May I Check This Out Just for Today?—Same Day Checkout

Tip for: 01.08.18

Welcome back to a new year!

Sometimes, patrons need an item for a very short period of time or the item is one that you only want to check out for an hour or so. Are you aware that there is a **Same Day Check Out** command, which allows you to check items out to be returned on the same day they are checked out?

To use **Same Day Check Out**:

1. In the Circulation window, scan or type the patron barcode number to make them current.
2. Press the **<enter>** key, if you typed in the barcode.
3. With the patron current, type **OS**, then scan or type the barcode of the item (e.g. os 10883).
4. You will notice when you look at the **Transaction Log** that the due date of the item is set for the same day!