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.
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.