1. From the Circulation module, select Functions, then Pick and Scan.

2. In the Item Options tab, set the Item Status to At Bindery. All other values should be set to No Change.
3. Click on the **Items** tab and scan in the barcode of each item to be changed, checking the first item carefully to be sure it is changing as you meant it to. The value before the “/” is the original value, the one after is the change you made. (You don’t have to press **Return** or **Enter** on this screen, just continue to scan barcodes until you have finished scanning the items you wish to mark as “At Bindery”.)

4. When all items have been scanned, the required changes have been made for these items to display as “At Bindery” in GIL@GPC.

5. Please contact Tessa Minchew (**tessa.minchew@gpc.edu**) with any questions.
Taking Items Off of “At Bindery”

1. From the Circulation module, select Functions, then Pick and Scan.

   ![Voyager Circulation Interface](image)

   In the Item Status tab, click the Clear All checkbox next to Item Status. All drop down menus should be set to No Change.

2. In the Item Options tab, click the Clear All checkbox next to Item Status. All drop down menus should be set to No Change.
3. Click on the **Item** tab and scan in the barcode of each item to be changed, checking the first item carefully to be sure it is changing as you meant it to. The value before the “/” is the original value, the one after is the change you made. (You don't have to press Return or Enter on this screen, just continue to scan barcodes until you have finished scanning the items you wish to remove from "At Bindery").

![Pick And Scan](image)

4. When all items have been scanned, the “At Bindery” status should no longer appear on these items in GIL@GPC.

5. Please contact Tessa Minchew ([tessa.minchew@gpc.edu](mailto:tessa.minchew@gpc.edu)) with any questions.