

Checking In Return Books 2025

Courier will drop off return materials at the end of the day. Those books and boxes should have the green "WRLC" slips inside the books or on the boxes/packages. If you see the slip with a different library abbreviation on it, put the item on the outgoing table for the courier to pick up.

Use the SCF Processing website to check in books. If you need to leave your desk briefly, it will be a good idea to refresh the page when you comes back before starting work to ensure everything is ready to proceed.

When an item has been checked in, it means:

- The "SCF Hold Shelf" message gets added to Internal Note 3
- The Item is in temporary location has been switched to "Yes"
- The temporary library of "WRLC - Shared Collections Facility" has been added
- The temporary location is updated to SCF Hold Shelf

Important note: Do NOT check in an item twice! This will create a transit status for it.

On the main menu, go to "Refile Processing" then click on "Home".

Do Step 1 to check in books. Click on "Check-In".

Step 1: Check-in Returns and place on Hold Shelf - A-Tammy Hennig

Barcode Entry

Item Barcode:

RESULT:

Step 1: Check-in Returns and place on Hold Shelf - A-Tammy Hennig

Barcode Entry

Item Barcode:

Submit

Patron: Deliver To: GW

Barcode 32883001693523X has been checked in.

Plato's Sophist /

Tray Barcode: R25M03S28T05 BC

Be sure to write down and include the tray barcode with the item.

Item is ready to be placed on Hold Shelf

ALWAYS LOOK AT THE PATRON INFORMATION!

If you see a library abbreviation (Ex. Patron: Deliver to GW) then that means the item has been checked in without any issue.

Write down the RMST data on a slip.

If you do not see any library abbreviation or see something else not mentioned here, give it to your supervisor.

Items checked out to GW ILL, CU ILL and AU ILL will show digits like this:

Step 1: Check-in Returns and place on Hold Shelf - A-Tammy Hennig

Barcode Entry

Item Barcode:

Submit

Patron: 5397151070004617.

Barcode 32882005873826X has been checked in.

Unser Kampf : our struggle /

Tray Barcode: R01M05S09T05 AA

Be sure to write down and include the tray barcode with the item.

Item is ready to be placed on Hold Shelf

- 5397151070004617, GELMAN ILL STAFF, OK
- 3250417390004617, General, Libraries, OK
- 3253554340004617, CUA ILL, OK
- 4648321900004617, AU LENDING, OK
- 6176782810004617, GT ILL, OK

There will be various issues with checking in books (screenshots listed below):

- New book
- Item not found
- Note in Internal Note 3
- Item already checked in
- No patron data

NEW BOOK

Step 1: Check-in Returns and place on Hold Shelf - A-Tammy Hennig

Barcode Entry

Item Barcode:

Submit

Patron: Deliver To: AU

Barcode 31194004211722X has been checked in.

Barcode 31194004211722X
Possible New Book - Additional Processing Needed.
This item has been checked in but do not place on hold shelf.

For new AU books, proceed with adding
“At WRLC waiting to be processed” to Internal Note 1.

ITEM NOT FOUND

Step 1: Check-in Returns and place on Hold Shelf - A-Tammy Hennig

Barcode Entry

Item Barcode:

Submit

Item record does not exist

NOTE IN INTERNAL NOTE 3

Step 1: Check-in Returns and place on
Hold Shelf - A-Tammy Hennig

Barcode Entry

Item Barcode:

Submit

Barcode 32882013275899X

Internal note 3 message: GW ILL

This item has not been checked in. Please give it to your supervisor.

For Gallaudet DVDs with cases, get the case then clear IN 3 message
in Alma.

Then check DVD in again and it should be checked in as usual.

ITEM ALREADY CHECKED IN

AND

NO PATRON DATA

Step 1: Check-in Returns and place on Hold Shelf - A-Tammy Hennig

Barcode Entry

Item Barcode:

Submit

Item Already Checked In.

Please give it to your supervisor for review.

Barcode 39020003932640X has been checked in.

The way to Danish. A textbook in the Danish language.

Tray Barcode: R10M12S08T09 AB

Be sure to write down and include the tray barcode with the item.

The supervisor will have to go to the owning IZ to clear transit status.

Oxford University Press (OUP) books

Even though OUP books do not have a X at the end of item barcode, the check in app will "add" a X but it will not change in Alma. There is no need to give OUP books to the supervisor.

Step 1: Check-in Returns and place on Hold Shelf - A-Tammy Hennig

Barcode Entry

Item Barcode:

Submit

Item Already Checked In.

Please give it to your supervisor for review.

Barcode 37010000644183X has been checked in.

Reformation, resistance, and reason of state
(1517-1625) /

Tray Barcode: R10M12S02T03 BC

Be sure to write down and include the tray barcode with the item.

Revision #19

Created 25 February 2025 14:40:01 by Tammy Hennig

Updated 18 March 2025 13:25:48 by Tammy Hennig