

## Circulation Sets Overview

The Circulation Sets feature allows libraries to group individual items together to circulate as one set of items. Uses can include grouping a set of the same title for classroom use, creating kits, and creating a temporary themed set for a classroom.

### Types of Sets

1. Parental: these sets use the barcode number from one of the items in the set as the set ID. If there are a variety of materials in the set with different loan periods (ie. Videos - 2 days, books – 3 weeks), the set will circulate with the loan period of the item used for the set ID.
2. Non-parental: these sets use a separate ID number for the set ID. If items in the set have different loan periods, they will have different due dates when the set is checked out.

### Creating and Maintaining Circulation Sets

- You must group together at least two Item IDs to make a set.
- Set IDs must be valid barcode numbers.
- An item cannot belong to more than one circulation set.
- If creating a large set where the override in loan policies (maximum checkouts) could be met, discuss changing your policies with your ITC provider.
- When you are doing inventory, you can scan the item ID for inventory. You will be able to mark all items as inventoried, or select those that apply.

### Permanent and Temporary Circulation Sets

#### Permanent Circulation Sets

When creating the set, check “Circulate as Set”. This is good for classroom sets of the same title and themed kits. These items cannot be checked out individually, only as a set.

<input type="checkbox"/> Parental <input checked="" type="checkbox"/> Circulate as Set
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#### Temporary Circulation Sets

Often teachers request the same items or themes year after year. Create a set for those titles. **Do not** check Circulate as Set. The items can circulate normally during the year until the teacher wants them. At that time, use the Modify Sets wizard to check Circulate as Set.

<input type="checkbox"/> Parental <input type="checkbox"/> Circulate as Set
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### Checking out Circulation Sets Options

1. When you are checking out a set, you can scan **any** item in that set if "Circulate as a Set" was checked when you created the set.
2. If you have a set ID and a printed barcode on the container, just scan that in the Checkout Wizard. It will check out all items with one scan.
3. If you are checking out a set without a printed barcode,
  - Search for the set in checkout. (search for 3, index = Set ID).
  - Highlight the set you want from the results list.
  - Click the Check out item button.

Check Out Items : Item Search

Search for: 3  
Index: Set ID  
Current: Women of the silk --- 813 TSU --- ID:32614010159697

BROWSE Set ID 3: 15 records

Set ID	Description	Type
32614020072708	Women of the silk	Non-Parental
32614034200295	Story Collection FNCE	Parental
32614700000052	Civil war set	Non-Parental
32614700000060	Harry Potter	Non-Parental

Set ID: 32614020072708; 6 items

Title	Call number	Item ID
Women of the ...	813 TSU	32614010159697
Women of the ...	813 TSU	32614010159689
Women of the ...	813 TSU	32614010159739
Women of the ...	813 TSU	32614010159721
Women of the ...	813 TSU	32614010159663
Women of the ...	813 TSU	32614010159655

Price: \$15.99  
Shelf location: AVAILABLE  
Material type: BOOK  
Date created: 8/27/2008  
Date last charged: 7/22/2010  
Last discharged: 7/22/2010,1  
Date inventoried: 7/20/2010  
Times inventoried: 2

Checkout Item Cancel



**REMINDER** – loan periods are dependent on the user profile (STUDENT or FACULTY)

### Checking in Circ Sets

1. **Open** the Checkin Wizard.
2. **Scan** one of the items.
3. A pop up screen will list all the items in the set. If all items were returned, **leave** select all checked and **click** the checkin button.

**NOTE:** Unchecking the Select All button will remove all the checks. If only one or two items are not returned, you can uncheck those titles and they will not be checked in.

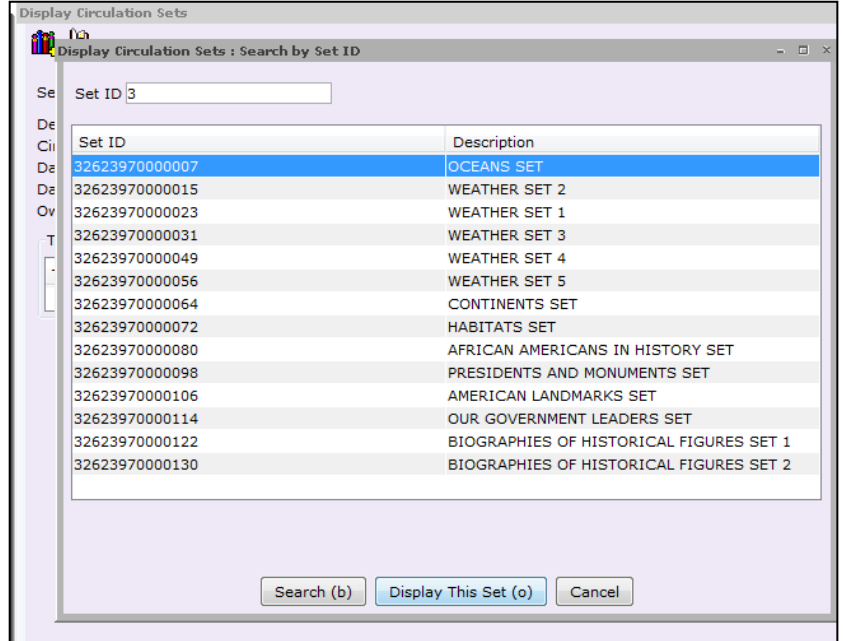
Select All

Checkin	Item id	Current sta...	Title	Patron ID
<input checked="" type="checkbox"/>	3261400002...	CHECKEDOUT	Football lingo	2261413001..
<input checked="" type="checkbox"/>	3261400002...	CHECKEDOUT	Offensive fo...	2261413001..
<input checked="" type="checkbox"/>	3261401013...	CHECKEDOUT	Football drea...	2261413001..
<input checked="" type="checkbox"/>	3261401013...	CHECKEDOUT	America's ga...	2261413001..
<input checked="" type="checkbox"/>	3261401016...	CHECKEDOUT	Total football...	2261413001..
<input checked="" type="checkbox"/>	3261401016...	CHECKEDOUT	The official O...	2261413001..

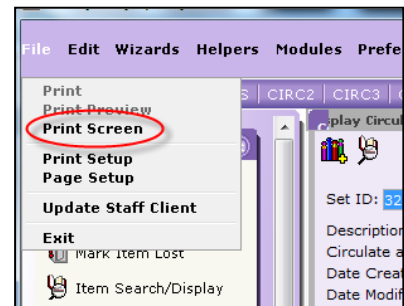
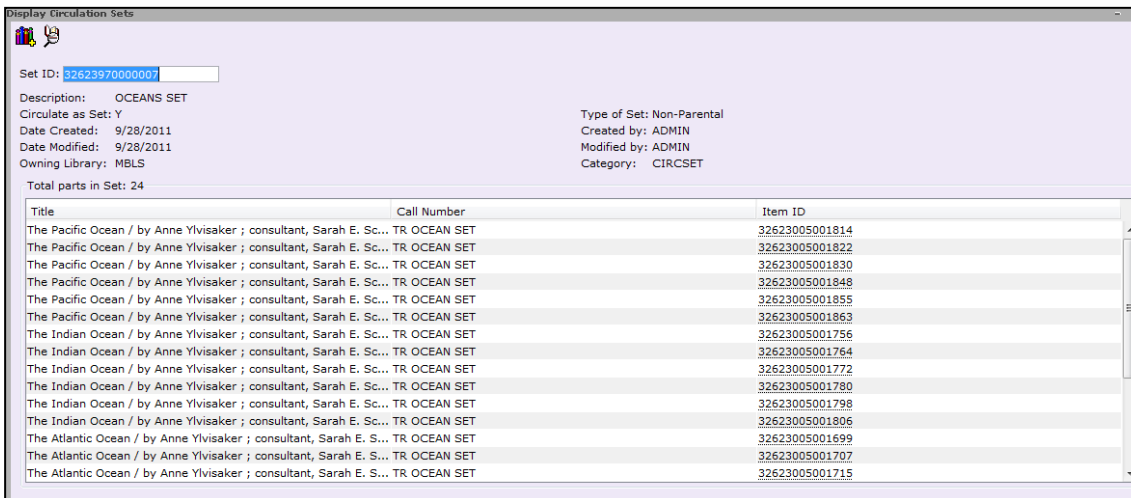
Checkin (o) Cancel

**Printing a list of Circ Set titles:** (Set "print screen" options using Tip Sheet in Section 3.2 of manual):

1. **Open** the Display Circulation Sets wizard.



2. **Display** the Circ Set.



3. **Print screen** will give you the list of the displayed set in Word document.

Set ID:	32623970000007		
Description:	OCEANS SET		
Circulate as Set:	Y	Type of Set:	Non-Parental
Date Created:	9/28/2011	Created by:	ADMIN
Date Modified:	9/28/2011	Modified by:	ADMIN
Owning Library:	MBSL	Category:	CIRCSET
<b>Total parts in Set: 24</b>			
<b>Title</b>	<b>Call Number</b>	<b>Item ID</b>	
The Pacific Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001814	
The Pacific Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001822	
The Pacific Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001830	
The Pacific Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001848	
The Pacific Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001855	
The Pacific Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001863	
The Indian Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001756	
The Indian Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001764	
The Indian Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001772	
The Indian Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001780	
The Indian Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001798	
The Indian Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001806	
The Atlantic Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001699	
The Atlantic Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001707	
The Atlantic Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001715	
The Atlantic Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001723	
The Atlantic Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001731	
The Atlantic Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEAN SET	32623005001749	
The Arctic Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEANS SET	32623005001632	
The Arctic Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEANS SET	32623005001640	
The Arctic Ocean / by Anne Ylvisaker ; consultant, Sarah E. Schoedinger.	TR OCEANS SET	32623005001657	

**Note: For more detailed information or specific questions, use HELP wizard.**