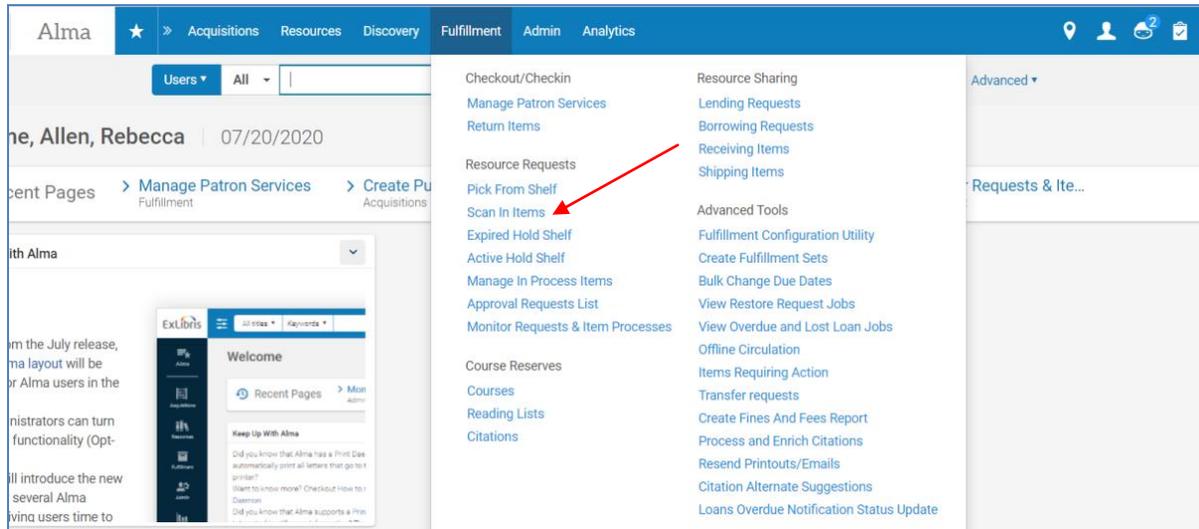
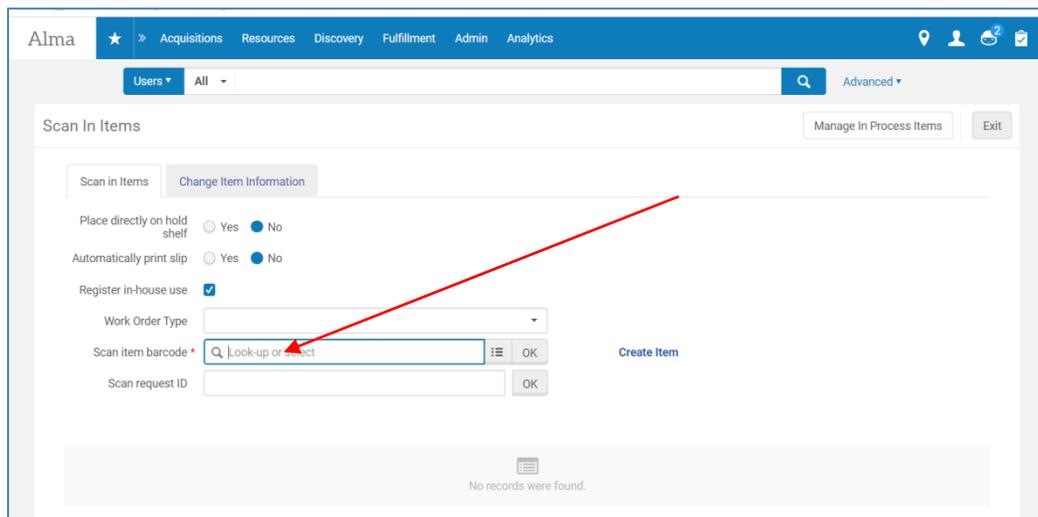


# How to Discharge Items

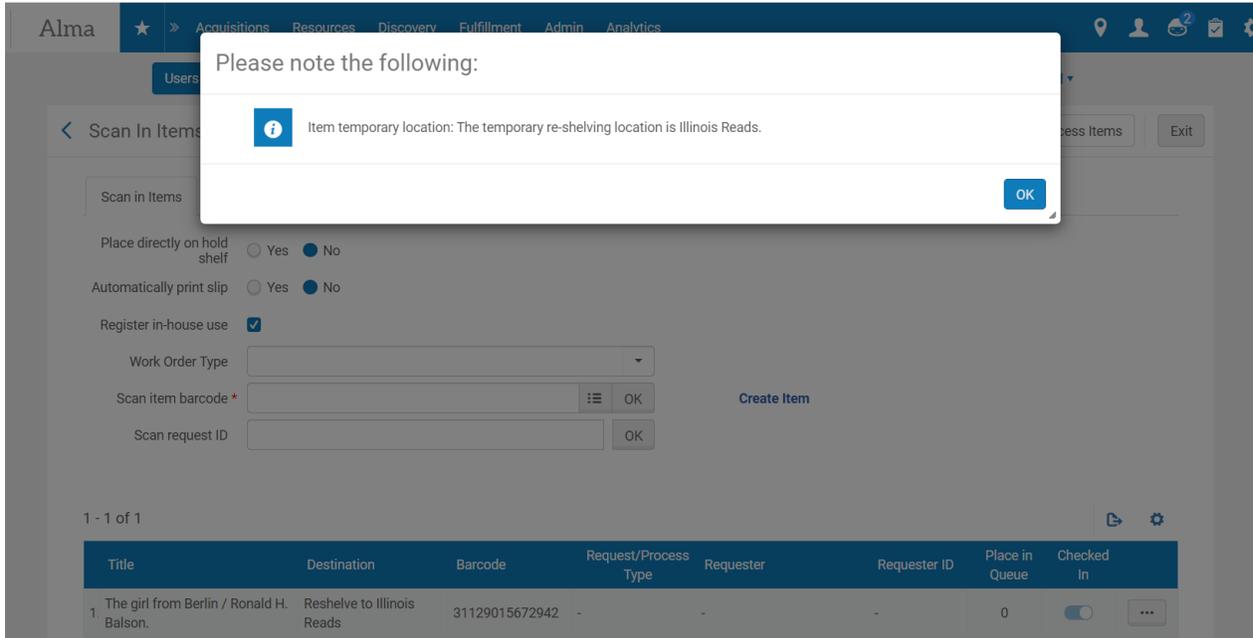
Under the **Fulfillment** tab on your homepage, click on the **Scan in Items** link under **Resource Requests**.



Scan the item's barcode inside the field with the asterisk next to it.

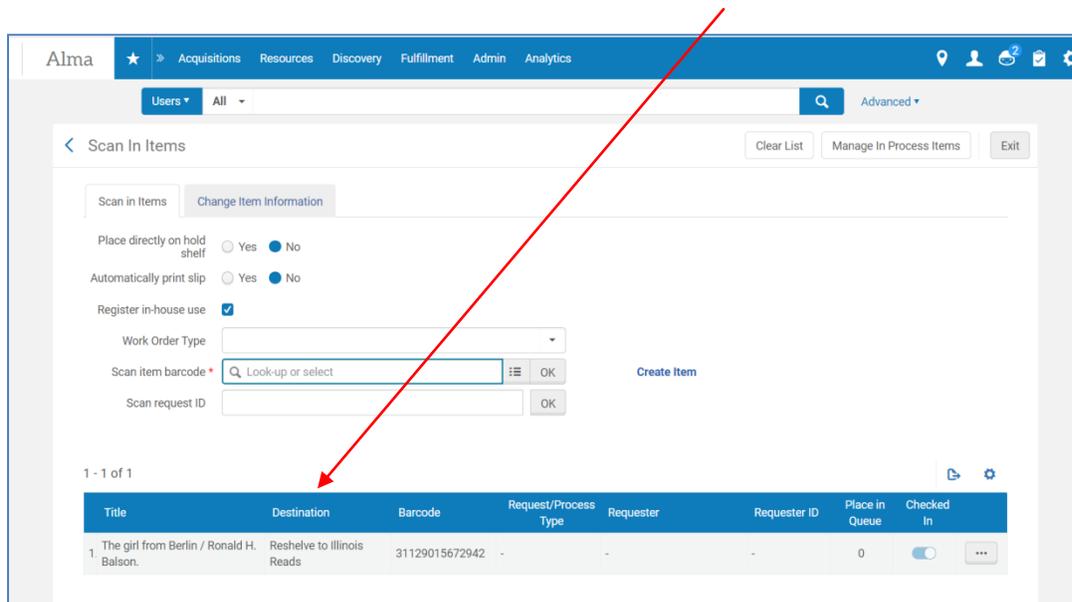


If the item is in a specific collection such as *Current Interest* or *Illinois Author's Browsing*, a pop-up note will appear. If there is any other condition associated with the book it will also show up in a pop-up note.



If the item is found to be unsuitable for re-shelving or has a fine/fee note, give to circulation coordinator.

Whether the item is meant for the General Stacks, Illinois documents, Federal documents, or other locations in the library will be stated under the **Destination** column.



Place the item on the appropriate shelf to be returned to its correct place in the collection.