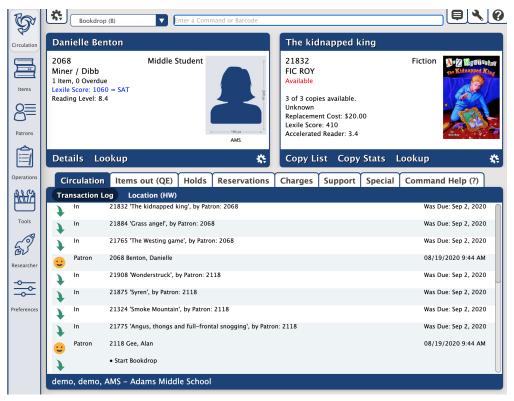# Refresher—Checking in items

Updated August 16th, 2021

Has it been a while since you've ventured into Alexandria? If so, you might need to brush up on some things... but no worries! Here's a quick refresher on checking in items.

Checking in items from Circulation is easy peasy!

You'll have to use Bookdrop mode (B). "Bookdrop" is another word for "check in," and you'll find it's sometimes used in Alexandria and our documentation. Once you enter B into the command line to start Bookdrop mode, you can continuously scan or type barcodes to check in items.

> ⓘ If your library is focusing a lot on holds, we suggest you *don't* use Inventory Bookdrop Suppressed mode. This disables notifications that let you know if an item being checked in has a hold on it.

There are a few preferences related to check-ins you'll want to review:

- **Circulation Preferences > Circulation Rules > Overdue.** Choose whether or not to automatically fine patrons (without requiring operator interaction) when an overdue book is returned.

- **Circulation Preferences > User Interaction > Check Out.** Customize Bookdrop mode behavior (allowing books to be checked in during check out and more) as well as alerts.

- **Policy Preferences > Item Policies > Overdue.** Consider increasing grace periods if you need to quarantine returned items.

Review other beginning-of-year essentials!

> ✓ Did you miss last week's tip? Check out It's that time!—Beginning-of-Year.

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