Manage Library Loans

Library · https://docs.dacapoinventory.com/doc/manage-library-loans/

When sheet music or other library pieces are checked out to a class or student, Manage Library Loans is your simple “who has what” list — and the place to mark returns or losses.

Where to go

Library → Manage Library Loans

(Library must be enabled for your program.)

See open loans

1. Open Manage Library Loans.
2. Review each open loan: piece, library ID/copy, and course when shown.
3. Use course filters to focus on one ensemble at a time.

Mark a piece returned

1. Find the loan on the list.
2. Choose the option to mark it **returned**.
3. Confirm. The piece is available again for the next class.

Mark a piece lost

1. Find the loan.
2. Choose **LOST** (you will be asked to confirm).
3. Follow any on-screen steps so inventory stays accurate.

Use Lost carefully — it is for pieces that will not come back, not for “still in a folder somewhere.”

Everyday tips

- Check loans after a concert cycle when folders come back in piles.
- Filter by course before mass-returning after a unit ends.
- Pair this page with your building library list when you need to assign something new.