G3 Collection Item Circulation History

To have Circulation History for any Collection Item requires setup through the Advance Main Menu - System Settings and "Circulation History" menus. The quantity of circulations for history tracking is a preference created by the library. G3 is shipped defaulted to a setting of 3. It is not recommended to set this count to high as it tends slow transaction times at Circulation.

To View:

- 1. Begin at the Catalog Management menu
- 2. View through Search/Edit Catalog
- 3. Find Item in question through a Title or barcode number search
- 4. Viewing an Items Circulation history is done through Edit Holdings:

| 😭 G3 Library Automation System (B | uild 1.10.2) : BON - [Search Catalog] | _ <u>-</u> |
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| <u>File Action H</u> elp | | |
| | | |
| Collection: ALL | Show Tagged Records Only | |
| Find for BARCODE | | Search |
| | Edit Holdings | Dearch |
| Sort by TITLE | Barcode Status Borrower ID Due Date | |
| | 1003431 O 30004 10/17/2001 | |
| | | |
| Control# Title/Author Harry S. Truman / | | Call No Category BIOGRAPHIES |
| 8170 Steinberg, Alfred (Copie | | |
| | Add Change Delete Move | |
| | | |
| | Barcode: 1003431 Serial #. Serial # | |
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| | | |
| | Circ Code: D 🔽 Loc Code: BHSL 🔽 Vendor Code: B&T 🔽 Multi Add | |
| | Fund Code: REG V Owner Code: RISD Copy Status: | |
| | | |
| | On Loan From: Loan Due Back: 01/01/1900 | |
| | | |
| | Circulation History | |
| | Date Action Borrower ID Borrower Name | |
| | Torosizoon Checkoon Sooo4 Sanchez, Antionette R | |
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