

TLC Circ Module

Instructions are general, configurations may differ, for additional support contact Library Resources 742-6091



Introduction: TLC Check In function only logs previous user until the item is check out again. No history logs on circulation are available.

Select check in button at bottom of left menu. Scan barcode. If the scanner is programmed with a return key (carriage return) the item will drop down to the checked in box or hit search to finalize check in.

The screenshot shows the TLC Circulation interface. At the top, there are navigation tabs: Borrower Services, Staff Services, PAC, REPORTS, and FirstSearch. Below this is a header bar with the text 'Ptarmigan Circulation', the time '1:52 pm, August 08, 2011', and a search bar with a 'Smart' dropdown and a 'Search' button. On the left side, there is a vertical menu with buttons for 'Check Out' (F2), 'Requests' (F6), 'Charges', 'Borrower Info', and 'Check In' (F3). The 'Check In' button is highlighted in orange. The main area shows the 'Check In' section with a checkbox for 'Override Check In Date/Time' and radio buttons for 'Normal', 'In-House Use', and 'Special Status'. Below this is a search bar with a 'Search' button. At the bottom, there is a table with columns: Item ID, Title, Borrower, Call #, Holdings, Due Date, Check In Date, and Action.

A title can be searched as an alternate check in function. Enter title and select search. From the results list, click on title and then click on the barcode or if title only has only 1 barcode, click *select* to complete the check in process.

The screenshot shows the 'Title Search' dialog box. It has a search bar with the text 'red shoes', a 'Smart' dropdown, and a 'Search' button. Below the search bar is a checkbox for 'Home Location Only'. The results section is titled '6 Titles Found' and contains a table with columns: Title, Author, Format, Pub. Date, and Collection. Below this table is another table with columns: Item ID, Collection, Location, and Status. A 'Select' button is located at the bottom right of the dialog box.

Title	Author	Format	Pub. Date	Collection
The Hans Christian Andersen collection		Projected	2009	CEVCOL
The red shoes	Andersen, H. C. (Hans Christian),	Book	1983	MULTI
The Red shoes	Andersen, H. C. (Hans Christian),	Book	1988	DNNF
The red shoes	Bazilian, Barbara, 1933-	Book	1997	OVNF
Red shoes [videorecording]		Projected	1990	BAVCOL
The Red shoes [videorecording]		Projected	1990	MULTI

Item ID	Collection	Location	Status
31112000110458	AGVCOL	Alpenglow	Transit
3129000032185	NLVCOL	Northern Lights	Available
31362000206372	SGVCOL	Spring Hill	Available

Note: Check in by title is viable when the barcode has been destroyed

