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.

The following window will open.

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).
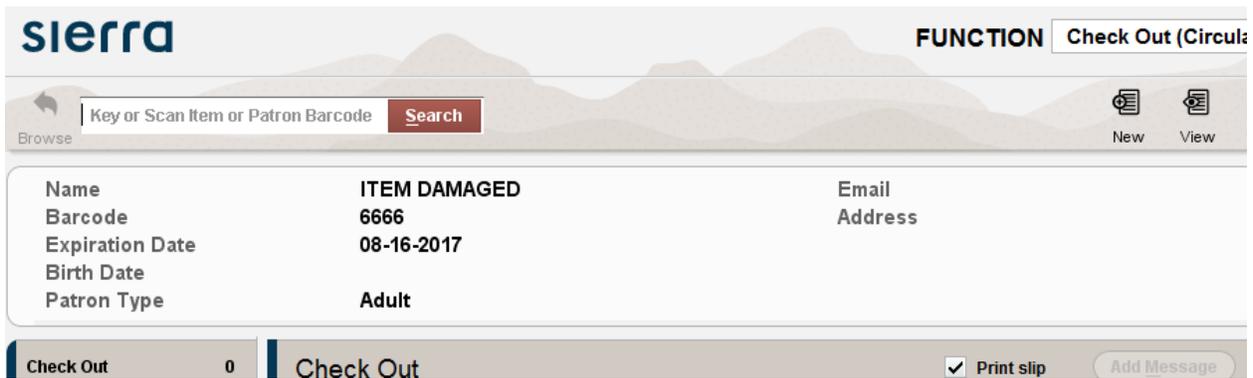
2. Check the item out to the patron.

3. Click the **Add Message** button.
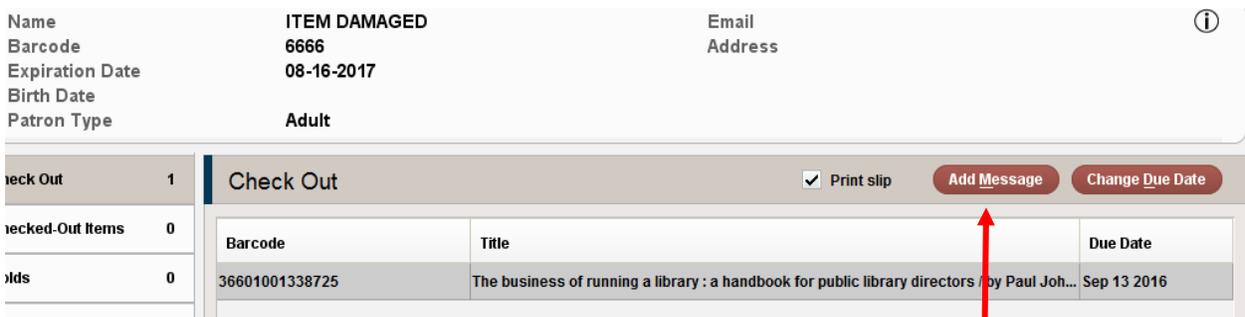
The following window will open.

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

Add Message To Item ✕

Message

[   ]

OK   Cancel
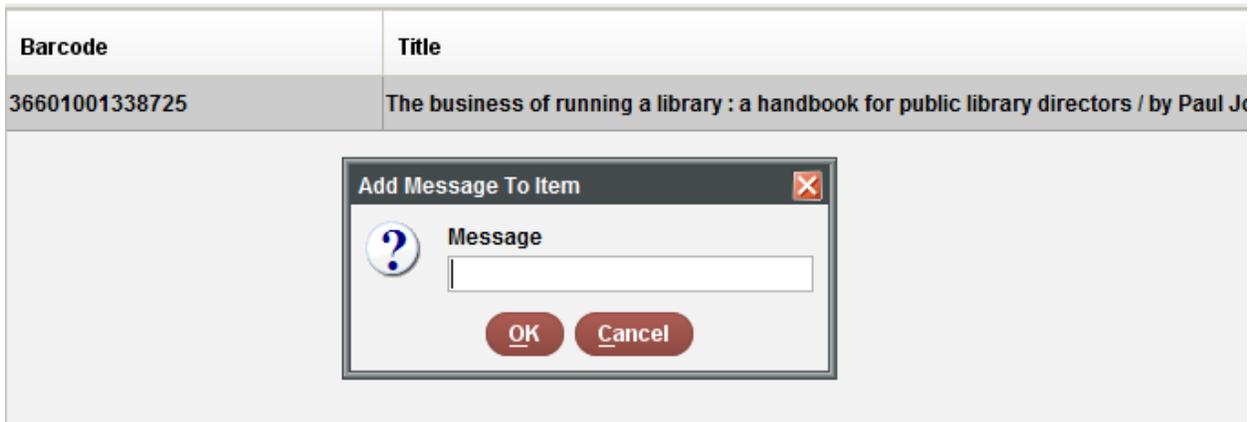
When entering the information about the damage:

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

5. Click the Close button in the upper right corner.

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

7. Click on the Check In Tab.

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

		Check In
Check Out	1	
Checked-Out Items	0	**Check-In Date** — Tue Aug 16 2016 [Backdate]
Holds	0	**Fines** — Total: $0.00 [Collect Money] — Amount selected: $0.00 [Waive Charges]
Fines	$0.00	☐ Print receipt — ☐ Waive charges on items being checked ...
Check In	0	

All	Barcode	Call Num	Title	Patron Name	Amount Due	Status

⑦

8. Check the item in.

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