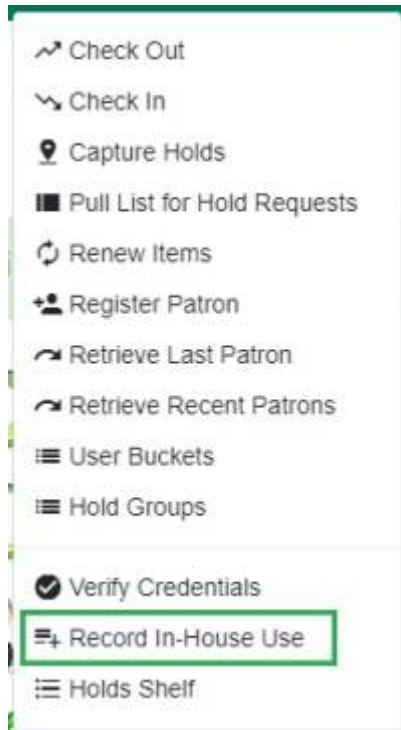


In-House Use

To record in-house use, go to **Circulation > Record-In House Use**, or press F6.



To record in-house use for cataloged items:

1. Enter the number of uses.
2. Scan or type the barcode.
3. Click Submit.

 A screenshot of the 'Record In-House Use' form. At the top, there are three input fields: '# of Uses' with the value '1', 'Barcode' with the value '31033011233990', and a 'Submit' button. Below these fields is a table titled 'In-House Use'. The table has columns: '#', '# of Uses', 'Barcode', 'CN Prefix', 'Call Number', 'CN Suffix', 'Location', 'Title', and 'Item Status'. The first row of data shows: '# 1', '# of Uses 1', 'Barcode 310330112339...', 'CN Prefix J GN CARMEN', 'Call Number Junior Fiction', 'CN Suffix Carmen Sandie...', and 'Item Status Available'. At the bottom right of the form is a 'Print List' button.

To record in-house use for non-cataloged items:

1. Enter the number of uses.
2. Click the barcode dropdown to select the item type.
3. Click Submit.

of Uses: 2

Barcode ▾

In-House Use

#	☐	# of Uses
1	☐	1

Barcode

Adult Paperback

Computer

Equipment

Juv Paperback

Magazine

Newspaper

Print List allows you to print the list of items recorded. You can also run Quick Reports or Executive Snapshots to retrieve in-house circulation data.

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