

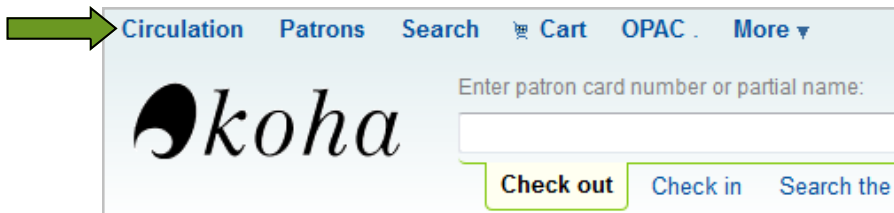


CIRCULATION

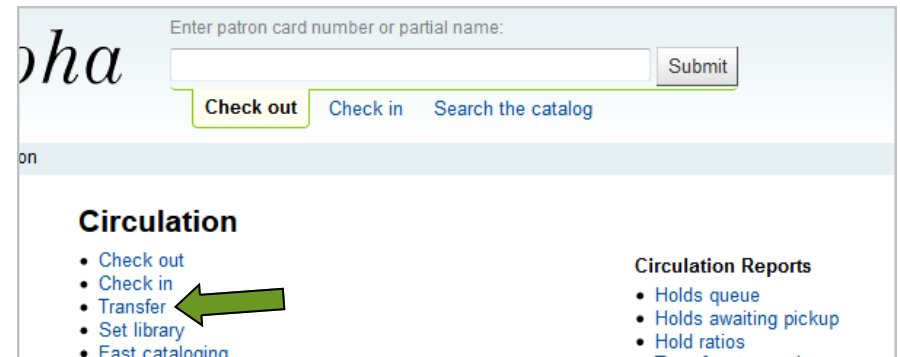
Transferring Items

Note: You shouldn't need to use this function unless something gets messed up

1. Click Circulation in the top bar



2. Choose 'Transfer' on the left



3. Choose the library you want to send the item to and enter barcode

Transfer

Destination library:
Longton Library

Enter barcode:

Submit

You can click here then scan the barcode.

4. Item is now in transit to selected library

| Transferred items | | | | | | |
|-------------------------------------|---------------|----------------|-----------------------|-------------|------|-----------------|
| Title | Author | Barcode | Shelving location | Call number | Type | To |
| Transfer of power / | Flynn, Vince. | 38670101181473 | (Coffeyville) Fiction | F FLYNN | AB | Longton Library |

| Current location | Home Library | Collection | Call number | Status | Last seen | Barcode |
|------------------|--------------------------------------------------|-------------|-------------|----------------------------------------------------------------------------------|------------|----------------|
| Longton Library | Coffeyville Public Library (Coffeyville) Fiction | Adult Books | F FLYNN | In transit from Coffeyville Public Library, to Longton Library, since 07/08/2013 | 07/08/2013 | 38670101181473 |