Circulation Utilities

Operations

Utilities

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Operations > Utilities > Circulation

Textbook Tracker

- Change Due Date
- Check InCheck 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.

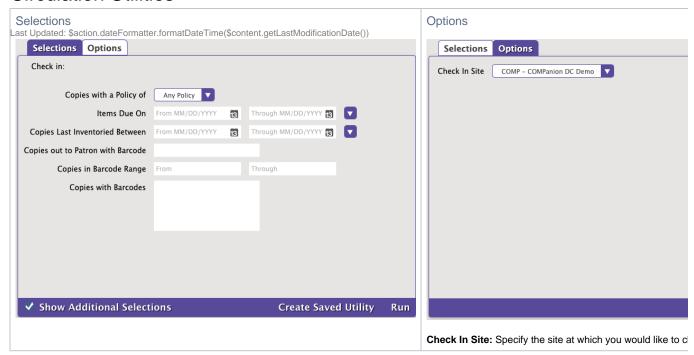
Selections	Options
Selections Options	Selections Options
Change the due date to the date specified under the Options tab for (without regard to closed days or other calendar or policy settings):	New Due Date MM/DD/YYYY 18
Copies at Site AMS – Adams Middle School	
Copies with a Policy of Any Policy	
Patrons with a Policy of Any Policy	
Patrons from Location From Q Through Q	
Items Due On From MM/DD/YYYY 🔞 Through MM/DD/YYYY 🔞 🔽	
Copies with Barcodes	
Patrons with Barcodes	
✓ Show Additional Selections Create Saved Utility Run	
	New Due Date: Specify the new due date for checked out i

Back to Top

Check In Check In



Time up at impeture it its in a processed with default actions.

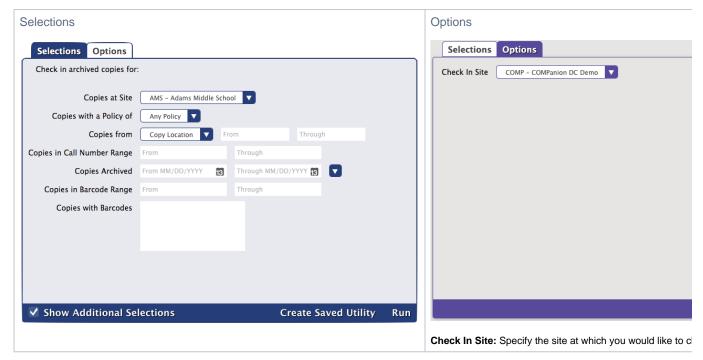


Back to Top

Check In Archived Copies 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.



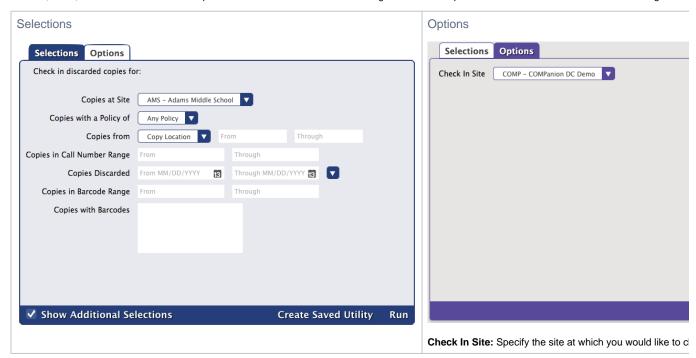
Back to Top

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.



Back to Top

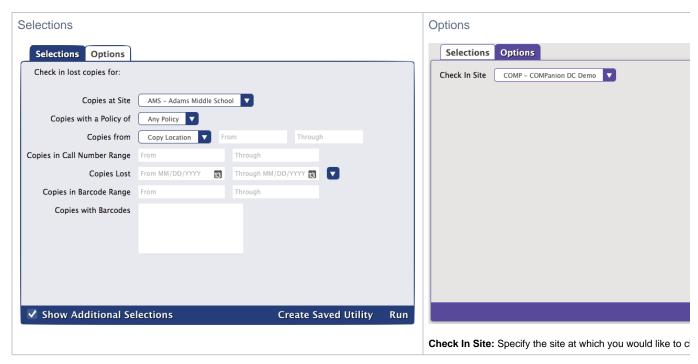
Check In Lost Copies Check In Lost Copies

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.



Back to Top

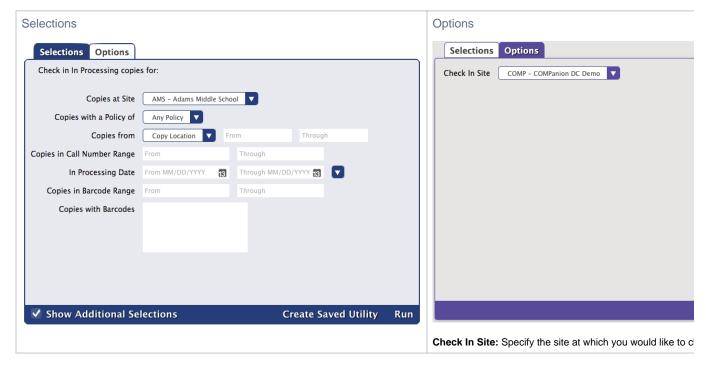
Check In Processing Copies Check In Processing Copies

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*.



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



Back to Top

Remove Circulation Statistics Remove Circulation Statistics

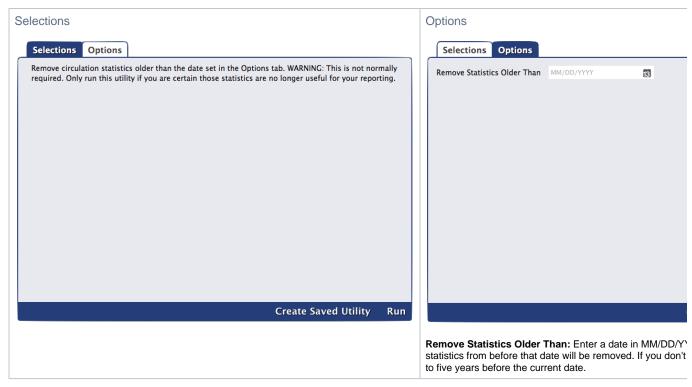
Removes all Circulation statistics older than the specified date



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.



Back to Top

Textbook Tracker

Change Due Date

Renew Items

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

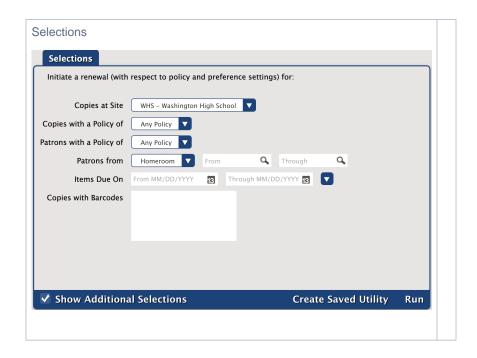
The utility finds all checked-out items (based on the selections), and renews them according to loan period of the policy.

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.



Back to Top