

New Copies? In Processing

Are you adding new copies to your collection before the items are available? Set their status to In Processing.

There is a preference for this as well as an import setting.

If you are importing the copies using vendor files for example, in the Import window, for version 7, in the Items category, Options, Set New Copies as 'In Processing'.

In version 6 this is under Item Settings, check the box to Set Copy Status 'In Processing'.

All items imported this session will have the status of In Processing.

If your new copies are always added to your collection before they are available for checkout, you may want to set the preference.

In Preferences, Items, under Item Defaults, switch the New Copy Default Status from Available to In Processing, and *all* new copies will be In Processing.

When your new copies are ready to be circulated, bookdrop them, and their status will change to Available.