IN - HOUSE REGISTRATION

As you may have already seen in the library presentation, the books in the reading room are arranged on open shelves, meaning that users can freely access the material to read, consult, or borrow it. Books that have been consulted are left on the tables or on the special trolleys at the library entrance.

Before returning them to the shelves, the staff registers them in the system to collect data on the actual use of the material in the reading room.

'In House' refers to the registration in Alma (our management program) of all texts on open shelves that are only consulted/studied in the library (not borrowed).

This procedure is usually carried out in the morning at the start of the shift or in the afternoon at the end of the shift.

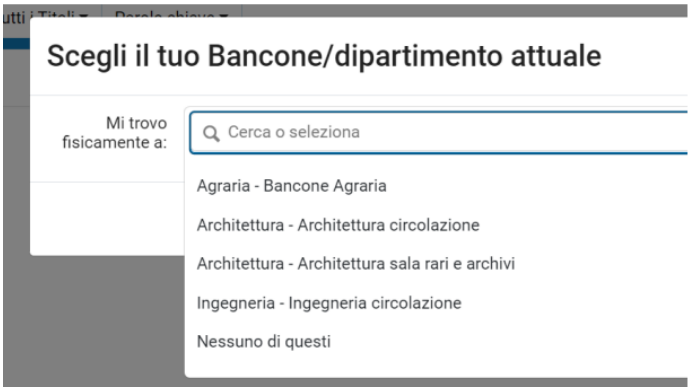
The procedure is as follows:

- Bring the volumes ***consulted*** by users that have been left on the tables and/or on the appropriate trolleys to the counter (or to the PC station chosen for the procedure).

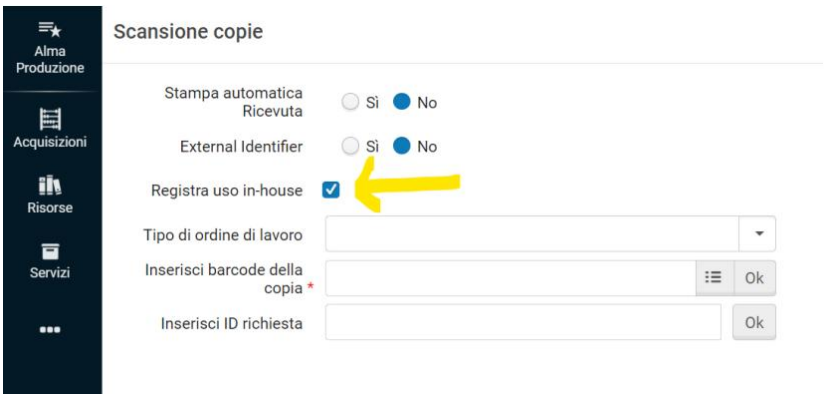
*ATTENTION! Keep volumes that are being returned or have been returned from ***loan*** separated.
The In-House procedure ***only applies to volumes that have been consulted***!

- Log in to Alma using only your InhouseBT operator credentials (these credentials will be provided to you)

- Select the location of your library: ***"Architettura - Architettura circolazione"***



- Select: *Servizi - Scansione copie*; ensure that the *"Registra uso in - house"* checkbox is selected



- Enter the barcode(s) of the text(s) to be registered (with the reader, the mat, or manually)
- After processing all the texts, return them to the shelf