

Circ Sets and Circ Stats – Mark Items Used

Permanent Set: To Kill a Mockingbird (9 books + 1 DVD)

Circulate as Set: Yes

Type of Set: Parental (uses a barcode number from one of the items in the set as the Set ID)

Mark Item Used: Mockingbird circulates as a set, so (1) scan any barcode from the set, and (2) all will display. Click the Mark Item Used (3) button and all items in the set are (4) marked used in a single step. In-house usage data is not reportable (5) until the following day.

Special Circulation Functions

- Bookdrop Check In
- User Claims Returned
- User Lost Card
- Modify Due Dates
- Mark Item Used**

Mark Item Used

Item ID: 30800140003770

List Of Items Marked Used

Call Number

2

| Mark Item ... | Item id | Current s... | Title |
|-------------------------------------|----------------|--------------|-----------------------|
| <input checked="" type="checkbox"/> | 30800140003838 | AVAILABLE | To kill a mockingbird |
| <input checked="" type="checkbox"/> | 30800140003804 | AVAILABLE | To kill a mockingbird |
| <input checked="" type="checkbox"/> | 30800140003770 | AVAILABLE | To kill a mockingbird |
| <input checked="" type="checkbox"/> | 30800140003747 | AVAILABLE | To kill a mockingbird |
| <input checked="" type="checkbox"/> | 30800140003713 | AVAILABLE | To kill a mockingbird |
| <input checked="" type="checkbox"/> | 30800140003689 | AVAILABLE | To kill a mockingbird |
| <input checked="" type="checkbox"/> | 30800140003655 | AVAILABLE | To kill a mockingbird |
| <input checked="" type="checkbox"/> | 30800140003622 | AVAILABLE | To kill a mockingbird |
| <input checked="" type="checkbox"/> | 30800140003598 | AVAILABLE | To kill a mockingbird |
| <input checked="" type="checkbox"/> | 30800140003853 | AVAILABLE | To kill a mockingbird |

3 **Mark Item Used (o)** Cancel

4

Mark Item Used

Item ID:

List Of Items Marked Used

| Call Number | Copy | Item ID |
|-------------|------|------------------|
| DVD TOKILL | | 1 30800140003853 |
| FIC LEE | | 9 30800140003598 |
| FIC LEE | | 8 30800140003622 |
| FIC LEE | | 7 30800140003655 |
| FIC LEE | | 6 30800140003689 |
| FIC LEE | | 5 30800140003713 |
| FIC LEE | | 4 30800140003747 |
| FIC LEE | | 3 30800140003770 |
| FIC LEE | | 2 30800140003804 |
| FIC LEE | | 1 30800140003838 |

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Run the *List Titles Used in Library* report on the ITC Custom tab:

(List Titles Used/Unused)

Produced on Tue Sep 7 08:10:56 2010

| | |
|--|-----------|
| To kill a mockingbird / Harper Lee | TOTAL: 18 |
| To kill a mockingbird [videorecording] / | TOTAL:2 |

Temporary Set: WWII (8 books + 2 videos + 1 DVD)

Circulate as Set: No

Type of Set: Non-Parental (uses a separate barcode number as the Set ID)

Mark Item Used: WWII items do not circulate as a set, but if you scan the Set ID (1) barcode*, all items will display (2). Click the Mark Item Used (3) button and all items in the set are (4) marked used in a single step. In-house usage data is not reportable (5) until the following day.

Special Circulation Functions

- Bookdrop Check In
- User Claims Returned
- User Lost Card
- Modify Due Dates
- Mark Item Used**

Mark Item Used

Item ID: 30800140003820

List Of Items Marked Used

| Call Number | Copy | Item ID |
|--------------|------|----------------|
| 940.5426 BEL | 1 | 30800140003861 |
| 940.5421 TOL | 1 | 30800140003606 |
| 940.5347 GOT | 1 | 30800140003630 |
| VID WW2 | 1 | 30800140003663 |
| DVD WW2 | 1 | 30800140003697 |
| 940.53 WAG | 1 | 30800140003721 |
| 940.53 GRA | 1 | 30800140003754 |
| 940.314 TRE | 1 | 30800140003788 |
| VID WW2 | 1 | 30800140003812 |
| 813.54 WOR | 1 | 30800140003846 |

Mark Item Used

Select All

| Mar... | Item id | Current st... | Title |
|-------------------------------------|----------------|---------------|----------------------------|
| <input checked="" type="checkbox"/> | 30800140003879 | AVAILABLE | War, women, and th... |
| <input checked="" type="checkbox"/> | 30800140003846 | AVAILABLE | World War II |
| <input checked="" type="checkbox"/> | 30800140003812 | AVAILABLE | World War II [videor... |
| <input checked="" type="checkbox"/> | 30800140003788 | AVAILABLE | The Treaty of Versail... |
| <input checked="" type="checkbox"/> | 30800140003754 | AVAILABLE | World War II : the e... |
| <input checked="" type="checkbox"/> | 30800140003721 | AVAILABLE | The Library of Congr... |
| <input checked="" type="checkbox"/> | 30800140003697 | AVAILABLE | The History Channel ... |
| <input checked="" type="checkbox"/> | 30800140003663 | AVAILABLE | The perilous fight [vi... |
| <input checked="" type="checkbox"/> | 30800140003630 | AVAILABLE | The Great Fatherland... |
| <input checked="" type="checkbox"/> | 30800140003606 | AVAILABLE | The last 100 days : t... |
| <input checked="" type="checkbox"/> | 30800140003861 | AVAILABLE | Battling in the Pacific... |

3 Mark Item Used (o) Cancel

5

*If you do not scan the Set ID, you will have to scan all items individually.

Run the *List Titles Used in Library* report on the ITC Custom tab:

(List Titles Used/Unused)

Produced on Tue Sep 7 08:10:56 2010

The Treaty of Versailles / Jeff Hay, book editor TOTAL:3
War, women, and the news / Catherine Gourley TOTAL:3
etc.

Circ Sets and Circ Stats – Circulate Items

Permanent Set: To Kill a Mockingbird (9 books + 1 DVD)

Circulate as Set: Yes

Type of Set: Parental (uses a barcode number from one of the items in the set as the Set ID)

Check Out set: Mockingbird circulates as a set, so scan any single barcode (1) from the set, and all will be checked out in one step; you may have to wait a few seconds for the transactions to display (2). Circulation statistics* are not reportable (3) until the following day.

Common Tasks

- Check Out Items
- Check In Items

Identify user
User ID: 20800001500064

Identify item
Item ID: 30800140003853 **1**

List of checkouts:10

| Title | Item ID | Date Due | Bi... | Amou... | Type | Set ID |
|--------------------|----------------|-----------------|-------|---------|---------|----------------|
| To kill a mocki... | 30800140003853 | 5/20/2011,23:59 | | | VIDEO | 30800140003804 |
| To kill a mocki... | 30800140003598 | 5/20/2011,23:59 | | | FICTION | 30800140003804 |
| To kill a mocki... | 30800140003622 | 5/20/2011,23:59 | | | FICTION | 30800140003804 |
| To kill a mocki... | 30800140003655 | 5/20/2011,23:59 | | | FICTION | 30800140003804 |
| To kill a mocki... | 30800140003689 | 5/20/2011,23:59 | | | FICTION | 30800140003804 |

Run the *OH Monthly Circ Count* report on the ITC Custom tab:

| Item group | TOTAL | CIRC |
|------------|-------------|------|
| FICTION | 9 | 9 |
| VIDEO | 1 | 1 |
| TOTAL | 3 10 | 10 |

*Sets were circulated on a day in NCC's test instance when no other activity occurred. Manual counts were noted and compared to data reported the following day. All items were accounted for. Example: one-step checkout of this set with 10 items was reported as 10 charges on the circ stats report.

Temporary Set: WWII (8 books + 2 videos + 1 DVD)

Circulate as Set: No

Type of Set: Non-Parental (uses a separate barcode number as the Set ID)

Check Out set: WWII items do not circulate as a set, but if you scan the Set ID (1) barcode*, all items in the set will be checked out in a single step; you may have to wait a few seconds for the transactions to display (2). Circulation statistics** are not reportable (3) until the following day.

Common Tasks

- Check Out Items
- Check In Items

Name: Blank, Mr. Status: OK
Profile name: FACULTY1... Amount owed: \$0.00
Library: LNHS Available holds: 0
User categories: Y Overdues: 0
Homeroom: Privilege expires: NEVER

Identify user
User ID: 20800001500064

Identify item
Item ID: 30800140003820 **1**

List of checkouts:11

| Title | Item ID | Date Due | ... | Type | Set ID |
|----------------------|----------------|-----------------|----------|------------|----------------|
| Battling in the P... | 30800140003861 | 5/20/2011,23:59 | | NONFICTION | 30800140003820 |
| The last 100 da... | 30800140003606 | 5/20/2011,23:59 | 2 | NONFICTION | 30800140003820 |
| The Great Fath... | 30800140003630 | 5/20/2011,23:59 | | NONFICTION | 30800140003820 |
| The perilous fig... | 30800140003663 | 1/12/2011,23:59 | | VIDEO | 30800140003820 |
| The History Ch... | 30800140003697 | 1/12/2011,23:59 | | VIDEO | 30800140003820 |

Run the *OH Monthly Circ Count* report on the ITC Custom tab:

| Item group | TOTAL | CIRC |
|----------------|-------|------|
| DVD | 1 | 1 |
| NONFICTION | 8 | 8 |
| VIDEO 3 | 2 | 2 |
| TOTAL | 11 | 11 |

*If you do not scan the Set ID, you will have to scan all items individually.

**Sets were circulated on a day in NCC's test instance when no other activity occurred. Manual counts were noted and compared to data reported the following day. All items were accounted for. Example: one-step checkout of this set with 11 items was reported as 11 charges on the circ stats report.