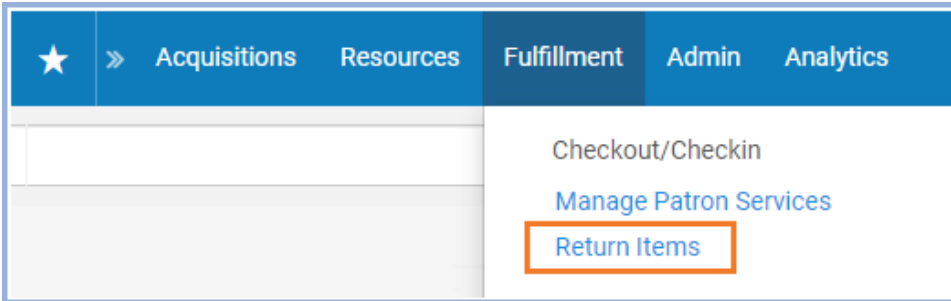


Return Items

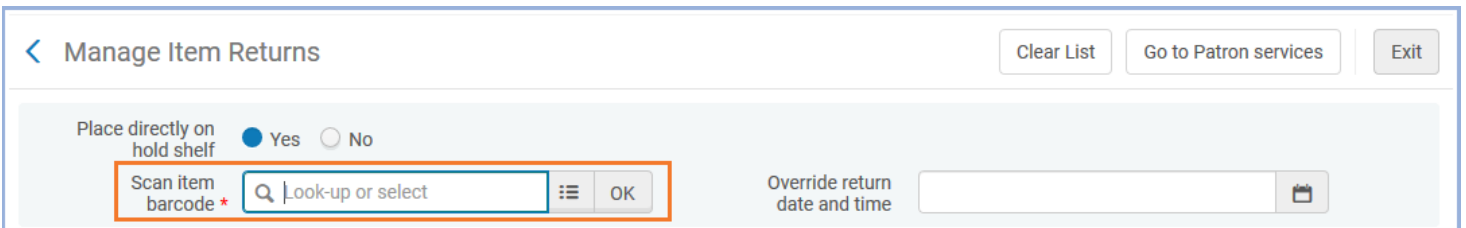
Documentation by Kristen Zidon, University of Illinois – Urbana-Champaign

Alma video: [Working at the Circulation Desk](#)

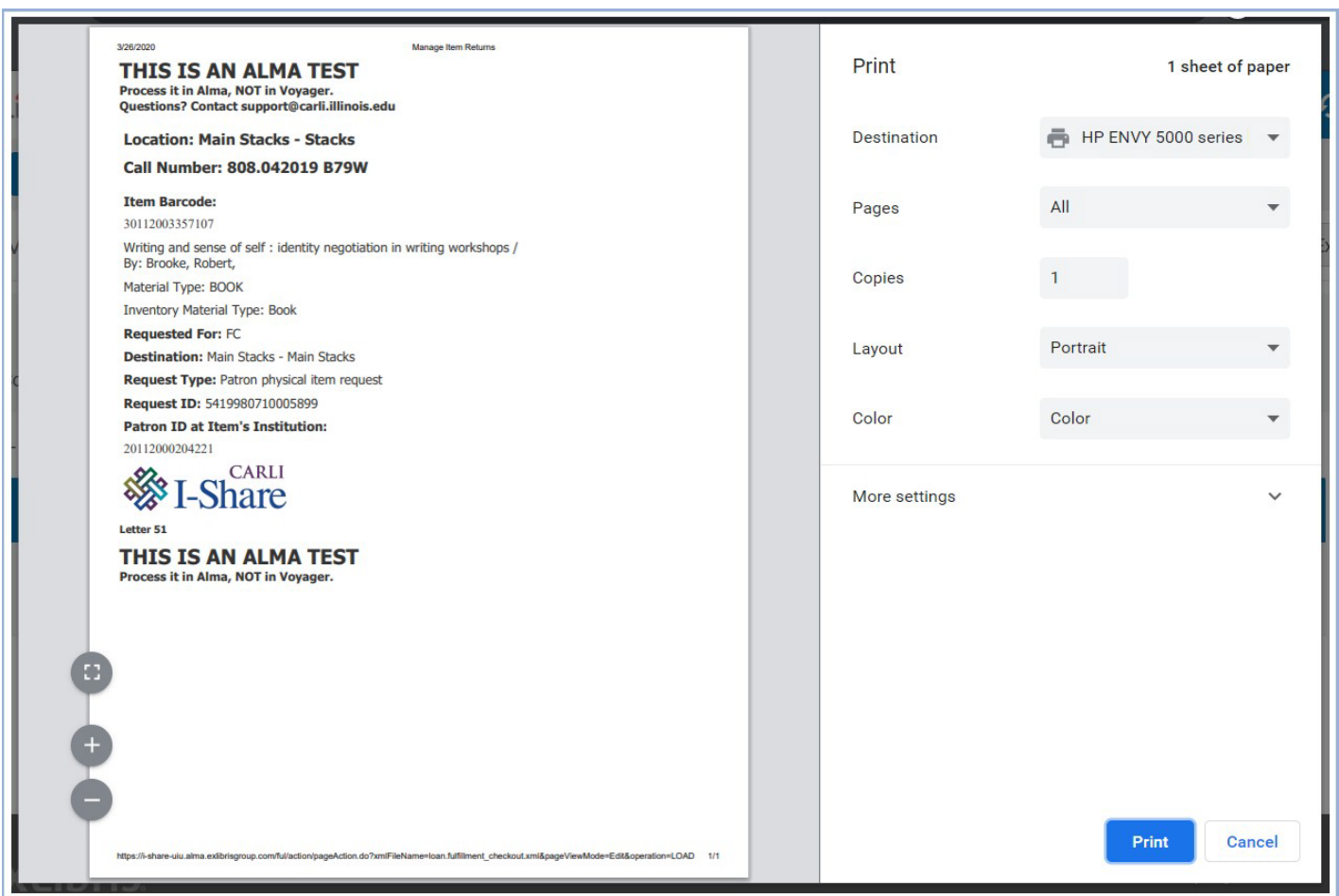
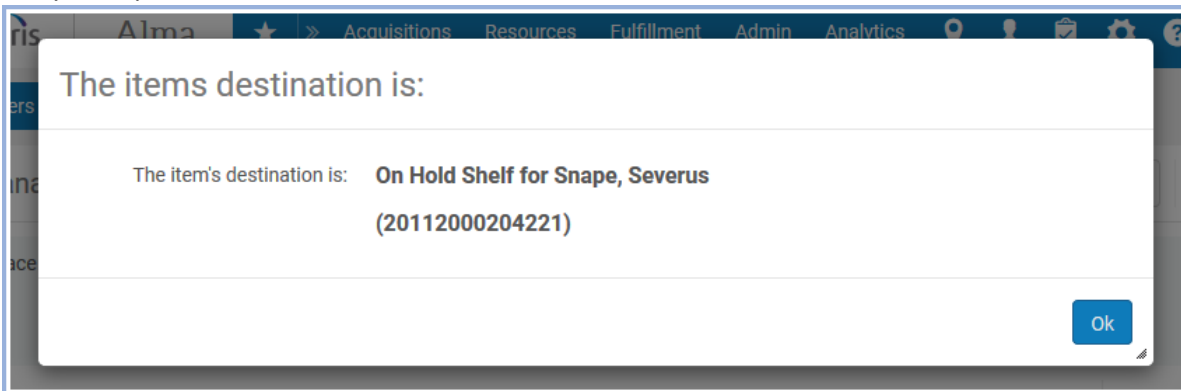
1. Go to “Fulfillment” and select “Return Items”.



2. Scan each returned item in the “Scan item barcode” field.



3. If the returned item fulfills a hold, Alma will show a pop-up indicating this. It should also print a hold slip, or prompt you to print one.



4. For each returned item, Alma will automatically credit the return to the correct corresponding patron record.

Manage Item Returns Clear List Go to Patron services Exit

Place directly on hold shelf Yes No

Scan item barcode * OK Override return date and time

1 - 2 of 2

Title	Return Date	Due Date	Barcode	Loaned Date	Patron	Next Step	Owned By Library	Loan Notes
1 Writing and sense of self : identity negotiation in writing workshops / Robert E. Brooke.	03/10/2020	04/07/2020 22:00:00 CDT	30112...	02/04/2020	Darcy, Fitzwilliam	On Hold Shelf	Main Stacks	...
2 Theories of cinema : 1945-1995 / Francesco Casetti ; translated by Francesca Chiostrì and Elizabeth Gard Bartolini-Salimbeni, with Thomas Kelso.	03/10/2020	06/30/2020 22:00:00 CDT	30112...	01/03/2020	Fish, Stackles	Reshelve to Stacks	Main Stacks	...

5. Alma will also provide details about the “Next Step” for each item.

Manage Item Returns Clear List Go to Patron services Exit

Place directly on hold shelf Yes No

Scan item barcode * OK Override return date and time

1 - 2 of 2

Title	Return Date	Due Date	Barcode	Loaned Date	Patron	Next Step	Owned By Library	Loan Notes
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6. When you’re finished checking in items, click the “Exit” button in the upper right corner.