Checking In in Leap:
In House and Inventory Modes

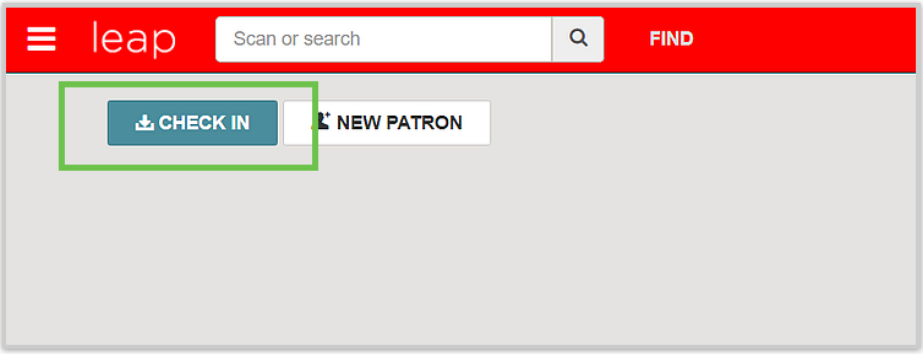
In House and Inventory Check In Modes are not related to patron circulation. Instead, they are tools to assist libraries internally. Checking in items with In-House and Inventory Modes does not affect the Last Circulated date of the item. Reporting is available through Simply Reports for both modes.

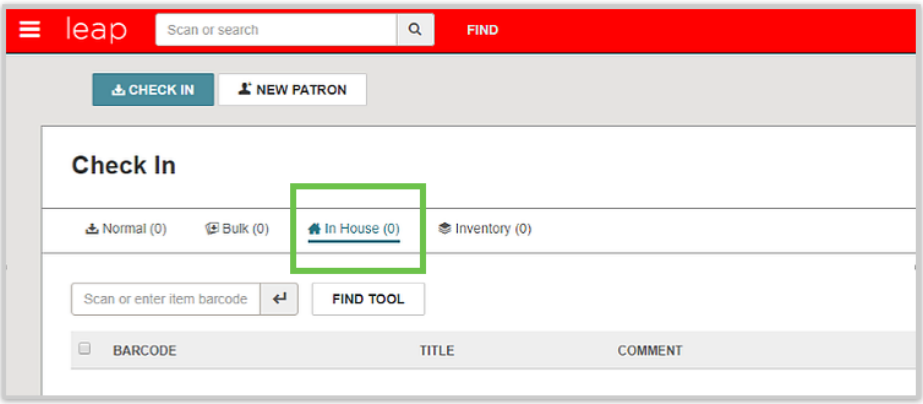
In House Mode

Use In-House Mode when tracking usage in your library. Each time you scan an item using In-House Mode, a count is added to the item's In-House Use. Examples of when libraries may want to use In-House Mode include:

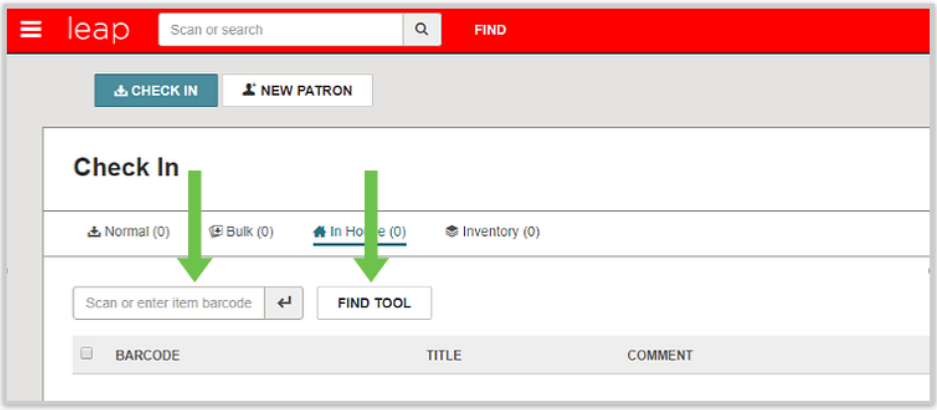
- Evaluating which reference materials are utilized by staff at a service desk.
- Tracking the most used titles at your library's teen video game center.
- Combining magazine issue In-House use with circulation statistics to determine the popularity of magazine title.

To access, select the **Check In** button from the Leap home screen and select the **In-House** tab.

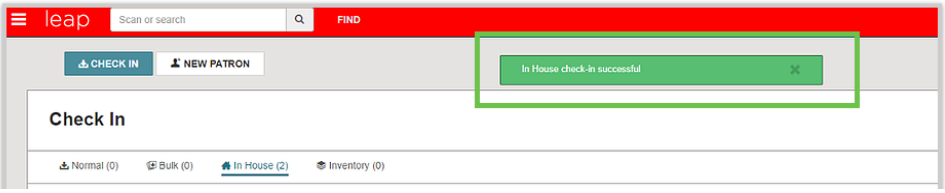




Scan or key the item barcode into the box. If the item does not have a barcode, use the Find Tool to locate the item's record.

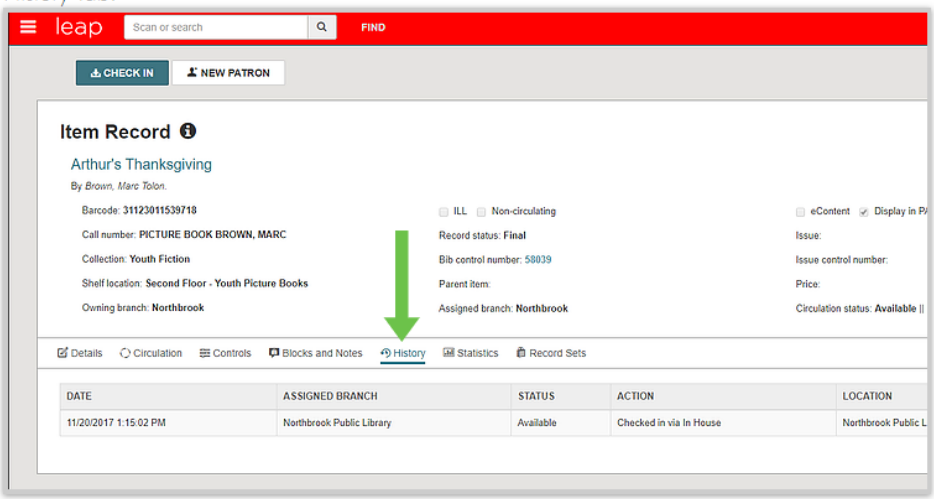


A pop-up will appear if the check in was successful.

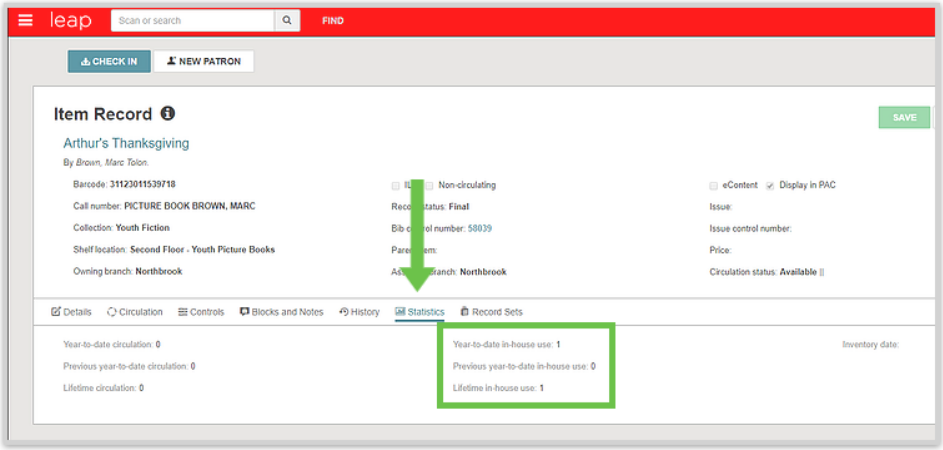


Selecting any entry from the list of scanned titles opens the item's record. The In-House check in is tracked in two locations in the record. The date and time of the In-House check in is logged under the **History** tab. The **Statistics** tab displays the item's current year In-House use, last year's In-House use, and lifetime In-House use.

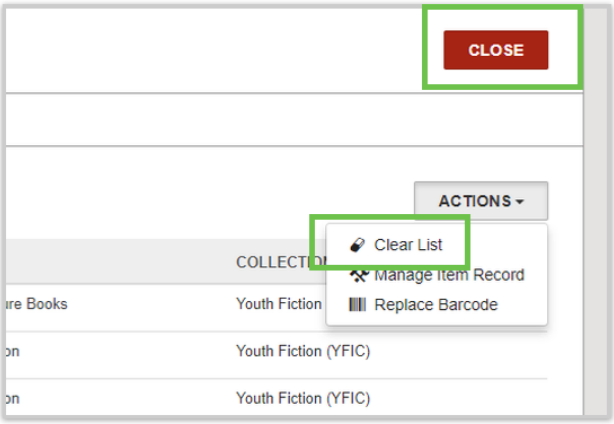
History Tab:



Statistics Tab:

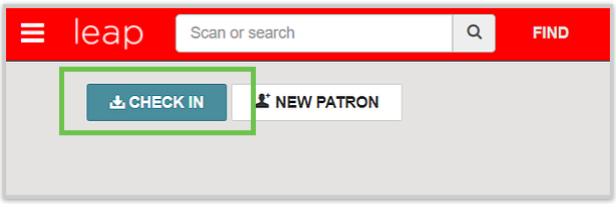


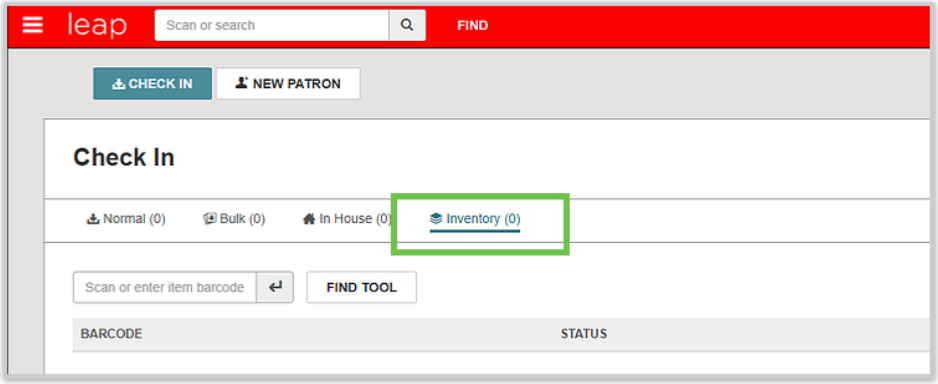
When In-House check ins are complete, either select **Clear List** to prepare for the next set of check ins or **Close** to close out of the Check In workform.



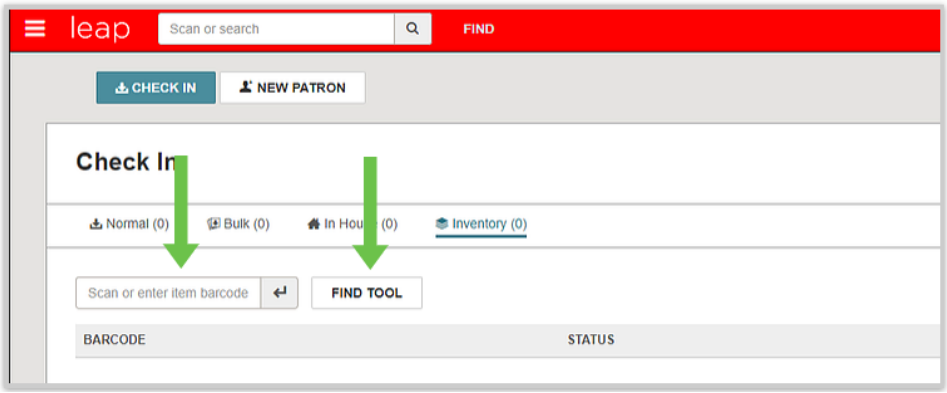
Inventory Mode

To access, select the **Check In** button from the Leap home screen and select the **Inventory** tab.

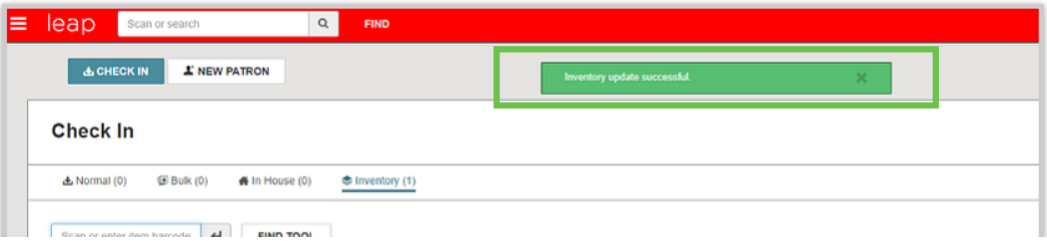




Scan or key the item barcode into the box. If the item does not have a barcode, use the Find Tool to locate the item's record.

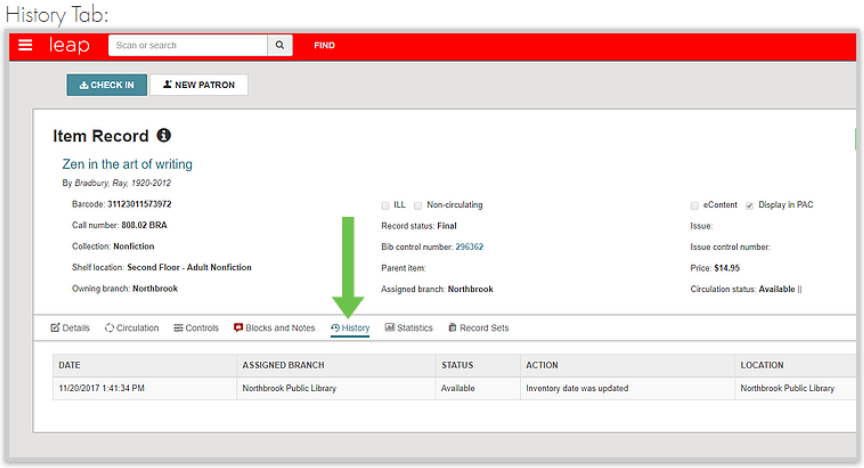


A pop-up will appear if the inventory update was successful.

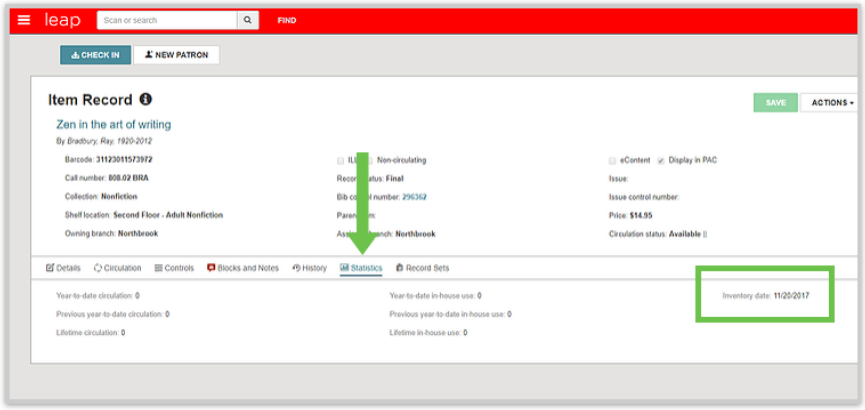


Selecting any entry from the list of scanned titles will open the item's record. The Inventory scan is noted in two places in the item's record. The date and time of the scan is logged under the item's **History** tab. The **Statistics** tab displays the date the item was last inventoried.

History Tab:



Statistics Tab:



When inventory is complete, either select **Clear List** to prepare for the next set of check ins or **Close** to close out of the Check In workform.