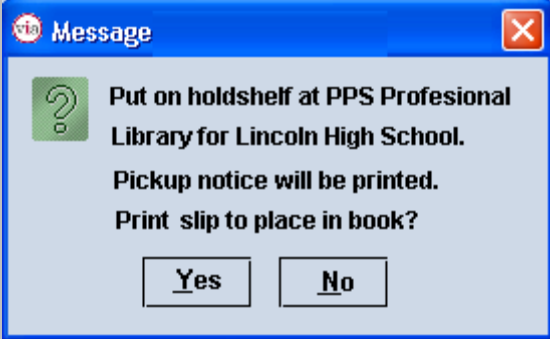
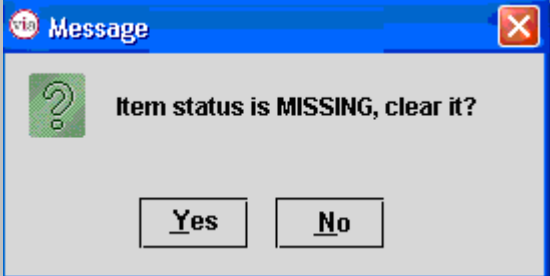


Portland Public Schools

Via Circulation Quick Reference Guide

Checking In Items With Special Conditions

Via Circulation informs you if it encounters any situations that require user intervention. **You must acknowledge every message before the item is checked back into the system.** In Via Circulation, these messages will display on the screen in a small dialog box.

<p>If the item you are checking in has special instructions, a dialog box containing the instructions will open.</p> <p>The example to the right informs you that this item is on hold and that you should place it on a specific shelf.</p> <ul style="list-style-type: none">➔ Click on the Yes button to acknowledge that you have read the message (or press the letter Y).	
<p>The item you are checking in may be marked with a special condition such as missing, damaged, etc.</p> <p>In the example to the right, this item has been marked as Missing and Millennium Circulation asks if you want to clear the status.</p> <ul style="list-style-type: none">➔ Click on the Yes button to check in the item and change its status back to On Shelf (or press the letter Y).➔ Click on the No button to check in the item without changing its status (or press the letter N).	

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