

Writing off damaged locks

Open the Circulation Desk, and click the 'Return' tab, next to the 'Loan' tab.

The screenshot shows the 'CIRCULATION DESK' interface. At the top, there is a search bar with a blue arrow icon and buttons for 'Finish', 'Open', and 'Browse'. Below the search bar is a large question mark icon and a 'LIMITS' section with the text 'Total / On Loan / Remaining'. A navigation bar at the bottom contains tabs for 'Loan', 'Return', 'Reserve', 'Booking', 'Charge', 'Loan History', and 'Transaction Log'. The 'Return' tab is highlighted with a blue circle and a checkmark. Below the navigation bar is a table header with columns: 'TITLE', 'BARCODE', and 'CLASSIFICATION'.

Once in the Return tab, ensure the cursor is blinking in the bar at the top and type/scan the lock's barcode like for loaning.

The screenshot shows the 'CIRCULATION DESK' interface with the 'Return' tab selected. The search bar now contains the text 'pl43843588'. Below the search bar, a dropdown menu displays the following information: 'Combination Dial PadLock', 'PL43843588', 'IT Department', 'PadLock Collection', '273319', and 'Available'. The 'LIMITS' section and navigation bar remain the same. The table header below the navigation bar now includes additional columns: 'BORROWER', 'DATE LOANED', and 'DATE DU'.

Press enter, then click the barcode under the 'Barcode' heading.

The screenshot shows the 'CIRCULATION DESK' interface. The search bar is empty. A message bar displays an information icon, the text 'Item pl43843588 is not currently on loan.', and a green checkmark icon. The 'LIMITS' section and navigation bar remain the same. The table below the navigation bar has the following data row:

TITLE	BARCODE	CLASSIFICATION	BORROWER	DATE LOANED
Combination Dial PadLock	pl43843588	273319		

This will take you to the lock's entry in Oliver. From here you want to click 'Edit' at the top:

Cataloguing > Copies > Detail

Return to Title Combination Dial PadLock

List Copies Edit Duplicate Copies Add Maintenance Wgqd

Barcode: PL43843588

Accession Number: 43843588

Branch: IT Department

Collection: PadLock Collection

Classification: 273319

Resource Loan Category: Unlimited

Status: Available

Tags: - Add new tag -

EQUIPMENT DETAILS

This brings you to a long list of editable variables for the entry. Scroll down to Status, and change the dropdown from 'Available' to 'Disposed'.

COPY DETAILS

Select the Resource Loan Category (RLC) from which this copy is on exchange from. If an expiry date is set, the field will automatically revert back to this value on the date the exchange expires.

RLC Exchange Expiry Date:

The Date that the exchange will revert back to the RLC it was exchanged from.

Abridged Classification:

Enter the abridged shelf location, i.e. classification and filing letters

Status: Available

Select the appropriate Status for the copy

Exchanged from Status: -

Select the Status from which this copy is on exchange from. If an expiry date is set, the field will automatically revert back to this value on the date the exchange expires.

Status Exchange Expiry Date:

The Date that the exchange will revert back to the Status it was exchanged from.

Status Reason:

Enter a description of the reason for the change in Status. This field may only be updated if the Status is changing.

Price Currency: -

Select the currency for the price of this copy

Click the Save icon in the top left corner.

COPY DETAILS

Select the Resource Loan Category (RLC) from which this copy is on exchange from. If an expiry date is set, the field will expire.

RLC Exchange Expiry Date:

The Date that the exchange will revert back to the RLC it was exchanged from.

Abridged Classification:

Enter the abridged shelf location, i.e. classification and filing letters

Status: Disposed

Select the appropriate Status for the copy

Exchanged from Status: -

Select the Status from which this copy is on exchange from. If an expiry date is set, the field will automatically revert back to this value on the date the exchange expires.

Status Exchange Expiry Date:

The Date that the exchange will revert back to the Status it was exchanged from.

Status Reason:

Enter a description of the reason for the change in Status. This field may only be updated if the Status is changing.

Price Currency: -

Select the currency for the price of this copy

And the lock is written off in Oliver. To write it off in real life, just place the lock in the nearest bin.