

Covid-19 Check-In Instructions (updated 4/28/20)

Backdate Check-In – Use for items returned to the library. NOT for incoming courier items.

WVLS Recommends recommend that all libraries backdate to last open with full services date when they check in items.

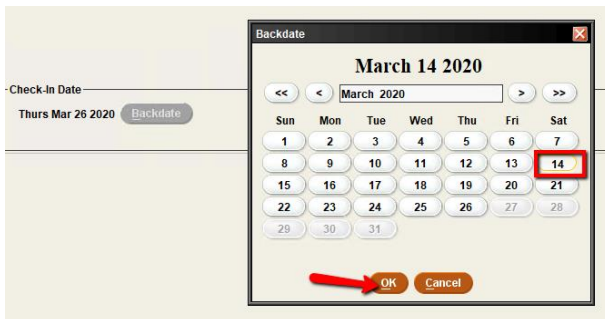
Backdating check-in will help to prevent fines during the closures.

To set-up backdated check-in in Sierra:

1. Select Check-In (No Patron) from the FUNCTION menu.
2. Click on 'Backdate'



3. Select the date you want to use.



4. Verify the date appears correctly:



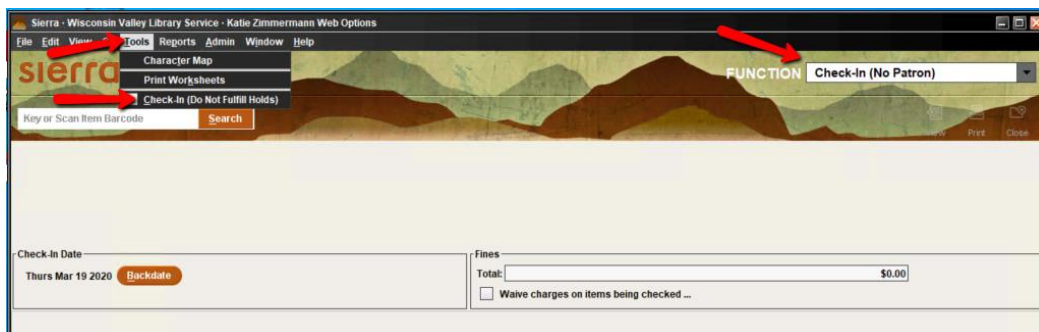
5. Continue with check-in

Do Not Fulfill Holds Tool – Use for items returned to the library. NOT for incoming courier items.
WVLS recommends that libraries also use the Check-In (Do Not Fulfill Holds) tool.

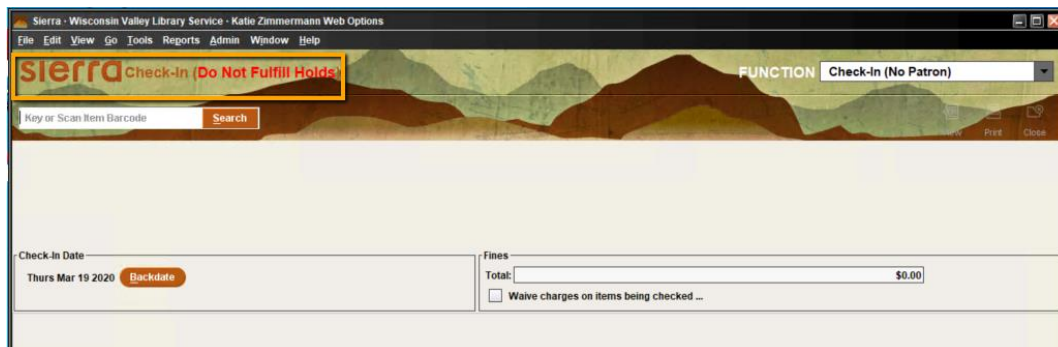
This will set items owned by other libraries to transit and prevent your library's items from instantly filling holds at other libraries.

To turn on this option:

1. Choose the 'Check-In (No Patron)' FUNCTION.
2. Click on 'Tools' in the top menu.
3. Check the box next to 'Check-In (Do Not Fulfill Holds)'



The words 'Do Not Fulfill Holds' will appear in red at the top of the screen.



Optional - Waive Charges on Items Being Checked-In.

– Use for items returned to the library. NOT for incoming courier items.

This is optional and will waive all fines for items being checked-in.

To turn on this option:

1. click on the box to the left of “Waive charges on items being checked-in”

The screenshot shows the Sierra library system interface. At the top, there is a menu bar with options: File, Edit, View, Go, Tools, Reports, Admin, Window, Help. Below the menu bar, the Sierra logo is displayed on the left, and the text "Check-In (Do Not Fulfill Holds)" is shown in red. To the right of the logo, the word "FUNCTION" is displayed, followed by a dropdown menu set to "Check-In (No Patron)". Below this, there is a search bar with the placeholder text "Key or Scan Item Barcode" and a "Search" button. In the center of the interface, there are two main sections. The left section is labeled "Check-In Date" and shows "Sun Mar 15 2020" with a "Backdate" button. The right section is labeled "Fines" and shows "Total: \$0.00". Below the "Fines" section, there is a checkbox labeled "Waive charges on items being checked ..." which is currently checked. A red arrow points to this checkbox. At the bottom of the interface, there is a table with the following columns: Barcode, Call Num, Title, Patron Name, Amount Due, and Status.