**Checking in Items with no Backdate or Fines Waived:**

Click on **Check-In (No Patron)** from the dropdown menu at the upper right corner of the Sierra program.

Scan the returned item or items in the **Search** box.

 

The system my display the following message for an item with a hold placed on it:



Choosing **Fulfill hold** the system may display the following message:



**Check In Items with Backdate and Fines Waived:**

The option to **Backdate** an item will **remove any fines** that would have accrued while a library was closed. **Click the Backdate button before scanning an item.** Clicking on Backdate will bring up a calendar.



Click on the date you want to **Backdate** an item to clear the fine. Click OK.



Another option to remove a fine is to click in the box next to **Waive charges on items being checked** … to waive fines accrued while a library was closed. **Click on waive the charges before scanning an item.**

Once the book is scanned the Barcode, Call Number, Title, Patron Name, Amount Due and Status will be listed. 

Click **Close** at the top of the screen once all the items are checked in.



**Messages you may encounter during check in with Patron Placed Holds (PPH):**

Requested by **.p** (will have the patron number) for **pickup at** **“ ”** (will have the initials for the library, their courier code and library name). **Checkin item?** Pick **Yes**, **No** or **Print This Message**. 

**Hold on item i** (will have the item number) **for** (will have the patron’s name). Click **Fullfill hold**, **Checkin, do not fulfill hold**, or **Cancel hold**.



**Item has HOLD to be picked up at** (will have the initials of the library, the library branch and their courier code). **Print transit slip?** Pick **Yes** or **No**.



**Put on holdself at** (will list the name of the library and their courier code) **.p** (will have the patron’s number). **Pickup notice will be printed.** Click, **Set status to:** **IN TRANSIT to** (will have library name and their courier code), or **ON HOLDSHELF** or **Cancel**.



**REMOTE SITE** item from (will be the library name and courier code), requested by (will be the patron’s name). **Print slip to place in books?** Click **Yes** or **No**.

