

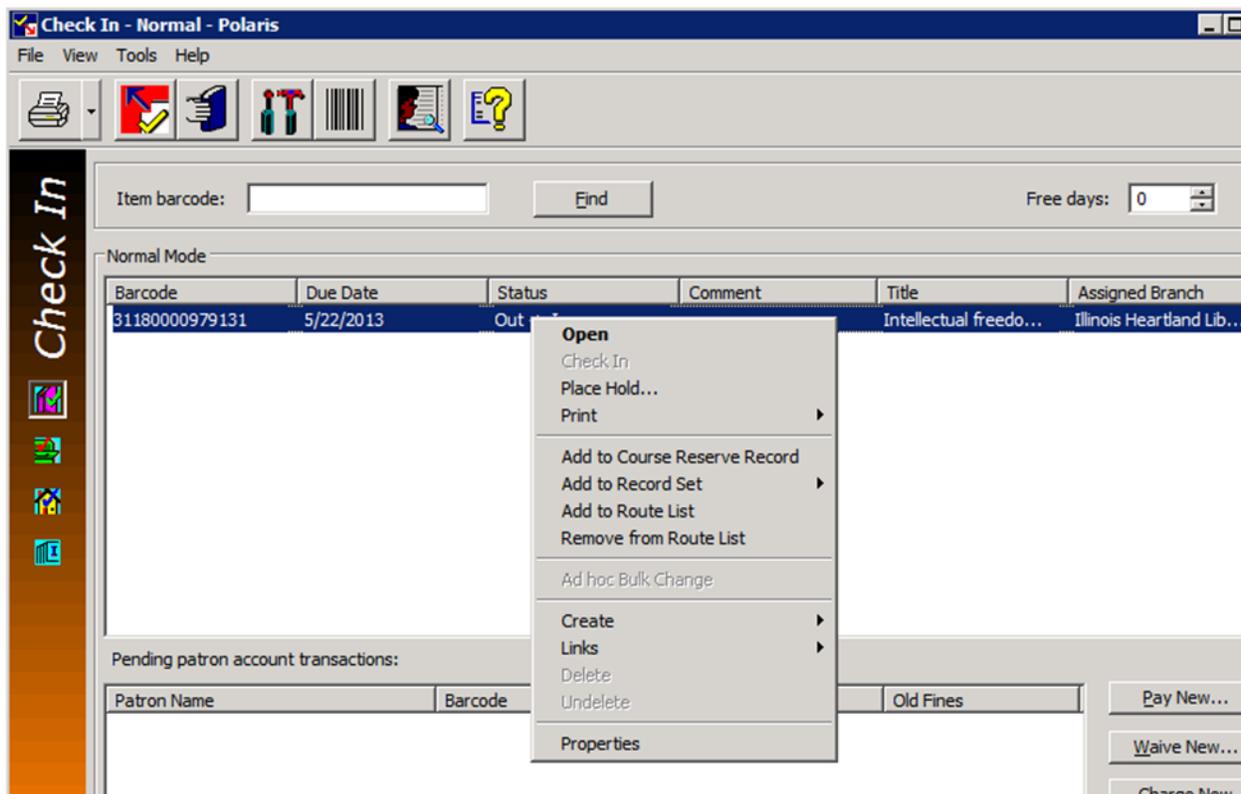


Who Had or Has This Item?

As in all things Polaris there are several ways to find this information. This One Minute Lesson will focus on just two of them.

Method One

From the Check in screen highlight the item, **Right Click** on the item to open the context menu and click on **Open**.



This opens the Item record in the cataloging view. **Click** on the second icon on the left hand tool bar , this opens the Circulation View.

Item Record 87276 - Circulation - Polaris

File Edit View Links Tools Help

Barcode: Record status: ILL Ebook Non-circulating Display in PAC

Title: Bib control no.:

Author: Parent item: Item control no.:

Call number: Price: Issue control:

Owner: Shelf location:

Assigned: Temporary location:

Collection: Circulation status:

Due date: Current borrower:

Check-out date: Loaning branch:

Renewals taken: Limit: Held for patron:

Last renew date: Held at:

Original due date:

In-transit/Transferred

From:

Sent:

To:

Received:

Last location

Check-in at:

Date:

Wks/User:

Last use

Last borrower:

Loaning branch:

Last circulated:

For Help, press F1

NUM

In the center section of the **Circulation view** is borrower information—Current borrower and below that the last borrower. Simply **double click** on the barcode and the **Patron Status** Items out view will open with their name and contact information.

Method Two

Click on **F12** to bring up the Bibliographic Records Title Find Tool.

Change the **Object:** to Item Records. The **Search by:** changes to Barcode. Enter the barcode for the item in the **For:** box