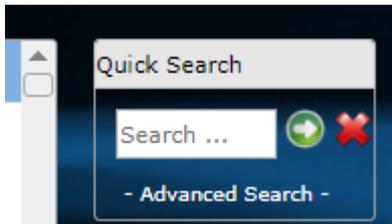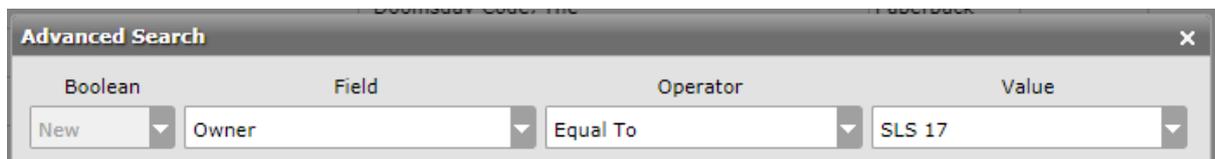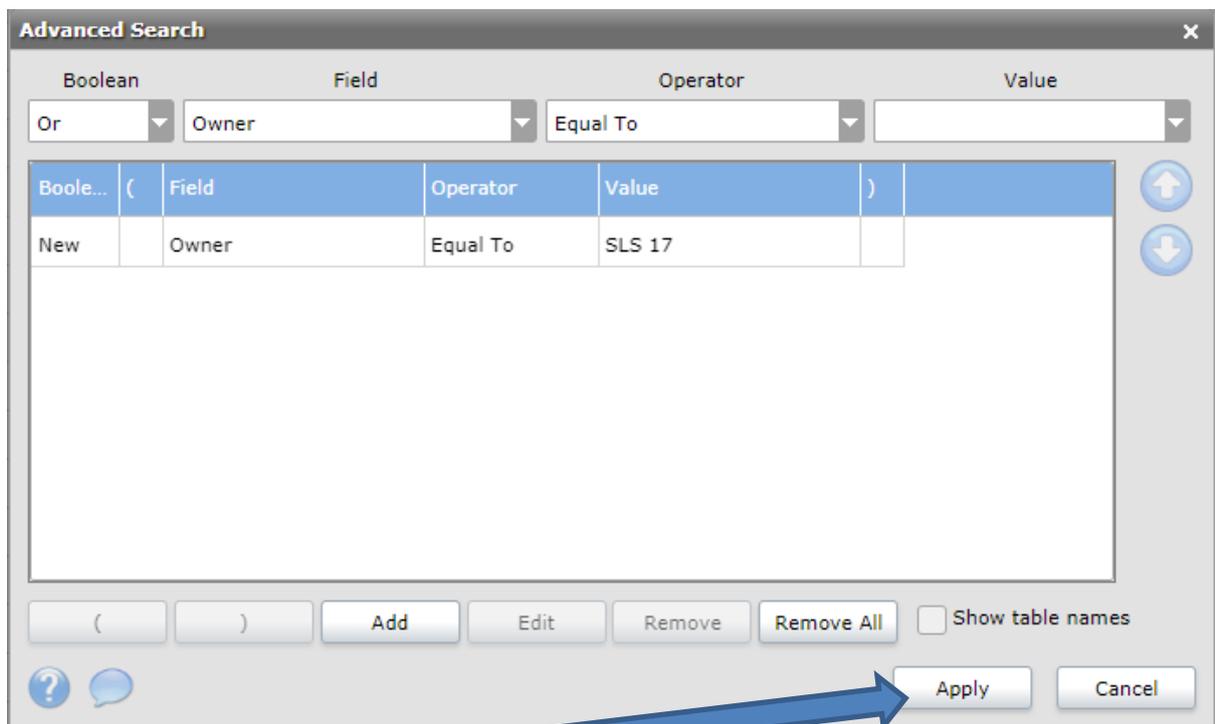Removing SLS stock form Junior Librarian or Eclipse.net

Login to **management**

1. You need to check for any SLS books still out on loan. To do this select **current loans**
2. Click advanced search which you will find just below the search box in the top right-hand corner.

3. Fill the boxes with the information below and click add. Please note that the value will change depending on the year! You can ring the centre on 714098 for the current value if you are unsure of what it is.

4. Now click apply

You will now have a list of all SLS books that are currently out on loan. This is the time to send out reminders and we would recommend that you print out this list, so you can follow up once you have removed them from the library management system.

We would recommend that you return these books on your system once you have sent out reminders because if you remove them from the system whilst still on loan it is more difficult to remove them later. Once you are happy that you have as many returned as you can do the next step. If a book has not been returned by the student, it will be caught if returned later as the system will not recognise it.

5. To return books: Look for the quick searchbox on the right then 1. click **flag by mouse** 2. click the box next to due date to select all, then 3. click **return**.
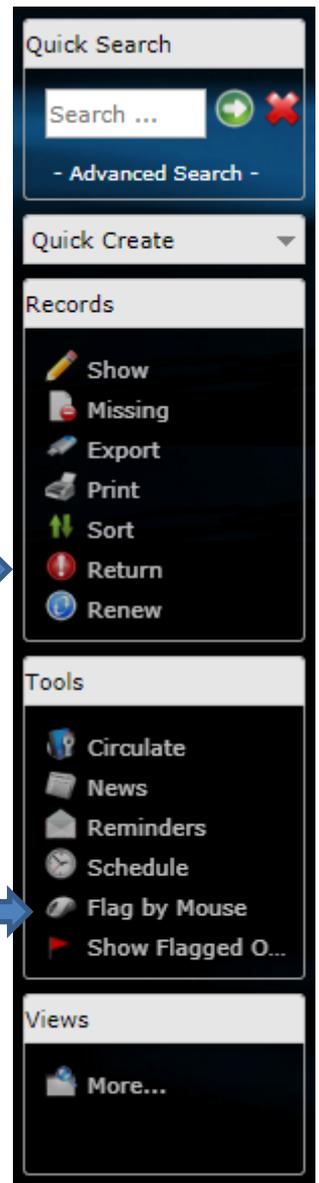
Now that all the books have been returned you can then remove all SLS stock

Select **resources** on the left then follow directions 2,3 and 4 again. This should give you a list of all the SLS books, you should see the number of books you borrowed from SLS at the top right of the screen.

245 Records

Quick Search

Search ...

- Advanced Search -

Quick Create

Records
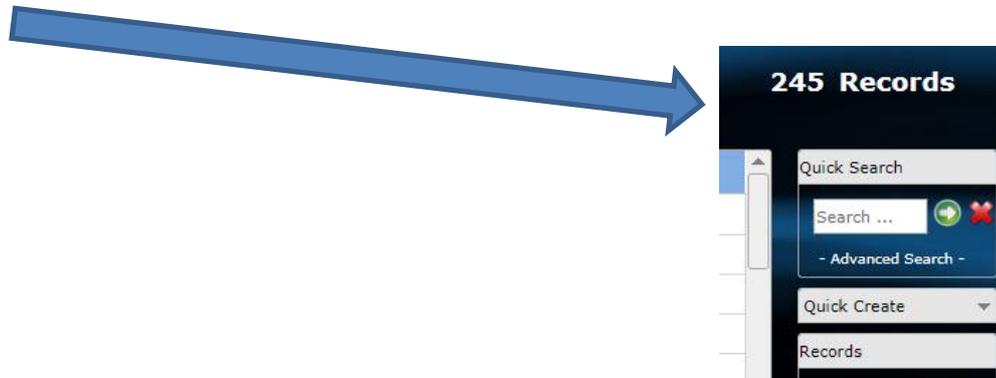
If you scroll down this list they should all be black. If you see any blue or red it means that you have not returned them properly so go back and try again. If you need help at this point, please speak to your SLS librarian.

6. Once you are happy they are all in black 1. click **flag by mouse** 2. click the box next to **due date** to select all, then 3. click **remove**.

Resources
All Records

Barcode	Class	Author
9109552324	Fiction	Earl, Rae
9109158928	Fiction	Yancey, Rick
9140548376	Fiction	Fowley-Doyle, Moira
914031376X	Fiction	Grisham, John

2. due date

3. Remove

Quick Search

Search ...

- Advanced Search -

Quick Create

Records

➕ New
✏️ Edit
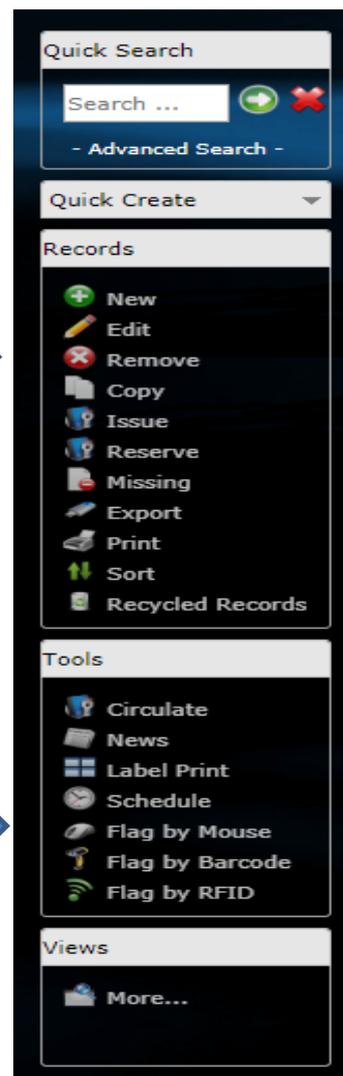❌ Remove
📋 Copy
Issue
Reserve
Missing
Export
Print
Sort
Recycled Records

Tools

Circulate
News
Label Print
Schedule
Flag by Mouse
Flag by Barcode
Flag by RFID

1. Flag by mouse

Views

More...

All your books should now disappear. We have found that step 6 sometimes needs to be done 3 or 4 times for it to work so don't worry if it does not happen the first time. Once again if you need help ask your SLS librarian for support.