

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.

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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 Did you miss last week's tip? Check out [It's that time!—Beginning-of-Year](#).

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