

Circulation Utilities

Operations

Utilities

How helpful was this page?



Unknown macro: 'rate'

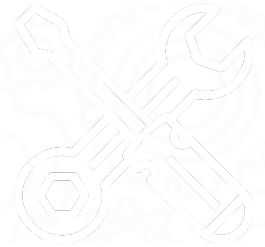
Tell us what we can improve.

Related Blog Posts

Blog Posts

- Blog: [Winter storms—recompute due dates](#) created by [Bethany Brown](#) Jan 23, 2024 [Alexandria](#)
- Blog: [Keep track of items on display](#) created by [Bethany Brown](#) Nov 02, 2022 [Alexandria](#)
- Blog: [Keeping track of patrons: Account expiration dates](#) created by [Bethany Brown](#) Jul 06, 2022 [Alexandria](#)
- Blog: [End-of-year tips: Managing patrons](#) created by [Bethany Brown](#) May 03, 2022 [Alexandria](#)
- Blog: [Are your Utilities running?—Take the right steps](#) created by [Bethany Brown](#) Feb 16, 2022 [Alexandria](#)
- Blog: [Analyze your collection—Mitinet and Titlewave](#) created by [Morgan](#) Aug 06, 2021 [Alexandria](#)
- Blog: [Removing holds—Easy as 1, 2, 3](#) created by [Morgan](#) Mar 10, 2021 [Alexandria](#)
- Blog: [Changing call numbers—helpful utilities](#) created by [Morgan](#) Mar 03, 2021 [Alexandria](#)
- Blog: [Mystery, fantasy, classics—Adding genres](#) created by [Morgan](#) Feb 24, 2021 [Alexandria](#)
- Blog: [My data!—All about archives](#) created by [Morgan](#)

[Save as PDF](#)



Operations > Utilities > Circulation

- [Change Due Date](#)
- [Check In](#)
- [Check In Archived Copies](#)
- [Check In Discarded Copies](#)
- [Check In Lost Copies](#)
- [Check In Processing Copies](#)
- [Recompute Due Dates](#)
- [Remove Circulation Statistics](#)
- [Renew Items](#)

Change Due Date

Change Due Date



Changes the due date of checked out items to the specified date

The due date is changed without regard to loan periods, policies, or closed dates.

Use(s)

Run this utility if there's a snow day or other unexpected library closure and you need to adjust due dates so patrons aren't penalized.

Selections

SelectionsOptions

Change the due date to the date specified under the Options tab for (without regard to closed days or other calendar or policy settings):

Copies at Site

Copies with a Policy of

Patrons with a Policy of

Patrons from From Through

Items Due On From MM/DD/YYYY Through MM/DD/YYYY

Copies with Barcodes

Patrons with Barcodes

☒ Show Additional Selections

Options

SelectionsOptions

New Due Date

New Due Date: Specify the new due date for checked out i

[Back to Top](#)

Check In

Check In



Checks in all selected copies at the specified site

Circulation Utilities

Check In Site: Specify the site at which you would like to check in.

[Back to Top](#)

Check In Archived Copies

Checks in all selected copies that are currently archived (checked out to [System Patron 6](#))

All fines, holds, and returned lost items are processed with default actions. Checking in archived copies will make them available for circulation again.

Check In Site: Specify the site at which you would like to check in.

[Back to Top](#)

Check In Discarded Copies

Check In Discarded Copies

Checks in all selected copies that are currently discarded (checked out to [System Patron 2](#))

All fines, holds, and returned lost items are processed with default actions. Checking in discarded copies will make them available for circulation again.

Selections

SelectionsOptions

Check in discarded copies for:

Copies at Site

AMS – Adams Middle School

Copies with a Policy of

Any Policy

Copies from

Copy Location

From

Through

Copies in Call Number Range

From

Through

Copies Discarded

From MM/DD/YYYY

Through MM/DD/YYYY

Copies in Barcode Range

From

Through

Copies with Barcodes

✓ Show Additional Selections

Create Saved Utility

Run

Options

SelectionsOptions

Check In Site

COMP – COMPanion DC Demo

Check In Site: Specify the site at which you would like to c

[Back to Top](#)

Check In Lost Copies

Check In Lost Copies

Checks in all selected copies that are currently lost (checked out to [System Patron 1](#))

All fines, holds, and returned lost items are processed with default actions. Checking in lost copies will process fines and make them available for circulation again.

Use(s)

Run this utility if a bunch of items were accidentally declared as lost through inventory or other utilities.

Selections

SelectionsOptions

Check in lost copies for:

Copies at SiteAMS – Adams Middle School

Copies with a Policy ofAny Policy

Copies fromCopy LocationFromThrough

Copies in Call Number RangeFromThrough

Copies LostFrom MM/DD/YYYYThrough MM/DD/YYYY

Copies in Barcode RangeFromThrough

Copies with Barcodes

Show Additional SelectionsCreate Saved UtilityRun

Options

SelectionsOptions

Check In SiteCOMP – COMPanion DC Demo

Check In Site: Specify the site at which you would like to c

[Back to Top](#)

Check In Processing Copies

Check In Processing Copies

Checks in all selected copies that are currently in processing (checked out to [System Patron 7](#))

All fines, holds, and returned lost items are processed with default actions. Checking in processing copies will make them available for circulation.

Use(s)

- Run this utility if you have moved copies from the Union Site to another site and need to change their status to *Available*.
- If you use the *In Processing* status for items that are not yet ready to be placed on shelves, run this utility when they are ready to be placed in circulation and need their status changed to *Available*.

Selections

SelectionsOptions

Check in In Processing copies for:

Copies at SiteAMS – Adams Middle School

Copies with a Policy ofAny Policy

Copies fromCopy LocationFromThrough

Copies in Call Number RangeFromThrough

In Processing DateFrom MM/DD/YYYYThrough MM/DD/YYYY

Copies in Barcode RangeFromThrough

Copies with Barcodes

Show Additional SelectionsCreate Saved UtilityRun

Options

SelectionsOptions

Check In SiteCOMP – COMPanion DC Demo

Check In Site: Specify the site at which you would like to c

Recompute Due Dates

Recompute Due Dates

Recomputes check out periods and fines for items that are already checked out

Use(s)

Run this utility after changing title or patron policies that affect fine rates, check out periods, in-stock hold lengths, and more. You may also need to run this utility after running the [Change Patron Policy](#), [Change Title Policy](#), or [Change Copy Policy](#) utilities.

Selections

Selections

Recompute all due dates for patrons and copies at the current site per the current policy settings and exceptions.

Create Saved Utility

Run

Remove Circulation Statistics

Remove Circulation Statistics

Removes all Circulation statistics older than the specified date



This action is not normally required. Only run this utility if you are certain those statistics are no longer useful for your reporting.

Use(s)

- Run this utility if you have completely changed your policies and old statistics don't match your new standards.
- If you move from a [Centralized Catalog](#) to separate catalogs, run this utility to get rid of old records.

Selections

SelectionsOptions

Remove circulation statistics older than the date set in the Options tab. WARNING: This is not normally required. Only run this utility if you are certain those statistics are no longer useful for your reporting.

Create Saved UtilityRun

Options

SelectionsOptions

Remove Statistics Older Than
MM/DD/YYYY
18

Remove Statistics Older Than: Enter a date in MM/DD/Y^ statistics from before that date will be removed. If you don't do five years before the current date.

[Back to Top](#)

Change Due Date

Renew Items



Initiate a renewal (with respect to policy and preference settings)

The utility finds all checked-out items (based on the selections), and renews them according to loan period of the policy.

Use(s)

Run this utility if there's a snow day or other unexpected library closure and you need to renew items so patrons/teachers aren't penalized.

Automatically renew items checked out by teachers, by selecting the patron policy.

To set up automatic renewals for any of your patrons, you run this utility with **Items Due On** set as a relative date for 'today,' and run the utility every day.

Selections

Selections

Initiate a renewal (with respect to policy and preference settings) for:

Copies at Site

Copies with a Policy of

Patrons with a Policy of

Patrons from From Through

Items Due On Through

Copies with Barcodes

✓ Show Additional Selections

Create Saved Utility

Run

[Back to Top](#)