

Check Out and Check In

Checking out

The basic checkout procedure involves entering two barcodes—the patron's and the copy's.

Retrieving a patron by barcode or keyword

If you have the patron's barcode, open the **To Patron** tab.

Type or scan the patron barcode in the **Find** box and click **Gol**.

If you don't have a barcode, enter the patron's first or last name (or part of the name, followed by *).

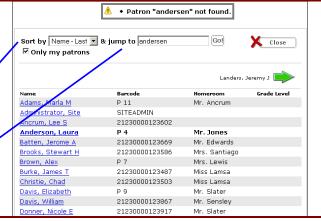
Then, click Find Patron.



If you click Find Patron without entering a name or barcode, or your search doesn't find an exact match, a patron list for the site appears. The closest match to the name you enter appears bolded.

To change the sort order of names and/or jump to a specific name, select an option in the **Sort by** list, and/or enter a complete or partial name in the **jump to** box and click Gol.

Browsing a patron list



To include patrons from a different site in your district, clear the **Only my patrons** check box.

Retrieving a patron by homeroom

To view an entire class, open the **By Homeroom** tab.

First, select a homeroom from the list and click Select Patron.

When the Homeroom list appears, select a patron by clicking the name or picture.





Checking out a copy

After the patron record appears, type or scan the copy barcode in the **Find** box. You can also search for the copy by keyword.

The checked out copy then appears in the **Checked Out** section of the page.

As you check out other items to the same patron, the previous checkout moves to **Items Out**.



Changing a due date for a checkout

After checking out the item, click next to **Due** under **Checked Out**. Select the correct option and the desired date on the calendar, and click save. The Special Date prompt then appears in front of the date.

If it's listed under Items Out, the user must renew it and then select a new due date.

To mark a copy Lost,

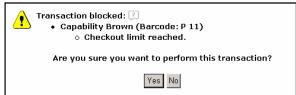
click **Lost** next to the copy, or open the **Copy Status** page and scan the barcode.

If you get a block message at the top of the page, this means that the patron has reached one of the limits for his patron type, such as the number of checkouts or holds.

You must address the block condition or override it before you can continue.

To renew a copy,

click **Renew** next to the copy, or open the **Renew** page and scan the barcode.



To dismiss the message and proceed with the transaction, you'll need to enter the override username and password or have the "Override Blocks" permission in your Access Level.

If the title isn't in the database, the message Copy [number] is not cataloged. Do you want to check it out? appears. To add a new title record, click Yes to the message.

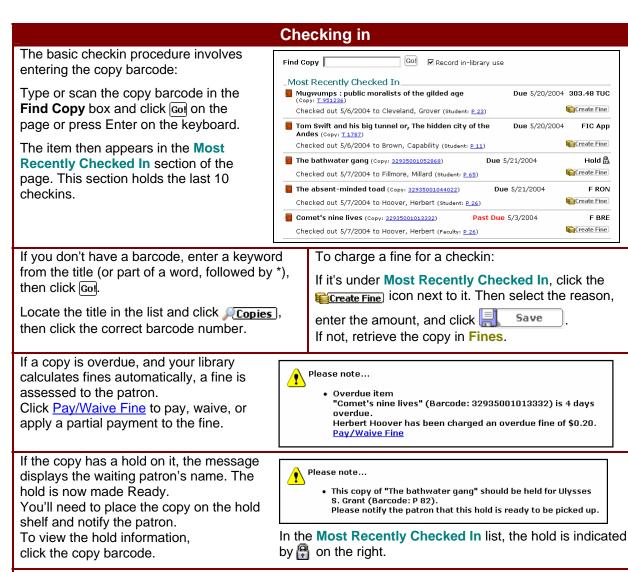
You must enter at least a barcode and title. Use the other fields as needed.

If this will be a permanent record, be sure to clear the **Title is deleted when checked in** check box. NOTE: You will need to enter a call number.

If you leave the check box selected, making it a temporary item, it is marked with a **T** in all lists and is automatically deleted upon checkin.

| * Barcode | ☑ Title is deleted when checked in |
|---------------------|------------------------------------|
| * Title | |
| Circulation Type | Regular 💌 |
| Author | |
| Standard Number | LCCN - |
| Price | \$0.00 |
| Material Type | Book (monograph) |
| | Save |

If you know the title doesn't exist, click add Title to open this dialog box.



If the copy had been marked Lost, a message appears and the copy's status changes back to Available.

Please note...

"Tom Swift and his big tunnel or, The hidden city of the Andes" (Barcode: T 1787) had been marked as lost. The fine assigned to Capability Brown (Barcode: P 11) has been deleted.

To clear the information on the page, click Reset on the sidebar.

Getting more information

To view a patron's checkouts, fines, or holds, or to create a fine or a hold for a patron, switch to the Patron Status page, or click the patron's hyperlinked barcode number.

To mark a copy lost, view copy information and holds, or view the current and previous borrowers of a copy, switch to the Copy **Status** page and retrieve the copy, or click any hyperlinked copy barcode.

Create Fine

Create Fine

Create Fine

Create Fine

Create Fine

FIC App

Hold 🗛

F RON