

ALMA QUICK TIPS: Counting Items Used In-House

Fulfillment

1. In the Fulfillment menu, click **Scan In Items**
2. Check the box marked **Register in-house use**

Scan In Items

Scan in Items Change Item Information

Automatically print slip Yes No

Register in-house use

Work Order Type

Scan item barcode *

Scan request ID

“ ”

3. Scan the item barcode. It will appear in a list on the lower part of the page

< Scan In Items

Scan in Items Change Item Information

Automatically print slip Yes No

Register in-house use

Work Order Type

Scan item barcode *

Scan request ID

1 - 1 of 1

Title	Destination	Barcode	Request/Process Type	Requester	Requester ID	Place in Queue	Checked In
1. What we think about when we try not to think about global warming : toward a new psychology of climate action / Per Espen Stoknes ; foreword by Jorgen Randers.	Reshelve to Circulating Collection	39368075329785	-	-	-	0	<input type="button" value="More"/>

4. After scanning all the items, click **Clear List** in the upper right corner. This records the usage

5. To see the in-house use statistics on an item, search for the item by barcode

Physical items ▾ Barcode ▾ 39368075329785 X Home Search Advanced ▾

Physical Items (1 - 1 of 1) | 39368075329785 Save Query

Home Institution |
 Network |
 Community

Sort by: Rank ▾ Secondary Sort by: Rank ▾ Share Settings

1 [What we think about when we try not to think about global warming : toward a new psychology of climate action / Per Espen Stoknes ; foreword by Jorgen Randers.](#) Edit Item Request ...

Book By Stoknes, Per Espen. (White River Junction, Vermont : Chelsea Green Publishing, [2015])

Barcode: 39368075329785

Library: Skyline College Library

Creation Date: 05/20/2019 24:56:06 PDT

Modification Date: 11/18/2019 20:13:29 PST

Expected Arrival Time: -

On Hold Expiration Date: -

Due Date: -

Needed By: -

Until: -

Permanent Location: Circulating Collection

Call Number: BF353.5.C55 S76 2015

Call Number Type: Library of Congress classification

Status: Item in place

Due back: -

Item Policy: Book

Material Type: Book

Item ID: 2311385910005308

Holdings ID: 2213017470005308

[Other details](#)

6. Click on **Other details**. This will reveal the circulation statistics for the item

Other details			
Related Records	0	Completed requests	0
Number of loans	2	Last Loan Date	12/17/2018
Number of in house use	2	Last in house use date	11/18/2019
Year-to-Date Loans	0	Courses	0