



Workflows Tip of the Week

Module: Circulation

Summary: **Special Circulation Functions**

Note: In the Circulation Toolbar there is an Icon for a set of Special Circulation Functions: User Claims Returned, User Lost Card, Modify Due Dates, Mark Item Used, Inventory Item, Discharging Bookdrop Items

Instructions:

-  User Claims Retu... - User Claims Returned is used when a patron claims they have returned an item that the system says is still checked out to them. Use of this wizard is a local library decision. If you use this wizard, be sure to set the date of the claimed return to before the date when it was due or the patron will continue to receive overdue notices. When an item is set to claimed return, the claimed return counter in the patron record is incremented by one and an alert will appear at check in. If the item is returned the claimed return will no longer appear in the patron record but the claimed return counter in the patron record is not automatically decremented. Claimed returned items do not appear in the list of items charged when the patron checks his/her account in iBistro.
-  User Lost Card - User Lost Card is optional. Libraries may use this to indicate that a patron has lost his/her card. It allows you to assign a new barcode to the patron but retains the old barcode in the system but it is marked as being a LOSTCARD.
-  Modify Due Dates - Modify Due Dates allows you to change the due date of an item without renewing it. The time defaults to 11:59 pm.
-  Mark Item Used - Mark Item Used may be used to record the use of an item that does not normal circulate. This may be used for reference materials to indicate use or for items left out on desks. It is included in the monthly circulation report and updates the last used date in the item.
-  Inventory Item - Inventory Item is may be used to do an inventory of a home location. After clicking on this wizard you scan the items which you want

to inventory. This updates the Inventory date in the item record but does not get recorded as a circulation transaction. Contact SAILS if you want to begin an inventory of a collection at your library.

6.  Discharging Bookdrop - Check-in Bookdrop Items allows a library to backdate a check in for items returned to the bookdrop. It is very important that the date checked in is set to a past date and not a future date.
7. [Ephemeral Wizard](#)