Learn about the In-House process in Amlib which allows libraries to keep statistics and create reports on items used within the Library but not borrowed.

**In-House Circulation Option**

The In-House process allows libraries to keep statistics and create reports on items used within the Library but not borrowed.

Some libraries collect any items left on tables at the end of each shift change and want to be able to identify materials that are being used but not borrowed.

**Settings**

1. Access the Statistics Code screen from **Main > Supervisor > StatsParams**.
2. **Stats Type: 25** is for **InHouse Circ** (in-house circulation).

**In-House Use**

1. Access the In House screen from any **Main > Circulation** module (Issues, Chute Returns, Reservations, Returns and Transfers).
2. From the Application Menu select **Process In House**.
3. Wand a stockitem/s into the In House Processing screen. This updates the **Last Modified** date for that stock item and puts an **INHOUSE** entry in the Item > History, and is counted in Amlib statistics.
4. Scan as many items as required and close the window when finished. The Item history has been updated.

**StockItem Circulation History**

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Who</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>INHOUSE</td>
<td>26/05/2004</td>
<td>Wanded In HOUSE window at SELBY by YVONNE</td>
<td></td>
</tr>
<tr>
<td>TRANSFER</td>
<td>21/05/2004</td>
<td>Perm Loc was GEMBROOK now SELBY Temp Loc w</td>
<td></td>
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</tbody>
</table>

**Reporting In-House Use**

For example: to see a list of items used in-house in the last 7 days.

1. From **Main > Reports > RepStockitem**, choose a Stock item history report. This example uses `&stkhis2.qrp`.
2. Select the report and click on **F7 Where** to edit the Where search parameters.
3. The Where parameter needs to include **History Type = INHOUSE** and **History Date = <specify date>** (for example: > (greater than) Current Date – 7 days)

4. Click on **F3 Save** when done

5. **F6 Print** or **F7 View** the report.