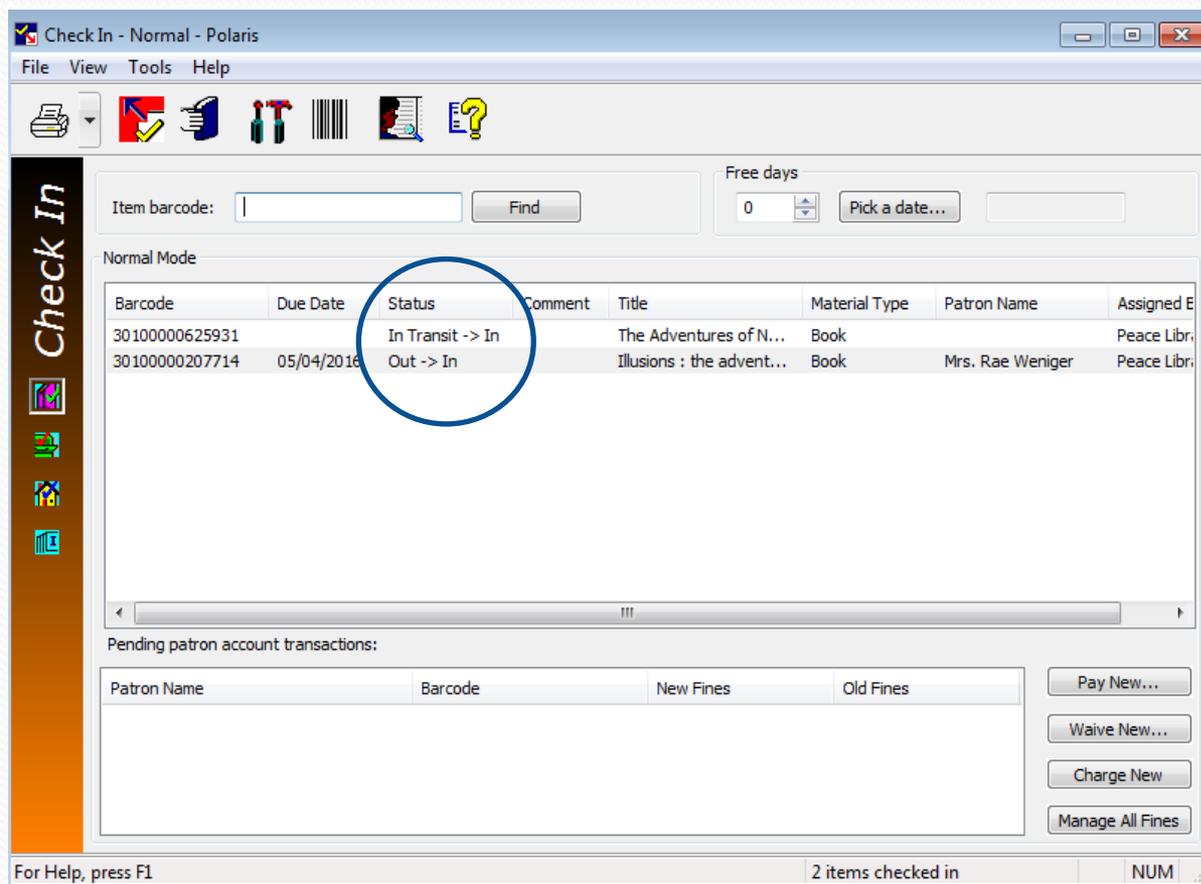
- A Patron returns a book they borrowed from you!
- The Circulation Status changes from “Out” to “In”
- More check-ins will appear at the top of the list, as they are scanned.
- Scanning too quickly or absent-mindedly here can result in books being on the shelf that do not have a status of “In”.
- Hover over the column border and drag the column to see more text.



**** Best practice**** - always *watch the check-in window!*
Be sure the orange banner is on the left, that you are working in the correct workflow.

Checking in returned items

- For the second “Check In”, the item was not returned by a local patron, but was checked in at another library and then put “In-Transit” back to you by mail or by courier.
- This item has no patron name.
- The circulation status of the item changed from “In-Transit” to “In”.



**** Best practice**** - always *watch the check-in window!*
Be sure the orange banner is on the left, that you are working in the correct workflow.

Checking in returned items

- The next “Check-In” has opened a Polaris – Fill Hold pop-up window.
- Click on Yes
- Hold the item for your requesting patron.
- The circulations status changes from “In Transit” to “Being Held”.

Check In - Normal - Polaris

File View Tools Help

Item barcode: 30100000279168 Find Free days: 0 Pick a date...

Normal Mode

Barcode: 30100000207714
30100000102527

Polaris - Fill Hold

The checker players
Barcode: 30100000279168

satisfies a hold request for:
Weniger, Rae
Barcode: 20113001224796
Phone: 780-539-7503

Do you want to hold the item?
(Click Cancel to stop the check-in/check-out process.)

Yes No Cancel Help

Pending patron account transactions:

Patron Name	Barcode	New Fines	Old Fines

Barcode	Due Date	Status	Comment	Title	Material Type
30100000279168		In Transit -> Being Held	For Weniger, Rae	The checker players	Book

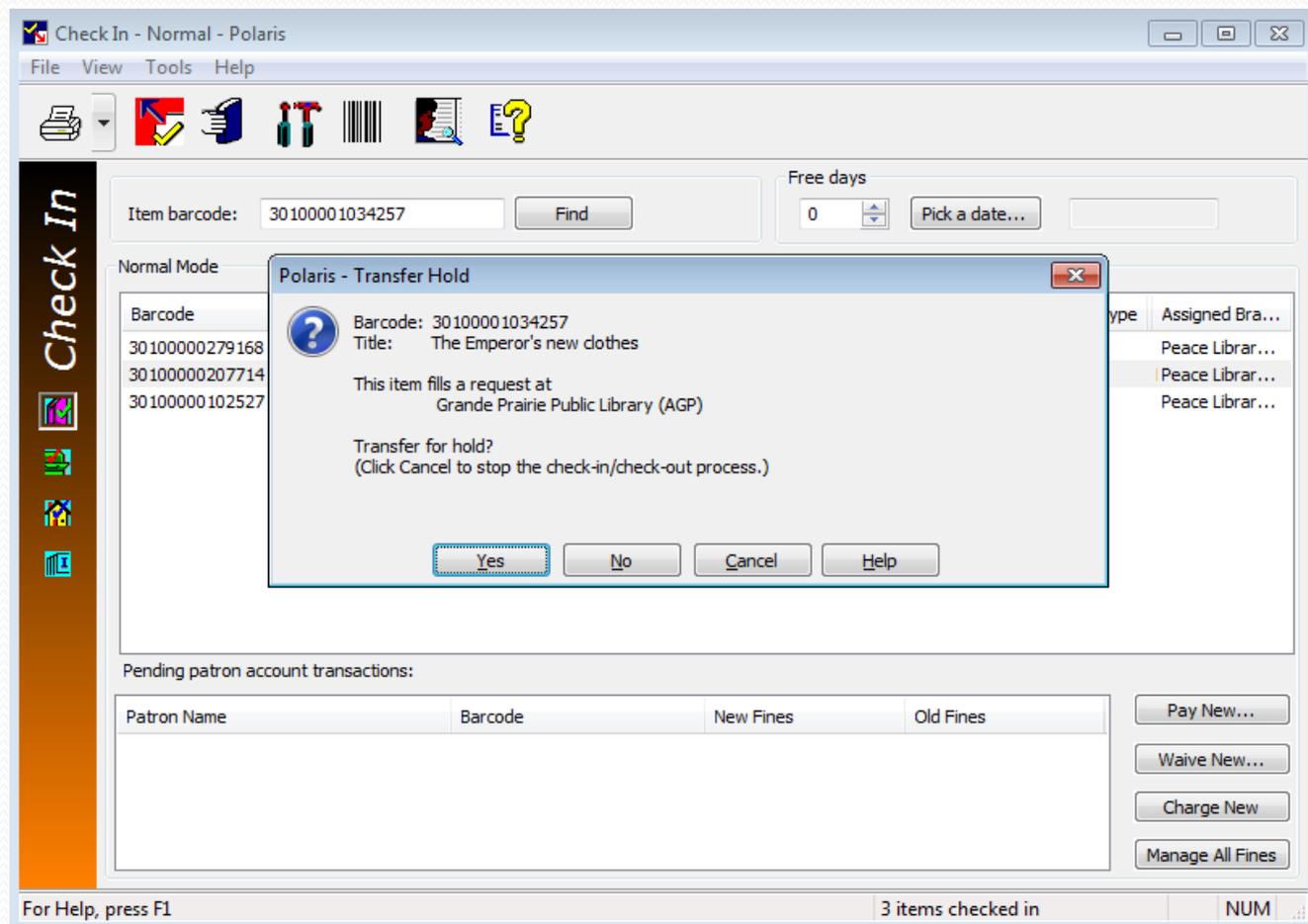
Pay New...
Waive New...
Charge New
Manage All Fines

For Help, press F1 2 items checked in NUM

**** Best practice**** - always *watch the check-in window!*
Be sure where the item is heading: back to the shelf, or to a patron.

Checking in returned items

- The next “Check-In” has opened a Polaris – Transfer Hold pop-up window.
- Click on Yes
- Send the item to the library where the requesting patron will pick up the item.
- The circulations status changes from “In Transit” to “Transferred”.
- Watch the PowerPoint on “Shipping Interlibrary Loans (ILLs)” to learn how to send transfers on the PLS website:
<http://www.peacelibrarysystem.ab.ca/ill-procedures>

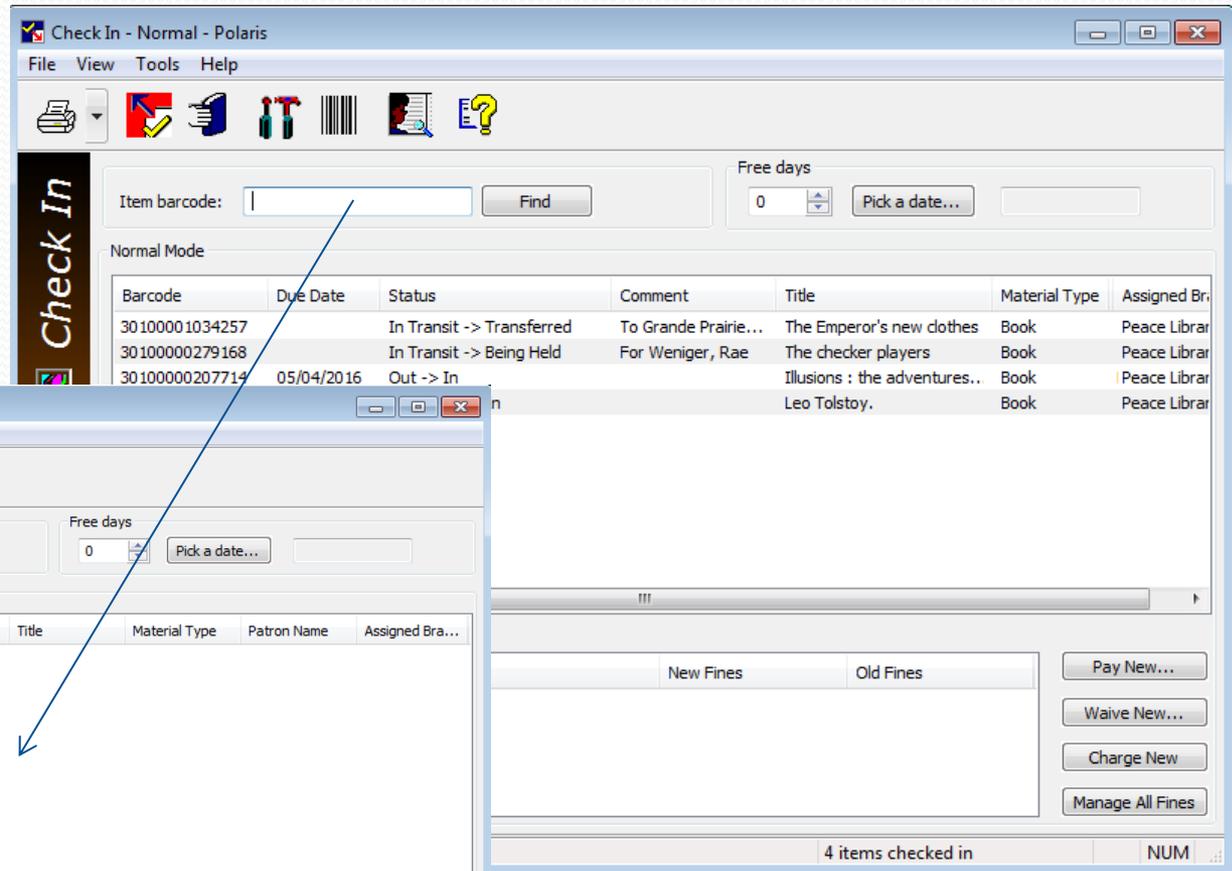


**** Best practice**** - always *watch the check-in window!*

Be sure where the item is heading: to a mail only library, or to a library on courier delivery.

Checking in returned items

Pressing enter when the cursor is in the “Item barcode” entry field will clear the Check In screen.



**** Best practice ****
Only shelf books
with a status of “In”!

Check In Workform

Short cuts

Print the screen:



Toggle to a Check Out window:



Place a hold:



Manage a selected item:



Replace a tattered barcode:



Find a Patron:



Learn more about the Check In Workform:



Check In - Normal - Polaris

File View Tools Help

Item barcode: Find Free days: 0 Pick a date...

Normal Mode

Barcode	Due Date	Status	Comment	Title	Material Type	Patron Name	Assigned Bra...
3010000027...		Being Held -> In		The checker p...	Book	Peace Librar...	

Pending patron account transactions:

Patron Name	Barcode	New Fines	Old Fines
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Pay New...
Waive New...
Charge New
Manage All Fines

For Help, press F1 1 items checked in NUM

Check In Workform

Questions?

Call PLS and
talk to a
member of the
consulting
team!

780-538-4656
1-800-422-6875

Check In - Normal - Polaris

File View Tools Help

Item barcode: Find

Free days: 0 Pick a date...

Normal Mode

Barcode	Due Date	Status	Comment	Title	Material Type	Patron Name	Assigned Bra...
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Pending patron account transactions:

Patron Name	Barcode	New Fines	Old Fines
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Pay New...
Waive New...
Charge New
Manage All Fines

For Help, press F1 NUM