Check in

Create from template

Purpose

The Check In app is used to indicate receipt or use of a physical item, and then to make that item available for its next intended use.

- When a patron has borrowed the book, and returned it, checking in the item removes it from their record, and charges any applicable fees/fines.
- When an item is found in the library away from its shelving location, and is not currently on loan, checking the item in allows the library to record In House use of an item - an important statistic for the use of physical library collections. Note that the development of In House feature tracking is scheduled for Q12020.
- If an item has been requested by another patron, checking in the item starts the routing / requesting process for that item to be delivered and/or held for the use of the next patron in line.

Permissions

As of Q12020 there is one broad permission set for the Check-In app:

- Check in: All permissions

There are no action-based permissions currently implemented. If that changes, please update this information.

UX/UI

The Check In App has four default fields:

- Scan Item box
  - Not explicitly labeled - has text in that says "scan or enter barcode to check in item"
  - Supplying a barcode is required to execute a check in transaction.
  - Scanning or entering the barcode and then selecting Enter is what executes the check in transaction.
- Process as
  - Pencil icon with default text "today"
  - Optional
  - Clicking the pencil icon allows you to backdate an item return
- Time returned
  - Pencil icon with default text "now"
  - Optional
  - Clicking the pencil icon allows you to backdate an item return
- End session
  - Button on the top right of the app
  - Clicking the button removes information on the screen and executes any session workflows, such as patron notices.

As items are returned, information about those items will display on the screen in a table format, until End session is selected. New items are added to the table at the top, so older returns will move down the screen as transactions continue.

The table has 7 columns:

- Time returned
  - Displays the time the transaction took place;
  - Clicking the info icon next to the time shows any backdating information, if the return was backdated
- Title
  - Shows the title of the item being returned
- Barcode
  - Shows the barcode of the item being returned;
- Call number
  - Shows the call number of the item being returned;
- Location
  - Shows the location where the item is shelved (NOT the service point where the item was returned)
- Status
  - Shows item status upon return
  - If item goes in transit, you'll see the message there - if item is checked in at its home location, it becomes Available.
    - Note that in FOLIO, Reshelving is Recently Returned - and it is in development. See UXPROD-527 for updates.
- Further actions (Gear icon)
  - For each item returned, you'll see a ... menu
  - Clicking on the ... for the item returned reveals additional options depending on the state of the item upon return. These include Print Item Transit Slip; Item Details; Others?
Searching
There is no default searching in the Check In app.

Functional workflows
There are no action-based permissions in this area of FOLIO.
Workflows:
- Checking in an item
- Backdating an item
- Routing an item
- Putting an item on hold

Reporting
There are no reports built into the Check In App.
Most libraries who need reports about item returns will use the LDP to get that information.

Integrations
Describe any APIs that interact with the app. Provide links to the API / module information in Github. Describe integrations that individual libraries may wish to develop for this app / area of FOLIO, if relevant. If existing integrations have been developed by adopting libraries, provide links to the integration in Github or wherever the information can be found.

Describe and include any permanent links such as a link structure to records, searches, etc

APIs for check-in include:
- https://github.com/folio-org/ui-checkin
- https://github.com/folio-org/mod-circulation
- https://github.com/folio-org/mod-feesfines
- others?

There are no system integrations built into this app by default. Libraries who have self-check-in machines will want to be able to have those machines check items in, but that would generally be done through NCIP interactions, not through calls to the Check In module itself.

Considerations for Implementation.
Check-in has associated connections to anonymizing borrower / loan data. Libraries will want to research how they want anonymizing to work to understand what is happening when items are checked in.