

Ephemeral Checkout - Checking Out Impermanent Materials

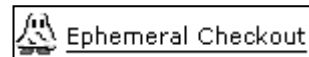
The Ephemeral Checkout wizard guides you through the process of checking out impermanent materials to a library user. Libraries may have items that they want to circulate, but do not want to track for overdue notices or billing purposes. Impermanent materials can include items such as donated paperbacks and pamphlets.

This wizard checks out a number of copies to an item ID you created for a type of impermanent materials. For Example, your library uses an item ID of HEALTH for physical fitness pamphlets. The user wants to check out three fitness pamphlets, so you would enter 3 in the # Copies field, and HEALTH in the Item ID field.

The Ephemeral Checkout wizard **checks an item out and then immediately checks it in**. The wizard repeats the checkout and checkin sequence for every copy presented for checkout. In the health pamphlets example, the Ephemeral Checkout wizard would repeat the checkout and checkin sequence for all three pamphlets in one transaction.

The checkout transactions are recorded for statistical reports and checkout data, but they are not used for generating late notices or bills. **If you display an item's record, checkouts done with the Ephemeral Checkout wizard do not display** in the list of current checkouts, but are counted in the total number of checkouts for the item.

1. **Click** on Special Circulation Functions..
2. **Click** on the Ephemeral Checkout Wizard.



Ephemeral Checkout screen displays.

3. **Select** the appropriate user.
4. **Scan** the Item ID or use the Item Search Helper.
5. **Enter** the number of copies being checked out.
6. **Select** from options

NOTE: *Since items are immediately checked in, they will not appear on a student's record.*

Note: For more detailed information or specific questions, use HELP wizard.