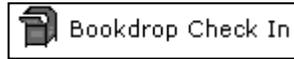


This wizard guides you through the process of checking in multiple items left in the book drop or when the library was unexpectedly closed.

1. **Click** on Special Circulation Functions.



2. **Click** on Bookdrop Check In Wizard.

*Bookdrop Check In* screen displays.

3. **Type** in the check in date or **use** the calendar gadget to select the date (a date in the past or a date in the future can be selected).
4. **Scan or type** in item barcode number or **use** the Item Search helper.
5. If an item requires additional action, an alert window may appear.
6. If appropriate, **continue** checking items in.