Polaris Quick-Circ

Circulating Ephemeral Items

Using Polaris Quick-Circ, you can circulate items that are not intended for full cataloging and generate circulation statistics for these items. For example, items suitable for quick-circ circulation might include old mass-market paperbacks or pamphlets.

Quick-circ items differ from regular items in that they have no conventional Polaris item records. They circulate with no due dates, no fines, and no overdue processing. They cannot fill hold requests. They do not count against any patron borrowing limits, and they are not displayed in the patron's items out list or in a patron's reading history. A quick-circ item is identified only by a barcode, assigned branch and collection, and material type. The primary advantage of Polaris Quick-Circ is in tracking and reporting circulation of these kinds of items. Quick-circ item circulation is included in many Polaris circulation reports.

Creating Quick-Circ Items

You can create quick-circ item records from several locations, including the Polaris Shortcut Bar (File, New or Utilities, Quick-circ Item Records), the Check Out workform, or an existing quick-circ item record, depending on your workflow. Although quick-circ item records use several of the same data fields as conventional Polaris item records, there are important differences. If a quick-circ item barcode is scanned or entered into the item Find Tool, the search produces no results. The system responds as it does when no matching barcode is found. You cannot bulk-change quick-circ item records, although you can modify individual records.

> **Note:** If a quick-circ item barcode is scanned into the barcode field of a conventional item record, the system displays a message that the barcode is assigned to quick-circ items and cannot be used.

A convenient workflow is to reserve a sheet of barcodes or several barcode labels and create quick-circ item records for the barcodes in advance. Then you can apply the barcodes as needed at check-out. Each physical item needs a unique barcode. However, during staff check-out, you need to scan only one of the barcodes, and specify how many quick circ items are being checked out. (If your patrons use Polaris ExpressCheck, each item needs to be scanned at the Polaris ExpressCheck station.)

Check out quick-circ items (staff client)

Follow these steps to check out quick-circ items during normal check-out.

Note: You can create quick-circ items directly from the Check Out workform.

1. Select **Circulation**, **Check Out** from the Polaris Shortcut Bar to display the Check Out workform.

2. Enter patron information using one of the following methods:

   - Scan the patron barcode in the Patron barcode box, or type the barcode and press **ENTER**.

   - Click the Find button next to the Patron name box to display the Polaris Find Tool and search for the patron's record.

3. Scan a quick-circ item barcode in the Item barcode box, or type the barcode and press **ENTER**.

   - The Quick-Circ Item Checkout dialog box appears.

4. Type or select the number of quick-circ items to check out.

   - The default value is 1. You can scan each quick-circ barcode individually, or type a greater number to allow one barcode to represent multiple items for statistical purposes.

5. Click **OK**, press **ALT+O**, or tab to the **OK** box and then press **ENTER**.

   Note: To cancel, click Cancel, press ALT+C, or tab to the Cancel box and then press ENTER. The status bar indicates that the check-out was successful. The quick-circ item information appears in the list of items checked out. Each quick-circ item barcode is a separate line item. For each quick-circ line item, the Action column displays the number of items you specified to associate with the quick-circ item barcode.

6. Repeat the previous steps until you have checked out all the patron's items.

   - The total number of items checked out appears in the status bar at the bottom of the workform.

7. If you want to print a check-out receipt, follow these steps:

   a) Verify that the Item barcode box is blank.

   b) Do one of the following actions:

   - To print a receipt for all the items the patron has checked out in this session, press ENTER.

- To print a receipt for selected items, select the item or items in the list of items checked out and select **File**, **Print Receipt**, **Print Selection**.

Note: For quick-circ items, one line is printed for each quick-circ barcode scanned. The line text is X uncataloged items, where X is the number of items you specified to associate with the quick-circ item barcode.

Create a quick-circ item

Follow these steps to create a quick-circ item for circulation.

1. Open the Quick Circ Item workform using one of the following methods:

   - From the Polaris Shortcut Bar, select **File**, **New**, and select **Quick-circ Item Record** from the list of objects.

   - From the Polaris Shortcut Bar, select **Utilities**, **Quick-circ Item Records**, and select **File**, **New** from the Quick-circ Item Record List.

   - From the Check Out workform, select **Tools**, **Quick-circ Item Record** or press **CTRL+Q**.

   Note: From an existing Quick-circ Item workform, select **File**, **New**. You can copy the existing record exactly, or open a new record with a blank barcode.

2. Scan or type the barcode in the Item barcode box.

   - For quick-circ items, the system does not check the item barcode format definitions set in Polaris Administration (Profiles, Staff client). However, you cannot use a barcode that is already assigned to another quick-circ item or to a conventional item.

3. Select the item's assigned branch.

   - The default value is the workstation log-on branch. The available options are the same as those available in the conventional item record. They depend on your branch's settings and your permissions.

4. If your library uses collections, select a collection from the Assigned collection list.

5. Select a material type.

6. The default value is set in Polaris Administration. Your policy may be to use any available and appropriate material type for quick-circ items, or you may use one material type for all quick-circ items.

7. Select **File**, **Save**.

View, modify, or delete quick-circ items

You cannot search for quick-circ item records with the Polaris Find Tool. However, you can view a list of all the existing quick-circ items and select them from the list to modify or delete them. Follow these steps to work with the list of quick-circ items.

1. Select **Utilities**, **Quick-circ Item Records** from the Polaris Shortcut Bar.

    Tip: You can sort the list by branch. Click the Branch column head.

    The Quick-circ Item Records List opens. The list displays all the quick-circ items in the system.

2. To print the list of items, select the printer icon on the workform toolbar.

3. To modify an item, double-click the item in the list.

    - The Quick-circ Item Record workform opens. You can edit the barcode, assigned branch, assigned collection, and material type of the item. Select **File**, **Save** when you have made the changes.

4. To delete an item, **right-click** the item in the list, and select **Delete** from the context menu.

Permissions required for:

Circulating Ephemeral Items (Polaris Quick-Circ)

Working with quick-circ item records

Quick-circ item records: Access
Branch – Cataloging

Quick-circ item records: Create
Branch – Cataloging

Quick-circ item records: Delete
Branch – Cataloging

Quick-circ item records: Modify
Branch - Cataloging