Discover how to record a circulation transaction for items that are only used in the library.

OLIB allows you to record a transaction type of a **Non-loan Return**. You can use this transaction type to count statistics for any items that users/patrons use in the library, but that are not issued to them. This allows you to collate statistics on stock usage that would otherwise not be counted.

1. Change the Transaction Type to **Non loan Return**. No user details are required.
2. Scan or key in the **Copy** barcode of the items that are to be recorded in the library’s statistics.
3. The Transactions box clearly shows the transaction type as **Non-loan return**.

When all items are counted, click on **Clear** ready for the next transaction. The Transaction Type will now reset to **Auto**.