

In using the Ephemeral checkout transactions are recorded for statistical reports and checkout data, but they are not used for generating late notices or bills. **If you display an item's record, checkouts done with the Ephemeral Checkout wizard do not display** in the list of current checkouts, but they are counted in the total number of checkouts for the item.

1. **Click** on Special Circulation Functions.
2. **Click** on Ephemeral Checkout Wizard.

*Ephemeral Checkout screen displays.*

3. **Select** the appropriate user.
4. **Scan** the item ID or **use** the Item Search Helper.
5. **Enter** the number of copies being checked out.

**NOTE:** *Since items are immediately checked in, they will not appear on a student's record.*