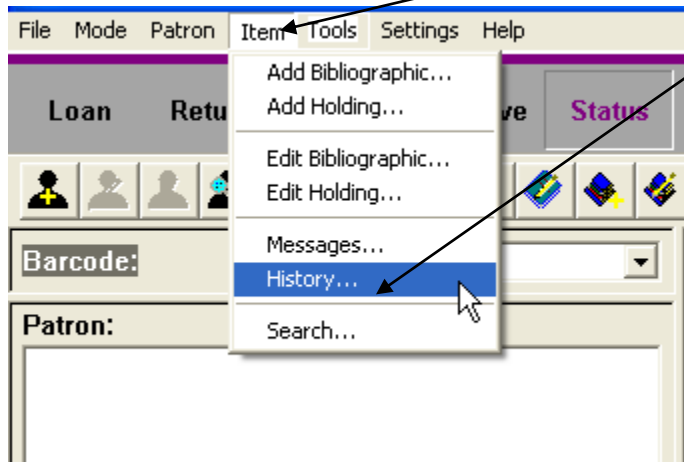


## Checking Item History in Circulation

1. Bring up the item in the circulation window (you can use status mode), and from the Item menu, choose History. (Note: if "History..." is not listed, see the end of this document to enable it.)



2. The item's history will now display in the bottom pane.

A screenshot of the M3 Circulation software interface showing the item's history. The 'Barcode:' field contains '1KATZ00035382'. The 'Item:' section displays the following information:

**Item:**  
1KATZ00035382  
Call No. 974.7 JAK  
Title: **My New York /**  
Author: Jakobsen, Kathy.  
Publisher: Little Brown and Company.  
Date: c1993.  
Pages: [36] p. :  
Date Due:

**Current Statistics:**  
Loans: 0  
Holds: 0  
Reserves: 0  
Bookings: 0  
Fines: 3

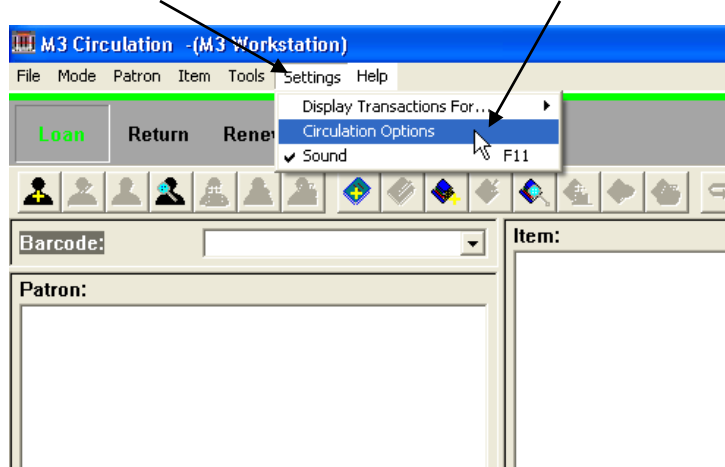
**Historical Statistics:**  
Total Loans: 5  
Total Holds: 0  
Total Reserves: 0

The 'Item History:' pane at the bottom displays a table with the following data:

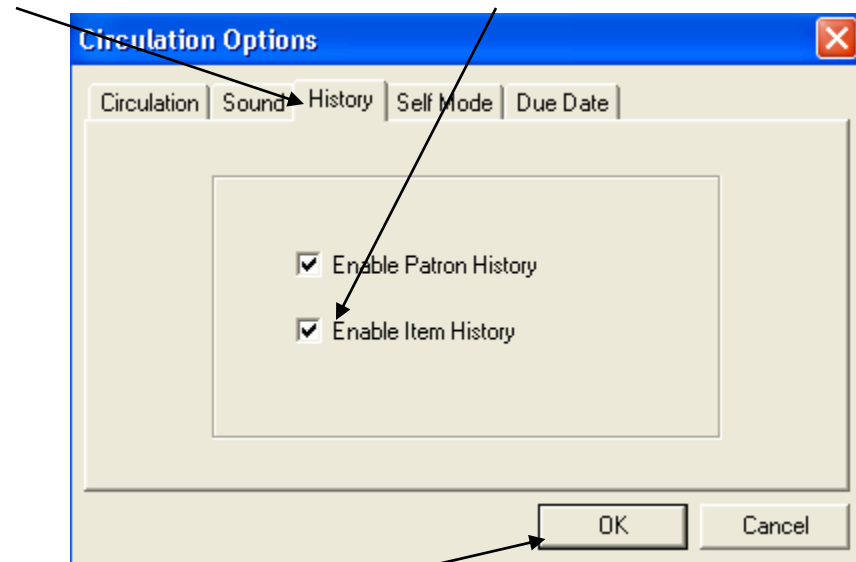
Barcode	Patron	Transaction	Created	Due
S07	von Bingen, Hildegard	Loan	03 Sep 2001	17 Sep 2001
S01	Mozart, Wolfgang	Loan	13 Nov 2001	27 Nov 2001
S10	Simon, Lucy	Loan	19 Feb 2002	05 Mar 2002
S10	Simon, Lucy	Renewal 1	05 Mar 2002	19 Mar 2002
S06	Brahms, Johannes	Loan	10 Sep 2002	24 Sep 2002

## How to Enable Item History

1. In Circulation, click the Settings menu and choose Circulation Options.



2. Click the History tab, then click in front of "Enable Item History" to place a check mark in the box.



3. Click OK.