

## Adding Message to Item Record at Check-out

It is important to check for damage on items as you check items out to patrons. If you find damage, you should note it on the item record by adding a message. After you check the item out you will notice that the **Add Message** button will light up on your screen.

1. Click the **Add Message** button.

Name	ROTTEN, PATRON	Email	beth.lunn@pioneerland.lib.mn.us	(i)
Barcode	23456789123456	Address	1234 BADWAY	
Expiration Date	06-12-2017			
Birth Date	07-04-1976			
Patron Type	Adult			

Check Out	1	Check Out	<input checked="" type="checkbox"/> Print slip	<b>Add Message</b>	Change Due Date
Checked-Out Items	0	Barcode	Title	Due Date	
Holds	0	36601001338725	The business of running a library : a handbook for public library directors / by Paul Joh...	Sep 13 2016	
Invoice	to go				

①

The following window will open.

Barcode	Title
36601001338725	The business of running a library : a handbook for public library directors / by Paul Joh...

**Add Message To Item** [X]

Message

**OK** **Cancel**

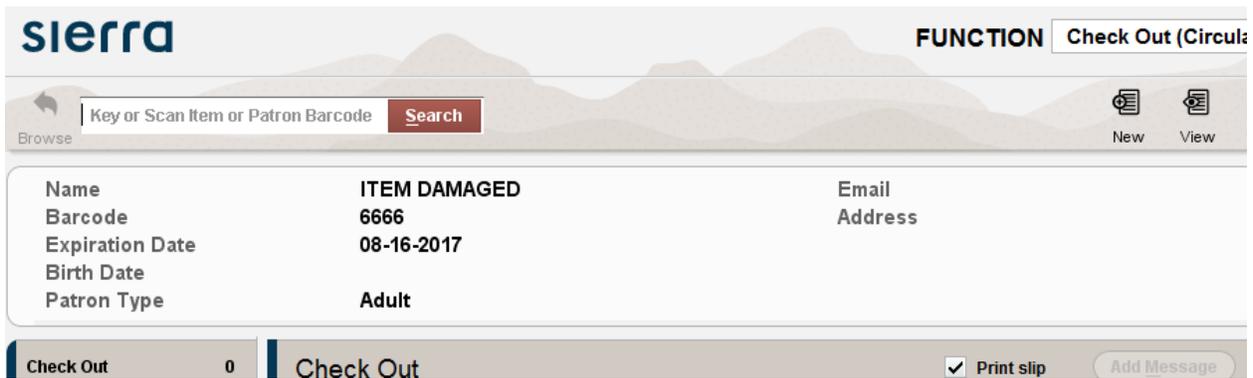
When entering the information about the damage:

2. Use all CAPITAL letters. Include your initials, library, and the date. Click on **OK** when done entering your message.

## Adding Message to Item Record

There are times when you notice slight damage to an item when checking it in, shelving it, etc. To note the damage on the record:

1. From the Check Out (Circulation Desk) FUNCTION, retrieve the "ITEM DAMAGED" patron record (barcode 6666).



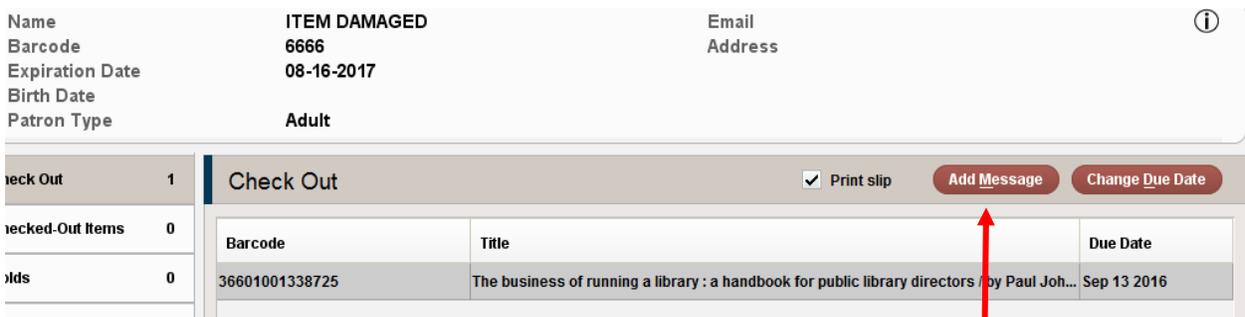
The screenshot shows the Sierra library system interface. At the top, the 'FUNCTION' is set to 'Check Out (Circulation)'. Below the search bar, the patron record is displayed:

Name	ITEM DAMAGED	Email	
Barcode	6666	Address	
Expiration Date	08-16-2017		
Birth Date			
Patron Type	Adult		

At the bottom of the interface, there are buttons for 'Print slip' and 'Add Message'.

2. Check the item out to the patron.

3. Click the  button.

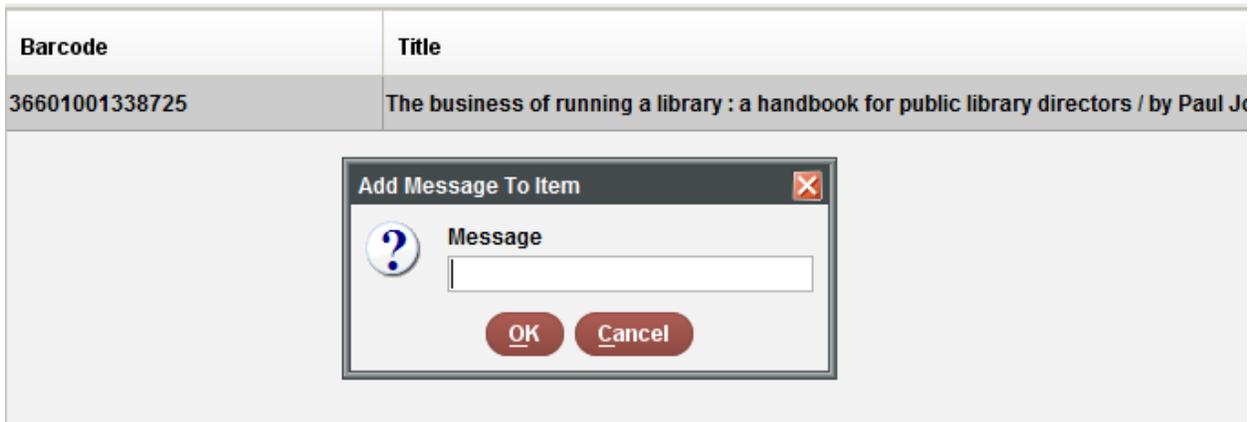


The screenshot shows the Sierra library system interface with an item record. The patron record is the same as in the previous screenshot. Below it, the item record is displayed:

Barcode	Title	Due Date
36601001338725	The business of running a library : a handbook for public library directors / by Paul Joh...	Sep 13 2016

At the bottom of the interface, there are buttons for 'Print slip', 'Add Message', and 'Change Due Date'. A red arrow points to the 'Add Message' button, which is circled with the number 3.

The following window will open.



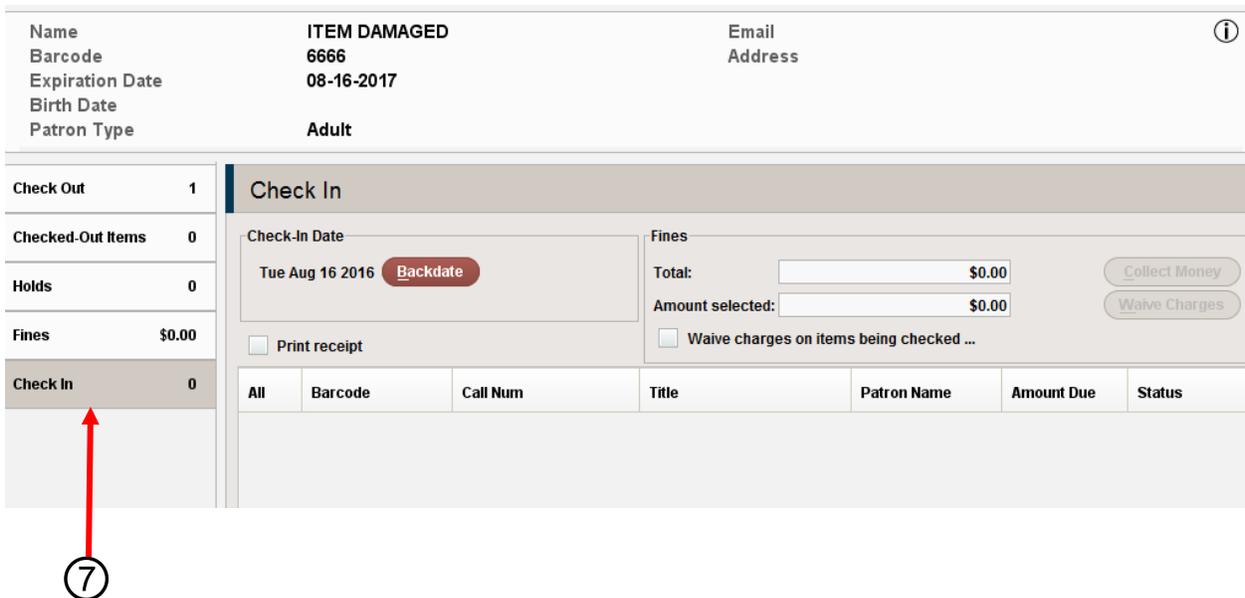
When entering the information about the damage:

4. Use all CAPITAL letters. Include your initials, library, and the date. Click on  when done entering your message.

5. Click the  button in the upper right corner.

6. Reopen the "ITEM DAMAGED" patron record (barcode 6666).

7. Click on the Check In Tab.



8. Check the item in.



9. Click the **Close** button in the upper right corner.