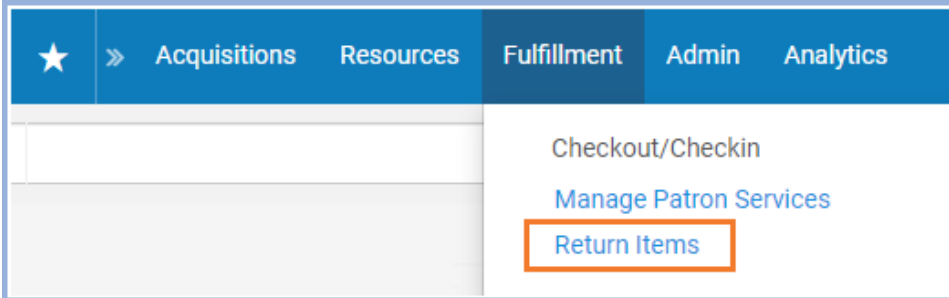


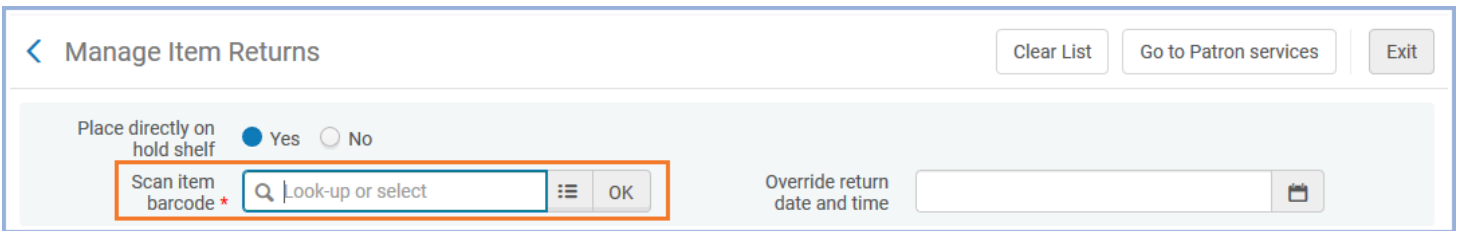
Return Items:

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

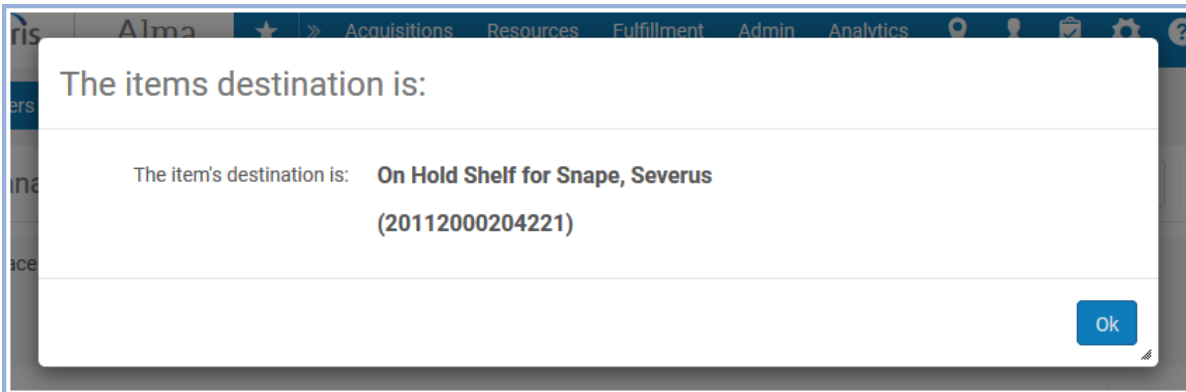
1. Go to “Fulfillment” and select “Return Items”.



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.



3/26/2020
Manage Item Returns


THIS IS AN ALMA TEST
 Process it in Alma, NOT in Voyager.
 Questions? Contact support@carli.illinois.edu

Location: Main Stacks - Stacks
Call Number: 808.042019 B79W

Item Barcode:
 30112003357107

Writing and sense of self : identity negotiation in writing workshops /
 By: Brooke, Robert,
 Material Type: BOOK
 Inventory Material Type: Book

Requested For: FC
Destination: Main Stacks - Main Stacks
Request Type: Patron physical item request
Request ID: 5419980710005899
Patron ID at Item's Institution:
 20112000204221



Letter 51

THIS IS AN ALMA TEST
 Process it in Alma, NOT in Voyager.

Print 1 sheet of paper

Destination: HP ENVY 5000 series

Pages: All

Copies: 1

Layout: Portrait

Color: Color

More settings ⌵

Print
Cancel

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 * Override return date and time

1 - 2 of 2 Share Settings

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 Chiostrri 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	...

6. When you're finished checking in items, click the "Exit" button in the upper right corner.