



Mark Item Used Wizard Guide

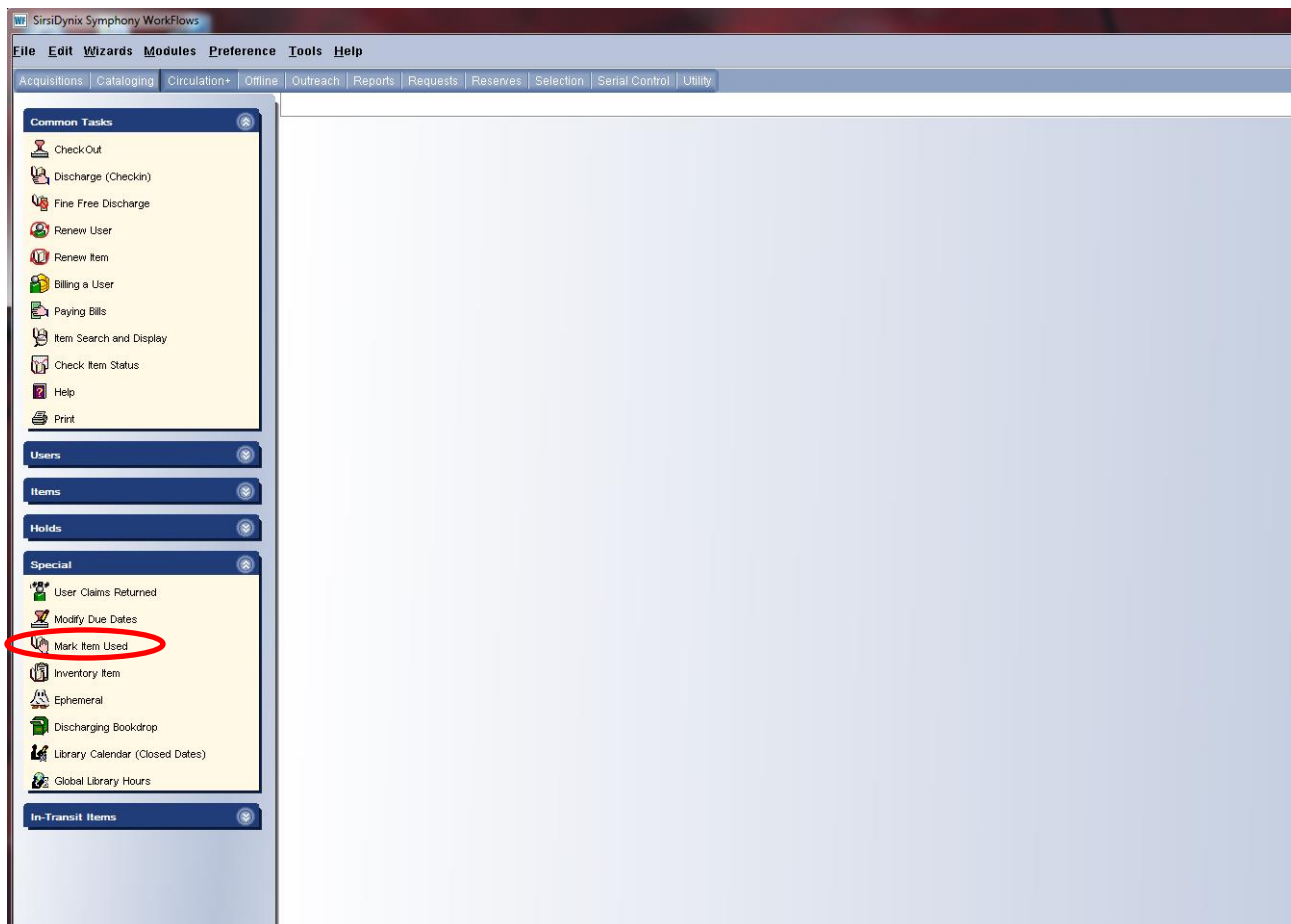
Last updated: November 11, 2024

The Marked Item Used wizard keeps a count of items used in the library but never checked out. The count is included as part of your library's monthly circulation statistics.

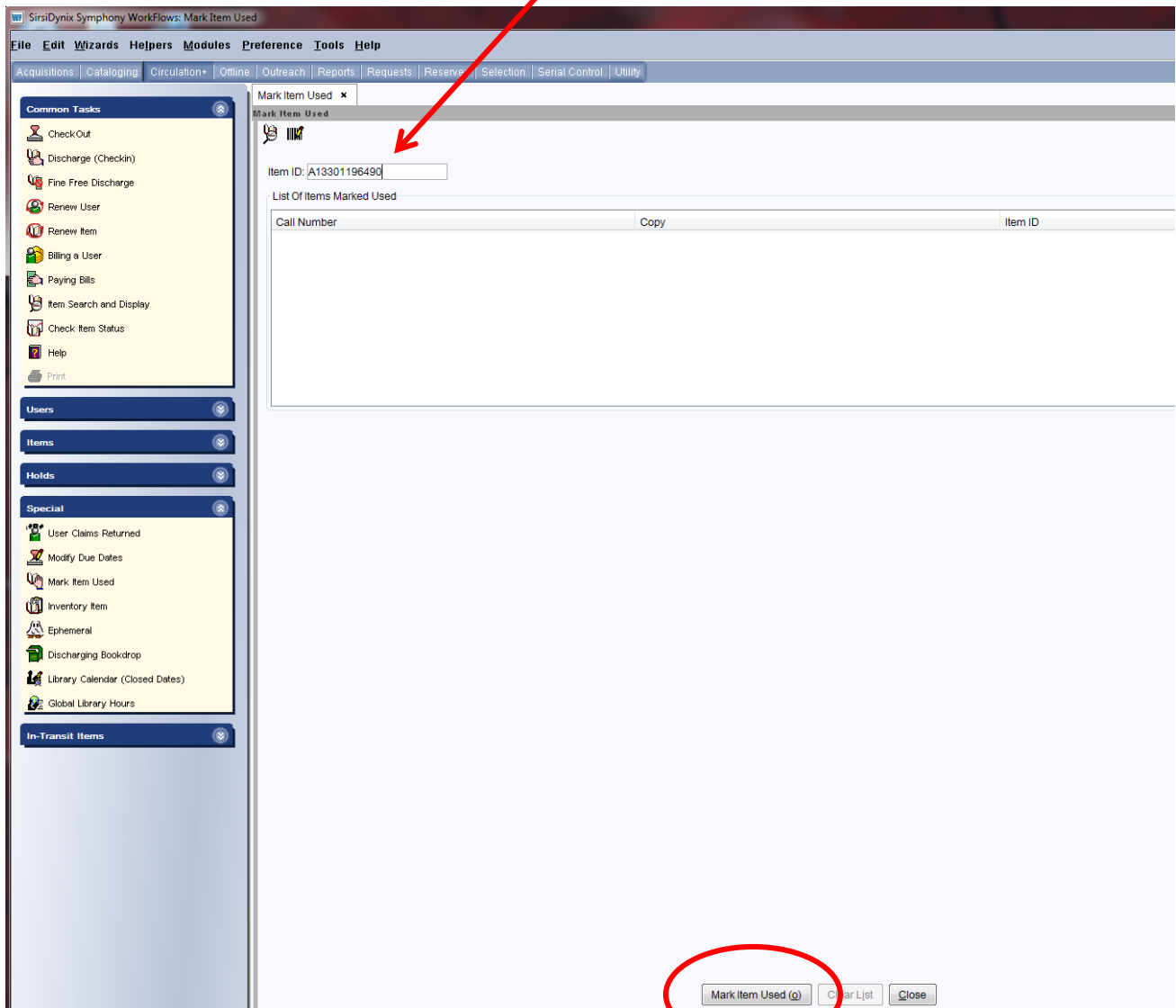
Some examples are:

- Books used by patrons in the library but never charged out
- Magazines used by patrons in the library but never charged out
- Reference items used in the library-by-library staff

The Marked Item Used wizard is located in the Special Group in the Circulation module of WorkFlows.

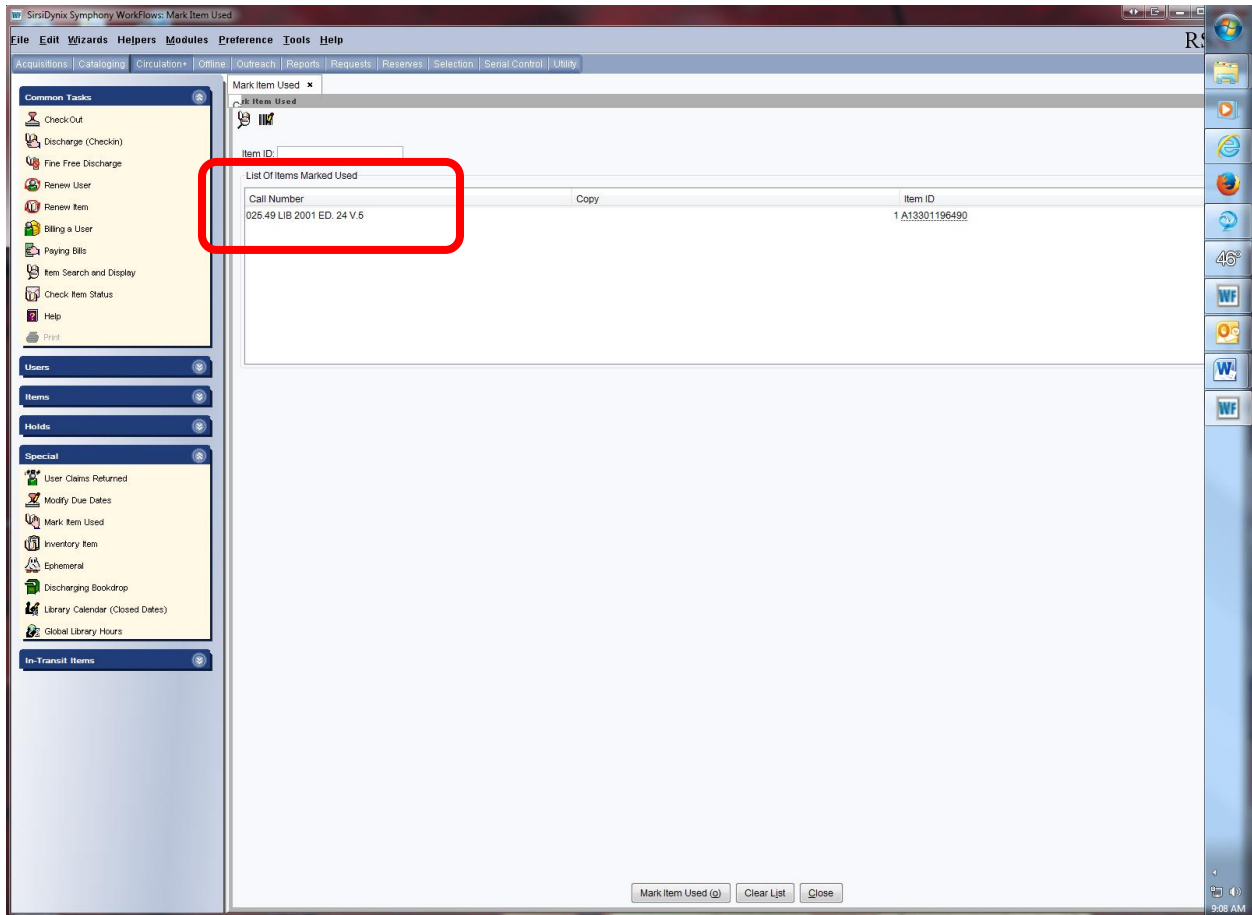


Open the wizard and scan or type in the item ID in the Item ID box.



Click the Mark Item User button on the bottom of the screen or hit the Enter key.

The call number and item ID will display in the List of Items marked Used display box.



The in-house counter is increased when an item is marked used.

Item Detail screen:

The screenshot displays the 'Item Search and Display' window in SirsiDynix Symphony. The interface is divided into several sections:

- Left Panel (Common Tasks):** Includes icons for Check-Out, Discharge (Checkin), Fine Free Discharge, Renew User, Renew Item, Billing a User, Paying Bills, Item Search and Display, Check Item Status, Help, and Print. Below this are sections for Users, Items, Holds, Special (User Claims Returned, Modify Due Dates, Mark Item Used, Inventory Item, Ephemeral, Discharging Bookdrop, Library Calendar (Closed Dates), Global Library Hours), and In-Transit Items.
- Top Panel:** Shows the current library context: 'Library of Congress subject headings / Library of Congress.' Below this are tabs for Control, Bibliographic, MARC Holdings, Call Number/item, Bound-with, Orders, Serials Ctrl, and Selections.
- Item List:** A list of items is shown, with the selected item highlighted: 'A13301196490 - 1 - BOOK - PRO-SHELF'. Other items include 'A13300009323 - 1 - BOOK - LOST-ASSUM - Cant Circ', 'A13300866746 - 1 - BOOK - LOST-ASSUM - Cant Circ', and various 'JACKSONVIL' and 'JACKSONVIL' items.
- Item Information Panel (Right):**
 - Call number information:** Call number: 025.49 LIB 2001 ED. 24JV.5, Class scheme: DEWEY, Call library: AG_ALS-PDC, Shadow call number: N.
 - Item information:** Item ID: A13301196490, Copy number: 1, Type: BOOK, Item library: AG_ALS-PDC, Home location: PRO-SHELF, Current location: PRO-SHELF, Item cat1: PROFESSNL, Item cat2: ADULT, Item cat3: BOOK, Item cat4: UNDEFINED, Item cat5: UNDEFINED, Number of pieces: 1, Media desk: (blank), Price: \$0.00, Total charges: 6, Circulate: Y, Permanent: Y, Shadow item: N.
 - Extended information:** A table with columns 'Tag' and 'Contents'. It shows 'CIRCNOTE' with 'PUBLIC', 'STAFF' with 'testing - 2 April 2012', and 'STAFF' with 'Item group editor test!'.
- Item Details (Bottom Center):**
 - Date created: 10/29/2010
 - Date last charged: 6/10/2014
 - Date due: none
 - Last discharged: 6/10/2014,9:41
 - Date inventoried: Never
 - Times inventoried: 0
 - Previous user ID: D150098765
 - Last activity: 10/21/2014
 - In-house uses: 1 (indicated by a red arrow)

Item Search and Display screen:

The screenshot displays the 'Item Search and Display' screen. At the top, there are navigation tabs for 'Wizards', 'Helpers', 'Modules', 'Preference', 'Tools', and 'Help'. Below this is a menu bar with options like 'Cataloging', 'Circulation+', 'Offline', 'Outreach', 'Reports', 'Requests', 'Reserves', 'Selection', 'Serial Control', and 'Utility'. A left-hand sidebar contains various task categories such as 'non Tasks', 'User Claims Returned', and 'Insit Items'. The main area is divided into search filters and a results section. The search filters include fields for Author, Title, Series, Subject, General, and Periodical Title, with 'AND' operators between them. The current search results show a table with columns for Title, Author, and Call number. Below the table, there is a detailed view of the selected item, including its description, price, home location, item type, and various dates and statuses. A red circle highlights the 'In-house uses' field in the detailed view.

Search Filters:

- Author: [] AND Title: [] AND
- Series: [] AND Subject: [] AND
- General: [] AND Periodical Title: []
- Library: ALL

Current Search Results:

Title	Author	Call number
Library of Congress subject headings	Library of Congress	025.49 LIB 2001 ED. 24 V.5

Item Details:

- Description:** Library of Congress subject headings - Library of Congress.
- Price:** \$0.00
- Home location:** PRO-SHELF
- Item type:** BOOK
- Current location:** PRO-SHELF
- Item category 1:** PROFESSNL
- Item category 2:** ADULT
- Item category 3:** BOOK
- Item category 4:** UNDEFINED
- Item category 5:** UNDEFINED
- Previous user ID:** none
- Date created:** 10/29/2010
- User ID:** D150098765
- Date last charged:** 6/10/2014, 9:41
- Last activity:** 10/21/2014
- Last discharged:** 6/10/2014, 9:41
- Total checkouts:** 1
- Date inventoried:** Never
- In-house uses:** 1
- Times inventoried:** 0
- Ongoing renewals:** 4
- Checkouts to date:** 0
- Renewals to date:** 0
- Date last cleared:** 10/11/2014

Extended Information:

Tag	Contents
STAFF	testing - 2 April 2012
STAFF	Item group editor test!
STAFF	Dynamic indexing test! -)

Contact the RSA Help Desk at help@rsanfp.org or call at 866-940-4083.