

Quick Help for Check Out and Check In

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 .

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

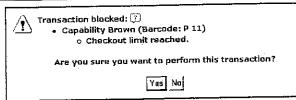
Then, click Find Patron

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

Got Find Patron Find Copy Add Title Ponly my patrons Conly search Petron Names Anderson, Laura (Student: P4) ÆEdit Patron Checked Library: 2 Overdue Library: O Holds () Ready Fines Library: \$0.80 / Receipt Checked Out----Due 4/5/2007 🕏 The adventures of Curious George (Copy. <u>T 87046</u>) ... Items Out...... Call Number Price Checked Dut Due Date Pippi Longstocking (Copy: T 87036) 3/22/2007 Renew Lost [Fic] 4/5/2007 Renew All

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 **G** or press Enter.

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

Most Recently Checked In	
Mugwumps : public moralists of the gilded age Due 5/20/20 (Copy) T 951236	04 303,48 TU
Checked out 5/6/2004 to Cleveland, Grover (Students P 23)	Create Fine
Tom Swift and his big tunnel or, The hidden city of the Andes (Copy 1 1.797)	
Checked out 5/6/2004 to Brown, Capability (Students <u>P.11)</u>	€ Create fine
The bathwater gang (Copy) 32935001052868) Oue 5/21/2004	Hold 🔁
Checked gut 5/7/2004 to Fillmore, Millard (Students P 63)	by Create Fine
The absent-minded toad (Copy) 32935001044022) Due 5/21/2004	F ROM
Checked out 5/7/2004 to Hoover, Herbert (Studenti P.26)	Create Fine
Comet's nine lives (Copyl 329,35001012332) Past Due 5/3/2004	FBR
The second secon	ELCreate Fine

To clear the intermation, click RESET on Sidebar.