

Refresher—Checking in items

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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.

The screenshot shows the Alexandria library system interface in Bookdrop mode. The top bar includes a search field with the text "Enter a Command or Barcode" and a "Bookdrop (B)" button. The left sidebar contains navigation icons for Circulation, Items, Patrons, Operations, Tools, Researcher, and Preferences. The main content area is divided into two panels. The left panel displays details for a patron named Danielle Benton, including their ID (2068), school (Middle Student), and reading level (8.4). The right panel displays details for a book titled "The kidnapped king" (FIC ROY), including its status (Available), replacement cost (\$20.00), and Lexile score (410). Below these panels is a "Transaction Log" table with columns for "Circulation" and "Location (HW)". The table lists several transactions, including check-ins and check-outs for various books and patrons. At the bottom, it says "demo, demo, AMS - Adams Middle School".

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.

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