Library Barcode Assignments

Library · https://docs.dacapoinventory.com/doc/library-barcode-assignments/

Assign or return library pieces quickly with a barcode scanner (or by typing IDs).

Where to go

Library → Library Barcode Assignments

Assign a library item

1. Choose **Assign** mode (when available).
2. Scan or enter the **Student ID#** (or name lookup if offered).
3. Scan or enter the **library item** barcode / ID.
4. Confirm the assignment on screen.

Unassign / return

1. Switch to **Unassign** mode.
2. Scan the student and/or library item as prompted.
3. Confirm the return.

Tip: For a list of everything still checked out, use **Library → Manage Library Loans**.

Library tools appear only when the library feature is enabled for your program.