

## Mark Item Used

Items retrieved from the various areas of the library, such as the Reference section, may be marked as 'used' for statistical purposes. These items are not actually checked out. The Mark Item Used wizard guides you through the process of marking an item as having been used. Items that are currently checked out can also be marked as "used" (alert screen appears).

1. Click on Special Circulation Functions Wizard Group Um Mark Item Used 2. Click on Mark Item Used Wizard 3. Type or scan the item number or use Mark Item Used - 0 the lookup item button. 99 IIM Item ID: List Of Items Marked Used Call Number Сору Item ID Mark Item Used 4. When completed, a list of items 99 IIM marked "used" displays. View specific item information using the glossary. Item ID: 32620000103751 In-house uses: displays a count of times used. List Of Items Marked Used Call Number Copy Item ID » FIC AIK 1 32620000028057 4 FIC ADL 1 32620000071420 FIC ADA 1 32620000073319 1 32620000096930 TC ADA FIC ALC 32620000103751 🐨 Mark Item Used : Glossary Title: Shadows on Little Reef Ba Author: Adler, C. S. (Carole S.) Call number: FIC ADI Copy: Item ID: 32620000071420 (circulation summary) Price: Туре: FICTION. Shelf location: AVATI ABLE. Current status: AVAILAB Material type: воок. Funding source: GENERAL Date created: 8/17/2004 Media desk: Date last checked out: NEVER Previous user ID: Last checked in: NEVER Last activity: 7/13/200 etal checkouts Date inventoried: 5/24/2005 Times inventoried: In-house uses 1 Close 5. Select from options: Mark Item Used (o) Clear List Close

Note: For more detailed information or specific questions, use HELP wizard.