Checking In Items

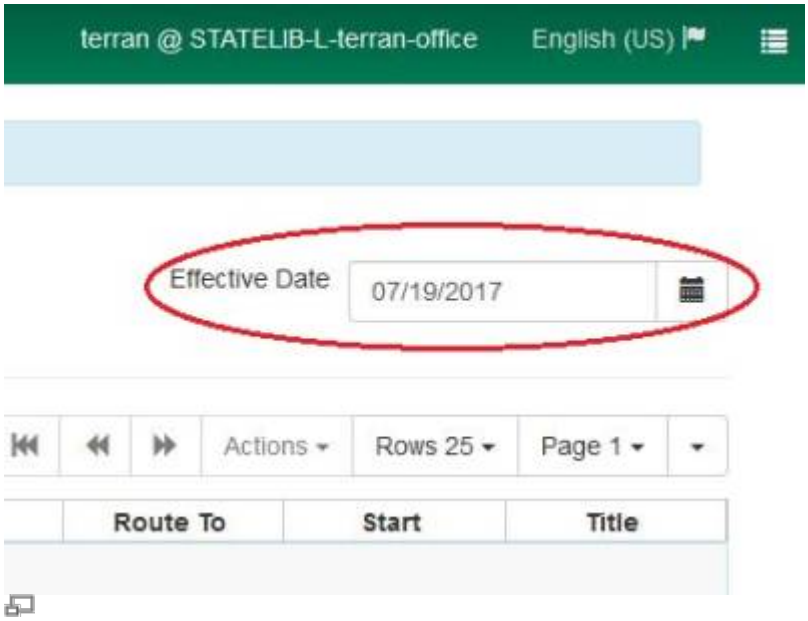
Basic Check-In Procedure

1. Open the Checkin Items page (Circulation > Check In).
2. Scan each item's barcode.

When checking in materials, it is crucial to watch the screen as each barcode is scanned to be sure the scan is registering and to be aware of on-screen messages and directions. Messages directing the staff member to send items to another location or library, or directions for items on hold are visually displayed on the screen at check-in, and audible alerts will assist the operator in noticing important messages.

Back-dating Checkins

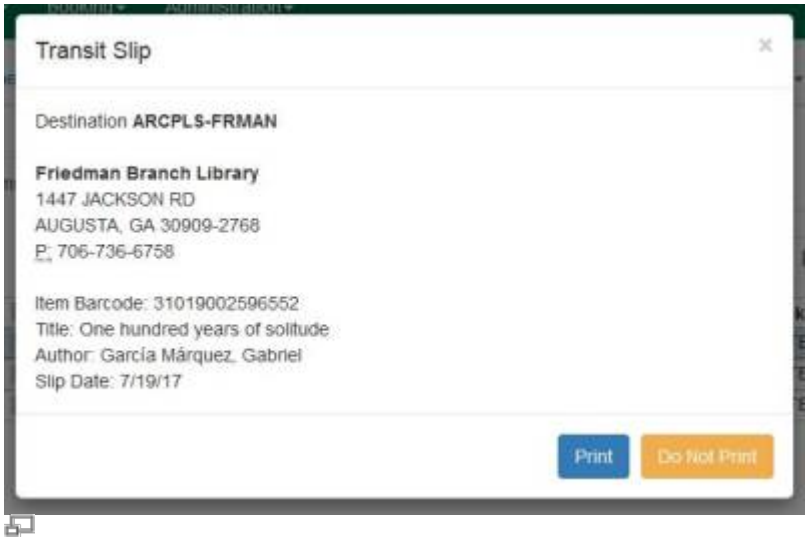
Staff may change the date for the check-in by altering the Effective Date field for purposes of checking in items from the bookdrop first thing in the morning using a previous day's date, or in other circumstances in which the check-in date needs to be changed. Set the desired check-in date, and check in items normally. Reset the effective date to the current day once back-dated checkins are complete.



Checking In Items That Need To Go To Another Library

If the item that is checked in needs to go to be routed to another library (either to fulfill a hold request at

another library or to return to its owning library), check it in as normal. The system will automatically change its status to “In Transit” and a pop-up message will appear that will allow you to print a Transit Slip that should be included with the item when sent to its destination.



Checking In Items That Will Fill Hold Requests

If the item being checked in is needed to fill a hold request at your library, check it in as normal. A pop-up will appear that will prompt you to print a hold slip that should be attached to the item.

The item's status is automatically changed to “On holds shelf” and automated notices to the patron are triggered (see: Automated Notifications). If the patron has opted to be notified by telephone, the telephone number will appear on the hold slip so that staff may call.

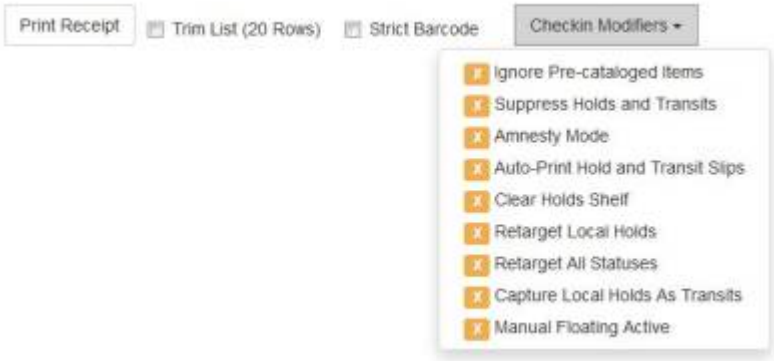
Checking in Pre-Cats

When pre-cataloged items (see: Pre-Cats) are checked in, the item status is automatically changed to

Cataloging and an alert message appears. Route the item to the cataloging department for full entry into the database.

Checkin Modifiers

Evergreen includes various options for altering how items are checked in for special circumstances (for example, during amnesty periods). These options are selected through the Checkin Modifiers button on the Checkin Items page.



- **Ignore Pre-cataloged Items:** When checked, an “Ignore Pre-cataloged Items” message will appear at the top of the screen and any pre-cataloged items will not appear in the checked-in list. *Not normally used.*
- **Suppress Holds and Transits:** When checked, a “Suppress Holds and Transits” message will appear at the top of the screen and holds or transits will not be triggered by check in. *Not normally used.*
- **Amnesty Mode/Forgive Fines:** See below.
- **Auto-Print Hold and Transit Slips:** This should be checked for most users in most situations.
- **Clear Holds Shelf:** When checked, a “Clear Holds Shelf” message will appear at the top of the screen. This checkin modifier is used when removing items from the holds shelf that have not been picked up by patrons. It will clear the item's “On hold shelf” status and allow it to be routed to its next destination.

Each setting is unchecked by default, but the preferred setting is retained by the staff client once selected.

Amnesty Mode

On certain occasions, a library may set an 'amnesty' period to forgive overdue fines on books returned during a specified time period. In order to save time manually forgiving these fines, you may use the Amnesty Mode option during the checkin process.

1. In the Evergreen Staff Client, click Circulation > Check In Items.
2. On the bottom-right corner of the screen, click Checkin Modifiers > Amnesty Mode.

3. Check books in (you will see messages indicating if overdue fines have been removed from the items).
4. Remember to uncheck Checkin Modifiers > Amnesty Mode when you wish to return to normal checkin.

When you check in items in while Amnesty Mode is turned on, the fines are voided (not forgiven) so they will no longer show up on the patron accounts. If you need to find out how many fines were voided during this time period, you will need to run a report. (There is a PINES Quick Report you can run to review voided fines - please submit a Help Desk ticket if you require assistance.)

Amnesty Mode & Lost / Long Overdue Items

Checking items in with Amnesty Mode will only clear overdue fines and will not clear 'Lost' or 'Long Overdue' charges. When you scan in a lost or long overdue item, an alert will pop up to inform you of its status. If the item belongs to your library, you may opt to go into the patron's account to manually forgive the remainder of the lost or long overdue charges.

If the item belongs to a different library, the fines should not be forgiven (only an item's owning library should forgive lost or long overdue fines).

Other Checkin Options

- **Print Receipt:** Prints a receipt of the items listed on screen that have been checked in. (Use this option if a patron requests a receipt of the items they have returned.)
- **Trim List:** This option limits the list of items on screen to 20 rows, regardless of how many barcodes are input. *Not normally used.*
- **Strict Barcode:** If checked, the barcode field will only accept 13-digit Codabar barcodes. Barcodes in any format, even if legitimate, will not be processed.

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