

Checkin

1. **Access "Check In" Option:** Look for the "Check In" option in the main search bar of the Koha Staff Interface.
2. **Scan or Enter Item Barcode:** Scan the barcode of the item that a patron is returning, or manually enter the item's barcode into the system if a scanner is not available.
3. **Review Item Details:** Koha will display information about the item being checked in, including its title, due date, and borrower information. Review this information to ensure accuracy.
4. **Confirm Check-in:** Once you've reviewed the item details and confirmed that it is being returned, proceed with the check-in process. Koha will update the item's status to "Available" in the system.
5. **Process Additional Items:** If the patron is returning multiple items, repeat the check-in process for each item by scanning or entering their barcodes.
6. **Handle Any Issues:** If there are any issues with the returned items, such as damage or missing parts, make notes in Koha or take further action as needed.
7. **Communicate Check-in Details (Optional):** If desired, communicate the check-in details to the patron, such as confirming that their items have been successfully returned.
8. **Update Patron Records (Optional):** Koha will automatically update the patron's borrowing record to reflect the returned items, including any outstanding fines or holds associated with them.
9. **Print Slips (Optional):** Optionally, you can print patron checkout slips by entering "blank" in the designated field.

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