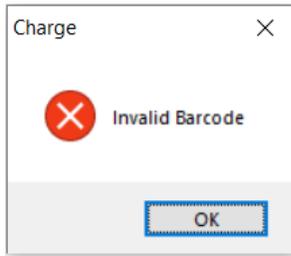


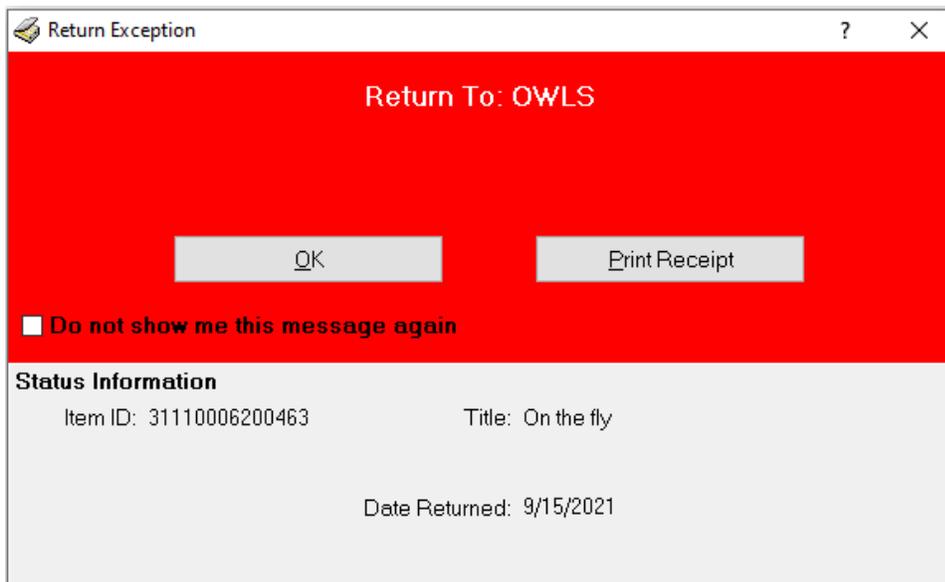
Invalid Barcode: When a patron barcode or item barcode is entered incorrectly. The only option is to acknowledge the box and try entering the barcode again.



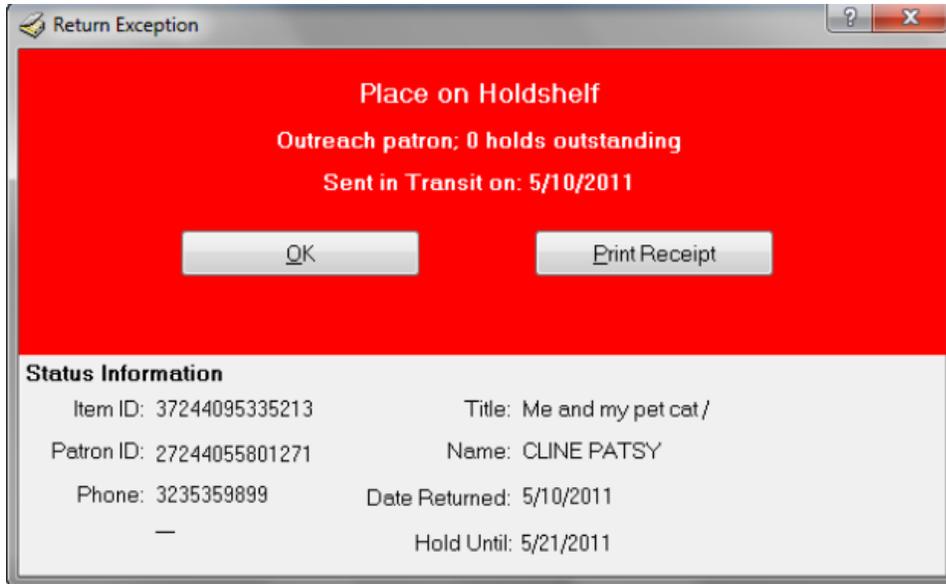
Temp Bib Record: If an item is returned and is not associated with a full BIB record, the Temp Bib Record box is displayed. Clicking OK will clear the box and the item is returned. Staff can determine what the next steps are, if they should add the item in as a full BIB record.



In-Transit Item: When you return an item that belongs to another branch, the following Return Exception box will display. Click OK to send the item to "In Transit" status and return to the Return screen to scan another item. Select Print Receipt if you don't have workstation settings set to automatically print receipts.



Hold Item: When an item is returned that has been requested by another patron for pickup at your branch, the Place on Hold Shelf box will display. Selecting OK will place the item in Hold Shelf status for the designated patron. Select Print Receipt to print a Holdshelf Receipt if you don't have the workstation settings set to automatically print.



Hold in Transit Item: When you return an item that has been requested by a patron at another branch, the Hold in Transit box will display. Selecting OK will place the item In Transit status. Select Print Receipt to print a receipt with the Hold in Transit information if workstation settings aren't set up to automatically print.



In Transit Item: When you return an item that belongs to another branch, the following Return Exception box will display. Select OK to send the item to In Transit status and return to the Return screen to scan another item. Select Print Receipt to print a receipt for In Transit if workstation settings aren't set up to automatically print.

Big Red Box Messages at Check-In

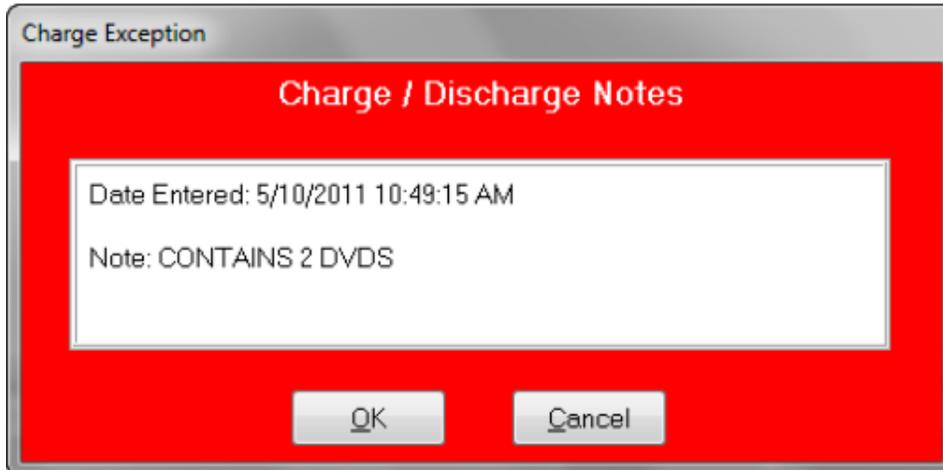


On Holdshelf: If an item is in a Hold Shelf status, and it is scanned through Return at the branch where it is on the Hold Shelf, the following Hold Shelf Big Red Box will display. Selecting “Keep on Hold Shelf” will leave the item in Hold shelf status. Selecting Activate Next Hold will clear the Hold Shelf transaction, and trigger the next hold in the queue. If there is no remaining holds, the item will be returned to On Shelf status, or In Transit status back to its home branch.



Charge/Discharge Notes: Charge/Discharge Notes may be placed on items to alert staff at the point of Charge or Return that there is something special about the item. When a Charge/Discharge note is on an item, this exception box will display each time the item is scanned through Charge or Return. The OK button will acknowledge the exception and allow you to continue on in Return. The Cancel button will stop the return process for this item. The item will remain checked out to the patron.

Big Red Box Messages at Check-In



Post Fine: If you have your workstation set to “Prompt Me” for posting fines for Overdue and Lost items, an alert will display when any Overdue or Lost item is scanned through Return and the system has calculated a fine for the item. The item due date and the amount that will be posted to the account are listed. Selecting “Write Fine” will post the fine to the patron’s account. Selecting “Don’t Write Fine” will return the item and will not post a fine to the patron’s account.

