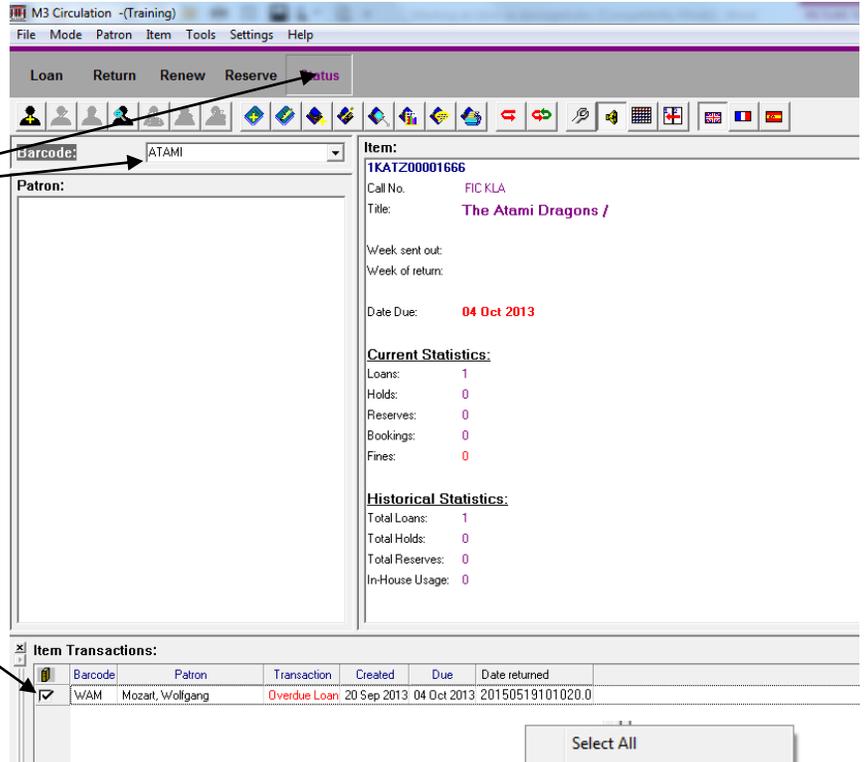


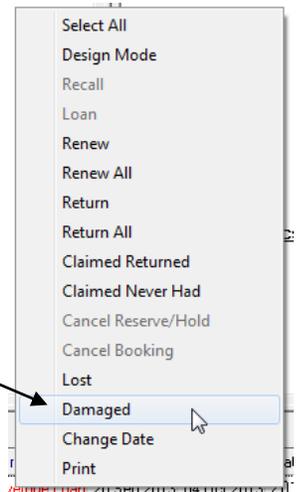
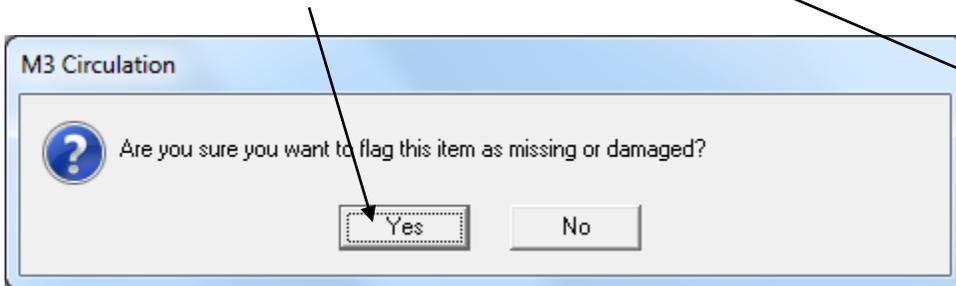
MARKING AN ITEM AS DAMAGED

Option A: If item is on loan:

1. Open Circulation.
2. Click the Status button and search for the item.
3. Click in the box in front of the patron's name in the Transaction pane to select the item.



4. Right-click your mouse on the selected item in the transaction pane. Click "Damaged."
5. It will ask you to verify this action; choose Yes.



NOTE: This may create a fine against the patron's account. Press F4 and forgive the fine or click the "Claimed Paid" box, then choose OK to get rid of the fine if you wish.