

Checking out

The basic checkout procedure involves entering two barcode numbers—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.

Scan the patron's barcode in the **Find** box, or type it in and click **Go!**

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**.

Tip: To retrieve a patron from another school in your district, clear the **Only my patrons** check box.

If you get a block message at the top of the page, 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.

Just click "Yes."

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.

Checking in

The basic checkin procedure involves entering the copy barcode:

Scan the copy barcode in the **Find Copy** box, or type it in and click **Go!** or press Enter.

The item appears in the **Most Recently Checked In** section of the page. This section holds the last 10 checkins.

To clear the information, click RESET on sidebar.