Soft check in

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Learn how to soft check in. This allows you to check in items that were used, but not checked out. Soft check-in allows you to check in items that were used, but not checked out. It includes items from the reference collection, items that are on reserve, or items found in a reading room. They are not checked out to a patron and do not leave the library. This is done by a Check In transaction using the Non Loan Return Check In mode.

Non Loan Return

1. In the left panel click **Check In**.
2. From the Check In Mode drop down, select **Non Loan Return**.
3. Scan or type the barcode into Item Barcode.

A count of these transactions is stored by the system and accessible in the following WorldShare Reports standard reports: **Circulation Dashboard**, **High Use Circulation Titles Summary Report**, **Hourly Average Circulation Activity Summary Report**, and **Monthly Circulation Statistics Report**.

View Soft Issued Count

The item's Soft Issued Count is shown on the **item Statistics** screen:

1. Search for the item in Discover Items.
2. Click **View/Edit** to display the item.
3. In the item details click **Statistics** in the top right.
4. The count is shown in Soft Issued Count.

Watch a video

Non loan and inventory check in and item statistics (6:37)

This video shows how to perform non loan and inventory check ins, as well as how these actions affect the item statistics.

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