

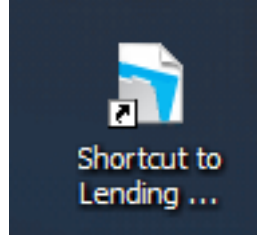
## Checking Items in Using the Lending Library

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Checking items in using the lending library

Created June 18, 2009 By: Sarah Zabriskie. Updated July 12, 2010

### Open the Lending Library



To check items in using the Lending Library, you must first open the Lending Library System. Double click on the Lending Library icon on the right side of your screen, and the Lending Library main window will open.

## Scan the Returned Item

The screenshot displays the 'Lending Library' software interface. At the top, there's a toolbar with navigation and action buttons like 'Show All', 'New Record', 'Delete Record', 'Find', and 'Sort'. Below the toolbar, the main content area shows 'YETC Multimedia Library' and 'Strategies for...' item details. A 'Quickfind by barcode' dialog box is overlaid on the screen, prompting for a barcode. A red arrow points to the input field in the dialog box with the text 'Item's barcode will appear here after scanning'. Another red arrow points to the 'Enter Barcode (Ctrl+1)' button in the main interface. The background interface shows item details for 'Strategies for...' with barcode 40796 and serial number MUL40796. A 'Selected Patron' field shows 'sarah Zabriskie'.

Click on the **Enter Barcode** button near the bottom of the screen. A little window will open which will ask for the item's barcode. Using the scanner to the right of the computer, scan the barcode of the returned item. Once the barcode is scanned, the main Lending Library window will return, and the title

of the item you just scanned will appear at the top of the window.

## Select Check In

The screenshot shows the 'Lending Library' application window. At the top, there are navigation controls including a search bar with '1663' and a 'Total (Sorted)' indicator. Below this is a toolbar with buttons for 'Show All', 'New Record', 'Delete Record', 'Find', and 'Sort'. The main header displays 'YETC Multimedia Library' with links for 'View Item Labels', 'View Items On Loan', and 'View Status Report'. The current item is 'Strategies for Preschool' (Type: MUL, Subtype: DVD-Video) with a status of 'Available'. The interface includes fields for 'Check Out (Ctrl)', 'Check In (Ctrl+3)', 'Renew', and 'Enter Barcode (Ctrl+1)'. A table at the bottom shows the item's history, with a red arrow pointing to the 'Check In' button and another pointing to the 'Item Information' row in the table.

Name	Check Out Date/Time	Due Date/Time	Reminder Date	Days	Hours	Check In Date/Time	Late?
[Redacted]	6/18/200 9:37 AM	6/20/200		0		6/18/200 9:39 AM	N

Now that the item the patron wants to return has been selected, it is time to check it in. Over on the left side of the screen, select **Check In**. Now that the item has been checked in you can refer to the item information at the bottom of the screen. This information will tell you when the item was due and

whether the item was late.

**NOTE:** If the patron has brought back more than one item, you will have to select **Check In** for each individual item after it has been scanned. You cannot scan one thing right after the other and then select **Check In** for all items. The Check In button will only check in the one item that is selected.