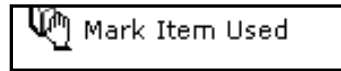


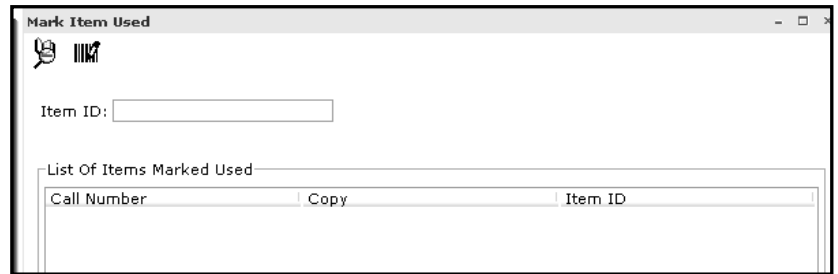
Mark Item Used

Items retrieved from the various areas of the library, such as the Reference section, may be marked as 'used' for statistical purposes. These items are not actually checked out. The Mark Item Used wizard guides you through the process of marking an item as having been used. Items that are currently checked out can also be marked as "used" (alert screen appears).

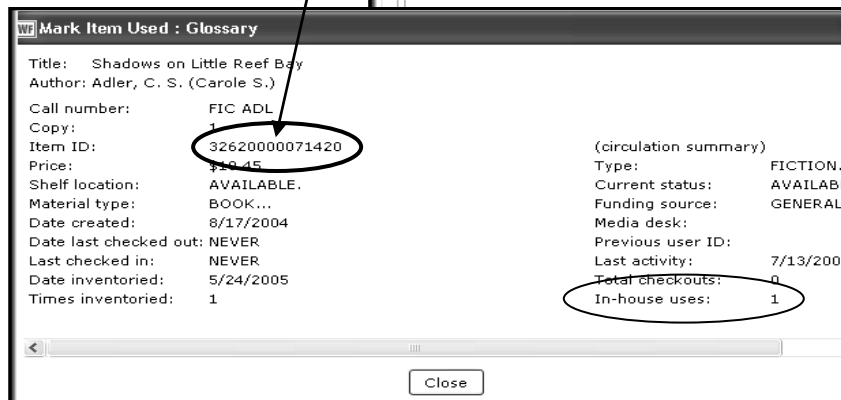
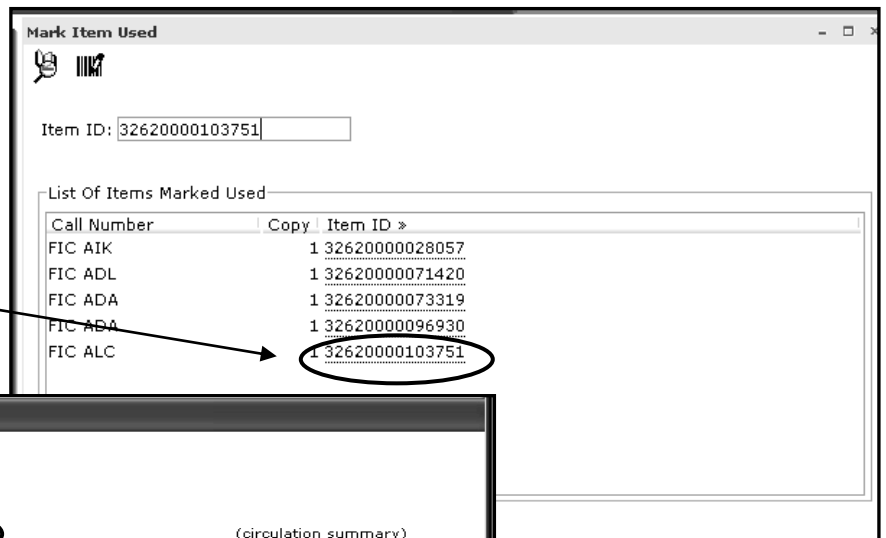
1. **Click** on Special Circulation Functions Wizard Group
2. **Click** on Mark Item Used Wizard



3. **Type** or **scan** the item number or use the lookup item button.



4. When completed, a list of items marked "used" displays. **View** specific item information using the glossary. In-house uses: displays a count of times used.



5. **Select** from options:



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