



Introduction: LS2 Circ **Borrower Services** tab: In-House and Special Status Check In options is available on the Check In page. The In-House Use option allows you to record a borrower's use of items in the library, or "in house". These items were not checked out. Statistics will be recorded in the database for items checked in using this option. This information can be reflected in Reports Manager library usage reports.

**Note:** Remember to clear the In-House Use option button when you are finished.

### How to Perform an In-House Use Check In

1. On the Borrower Services tab select the Check In option. The Check In page will display.
2. Select the In-House Use option button. An In-House Use Check In notice will display in red to the right of the Search button
3. Scan, or type the item barcode and click Search. You can also search for the item by typing a search term and clicking Search

Item ID	Title	Borrower	Call #	Holdings	Due Date	Check In Date	Action
31051300001639	Local area networking for		021.6 H	LRNF		01/27/12 10:33 am	
31051300003320	The Professional librarian's		021.6 P	LRNF		01/27/12 10:33 am	

**Note:** If the scanner is programmed with a carriage return key – the title will check in and drop down in the list

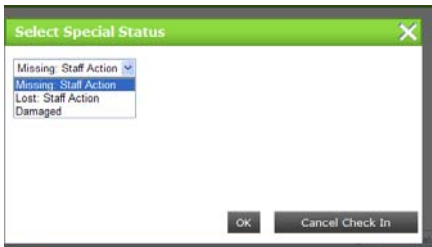




### How to Perform a Special status options Check In

The Special Status option allows you to check in an item and assign a special Item Status code. The standard options are: Lost: Staff Action, Missing: Staff action and Damaged.

Selecting the Leave On check box will retain the setting for multiple items that must be checked in with a special status. Special Status Check In can also be used to replace a lost or missing Request, or In-Transit item, that cannot be located when staff attempts to find the item. Lost or Missing Arrived Requests can also be handled with this procedure.



Title with staff action – when the material is ready to be put back on the shelf – simply Check In *normal*

Or

If material cannot be located, select Delete item

**Title Info**

Title:

Author:

Control #: 80011636

Owner: Cataloging

Publisher:

Pub. Year:

Format:

Language:

Type:

Dewey #: 021.6/5

ISBN:

Item 31051300003320 Details

**Missing: Staff Action**

Status  
Established at  
Library Resources

**Current Borrower**

Due Date  
Checkout Date  
Renewed 0  
Notices 0  
[Click to Renew](#)

**Circulation Info**

Last Borrower  
Last Returned 01/27/2012 10:33:14 am  
Last Circulated 01/27/2012 10:33:14 am  
Total Circulations 0  
Circs. This Period 0

**Basic Info**

**Owned By**  
Location Library Resources  
Collection NF

**Circulated By**  
Location Library Resources  
Collection NF  
Serial Year  
Volume Number  
Copy Number c.1

**Items (1)**

Item ID	Call #	Holdings Code	Status	Price
31051300003320	021.6 P	LRNF	Missing: Staff Action	24.50

Show Local Items Only

