Staff Tutorials

Check-In

To check items into the library and into Evergreen begin by accessing the “Circulation” menu and selecting “Check-In”.

Check In / Process Item

- Enter IRLocID
- Submit
- Exit
- Print List (Delim.)
- Skip Barcodes
- Don’t Alert on Pre-Cat
- Auto-Add for Hold/Transit Items

Effective Date: 2005-05-26
Actions for Selected Item
Using your mouse, place the cursor in the light green “Enter Barcode” box and begin entering barcodes using your barcode scanner.

Items will begin to appear below as they are checked in.
If there is a hold requested for the item when it is checked in, the “Transit Slip” message will appear and a holds receipt will be automatically printed for this hold.

If patrons have selected in the OPAC to be notified by email when a hold is available, Evergreen Indiana will automatically dispatch an email to the patron letting them know their hold is available for pickup.

Destination: STRL-RHILL.

Bryan County Library, Richmond Hill
We do not have a holds address for this library.

Barcode: 123456
Title: Went on a great adventure : 
Author: Rabbit, Peter

Hold for patron Smith, Jeremish
Barcode: 123456
Notify by email:

Request Date: 2008-06-10
Slip Date: 2008-08-28