Finding out who has an item

There are a couple of ways that you can find out who has an item.

If you do not have the item barcode, search for the item first

1. Click on the *Search catalogue* toolbar icon
2. Perform a search for the item you are looking for
    a. Click on the title in the search results
3. Click on the *View* link beside the barcode

4. If the item is checked out, you will see the current patron's name under *Circ History List* tab or the *Recent Circ History* tab

5. Click on the patron's name to open their patron record.

If you have the item barcode, you can find out who has the item by checking its status

1. Go to *Circulation > Item Status*

2. Scan the item barcode and then click on the title in the display area

3. Click *Actions*

4. Open the *Recent Circ List* or *Circ History List* tab.

5. The last few people who borrowed the item will display

6. You can go to the current patron's account by clicking on their name.