

# Equipment and Books—Out for Repair

Tip for: 03.30.15

If you send books to the bindery or equipment to the repair shop, there is an easy way to keep track of these items with Alexandria.

 Unknown macro: 'multiexcerpt-include-macro'

To check items out to On Repair:

1. In **Circulation**, type **4** in the Command Line.
2. Press **[enter]** to bring up the **On Repair** patron.
3. Scan or type the barcodes of the items going out for repair.
4. Enter an **x** or period (.) in the Command Line to clear the screen.

To view items currently out to On Repair:

- Click on **Details** in the **Current Patron** pane.  
Or
- Use the **Actions** (gear) menu and choose **History** to bring up a full **History** report.

This lets you keep track of what items are out and how long they have been out for repair.

When items are checked out to the **On Repair** patron, they will show in the catalog search as **On Repair**.

If you want to hide titles when all of their copies are On Repair:

1. Open **Preferences**.
2. Under **Management**, click on the **Researcher** area.
3. Select **Search** or **Researcher** on the left.
4. Go to the **Auto-Hide** tab.
5. Under **Hide Title When All Copies Are...**, check the box for **On Repair**.
6. **Save** the preference.

Now, when all copies of a title are On Repair, the title will not show in that search module.

To check items back in from On Repair:

1. Type **B [enter]** in the **Command Line** for **Bookdrop** mode.
2. **Scan** or type the barcodes of the items returned from repair.