

OLD: Checking in return books :OLD

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.

You will be using the SCF IZ and will need to use the X barcode scanner







Use "Return Items"

Scan item barcode and check the patron column to determine which course of action to take.

If you see, "Deliver To: xxx" in the "Patron" column, write down the tray location on the slip and add "SCF Hold Shelf" to internal note 3. If you see any circulation message in this field, it is okay to clear it unless it has Tammy's name in it or any important message.

If you see patron's name, something else (ILL) or it is blank, you will need to give it to Tammy so she could use owning IZ to check in book (she has to change the configuration in Alma every time.)

1 - 6 of 6

	Title	Return Date	Due Date	Barcode	Loaned Date	Patron	Next Step	Owned By Library
1	Foreigners in their own land : Pennsylvania Germans in the early republic / Steven M. Nolt.	03/07/2024	05/31/2024 24:00:00 EDT	32882015680617X	10/23/2...	Deliver To: AU 	Reshelve to WRLC Storage Circulating	WRLC - Shared Collections Facility
2	The regulation of madness : the origins of incarceration in France / Robert Castel ; translated by W.D. Halls.	03/07/2024	05/31/2024 24:00:00 EDT	31194003569583X	12/14/2...	Deliver To: AU 	Reshelve to WRLC Storage Circulating	WRLC - Shared Collections Facility
3	The birth dearth / Ben J. Wattenberg.	03/07/2024	05/31/2024 24:00:00 EDT	31194003415696X	01/26/2...	Deliver To: AU 	Reshelve to WRLC Storage Circulating	WRLC - Shared Collections Facility
4	La novelística de Antonio Muñoz Molina : sociedad civil y literatura lúdica / Salvador A. Oropesa	03/07/2024	05/31/2024 24:00:00 EDT	39020018303019X	04/05/2...	Deliver To: GT 	Reshelve to WRLC Storage Circulating	WRLC - Shared Collections Facility
5	The narrative of Antonio Muñoz Molina : self-conscious realism and "el desencanto" / Lawrence Rich.	03/07/2024	05/31/2024 24:00:00 EDT	39020017003404X	04/05/2...	Deliver To: GT 	Reshelve to WRLC Storage Circulating	WRLC - Shared Collections Facility
6	Chatterton / Peter Ackroyd.	03/07/2024	05/31/2024 24:00:00 EDT	39020008053509X	02/23/2...	Deliver To: GWN 	Reshelve to WRLC Storage Circulating	WRLC - Shared Collections Facility

When Tammy finishes checking in books in the owning IZs, she will put a slip that says "READY TO CHECK IN THE SCF IZ" into the books. Books now can be checked into the SCF IZ.

Check the other fields to make sure there is no other transit status. If you do see it, clear it as well.

Leave the library code alone

Example, au, in the screenshot

Internal Notes	
Internal note 1	R20M04S21T03 BC
Internal note 2	RETENTION
Internal note 3	

Statistics Notes	
Statistics note 1	au; CU, 02/28/2020
Statistics note 2	R20M04S21T03 BC
Statistics note 3	BOOK

If you see this message in the SCF IZ when using “Return Items”:

The item's destination is:

i

The item is not on loan.

The item's destination is: **George Washington University - Gelman Library (by appointment only)**
Item is requested

You can cancel the request then use “Return Items” again.

For Georgetown Books

Use BOTH SCF IZ and GT IZ and use “Return Items”. There is no need to give any GT books to Tammy unless there is some kind of issue.

1 - 4/1/20 4/1/20

Title	Return Date	Due Date	Barcode	Loan Date	Patron	Next Step	Owned By Library	Loan Notes
1 Henri Cartier-Bresson : city and landscapes / foreword by Erik Orsenna ; afterword by Gérard Macé.	12/03/2020	01/31/2021 24:00:00 EST	39020019284200X	10/...	Deliver To: GT	Reshelve to WRLC GT Monographs	WRLC - Shared Collections Facility	...
2 The Eternal Olympics : the art and history of sport / edited by Nicolaos Yalouris ; introduction by Manolis Andronicos.	12/03/2020	-	39020009996870X	-	-	Reshelve to WRLC GT Monographs	WRLC - Shared Collections Facility	...

For Oxford University Press (OUP) Books owned by WRLC

Use SCF IZ...you will not see any patron names in the "Patron" column when you return them in. You can go ahead and add a slip to each book then put the books on the shelf. We store all OUP books in the last shelving module facing back of the processing area. It is labeled as "OUP Books".

Revision #6

Created 7 March 2024 18:05:47 by Tammy Hennig

Updated 27 February 2025 16:03:36 by Tammy Hennig