

Circulation

Checking Items Out – if you're using patron barcodes

- Student barcode – Student ID # (from MyEd)
- Staff barcodes– First initial, last name in capital letters (JSMITH)

Note: Student number can be scanned from Student ID cards, bus passes or barcode pages at elementary schools. Most students know their student number as they use it to log-in to school computers.

1. Go to *Circulation > Check out* in the top menu (short code F1)
 2. Scan the barcode
 3. This will bring up the patron's record with the 'Check out' screen open
 4. Scan the item barcode.
 3. Check to see that the title is now on the patron record
 4. When all items are scanned, click *F1* to exit patron record
- OR** Click *Circulation > Check out* again

What to do if you see enter a barcode and see a pop-up window that says...

Does (patron name) from (former school) consent to having personal information shared with your library?

If the patron is from a library outside of our district - **do not click 'Accept' (important privacy issue)**

If the patron is from another school – click *Accept* to opt them in and then edit the patron record if they are transferring (See Adding new patron records)

Checking Items Out – if you're using patron names

This is a slightly more lengthy process since you need to search for patron names

Note: You can only search for patrons who attend your school.

1. Click *Circulation > Patron Search* in the top menu
2. Enter search criteria, such as first or last name
3. Click *Search*. Search results will be listed in the right hand column
4. Click on a row to select the patron
 - a. A brief record summary will display in the left column
5. Double-click on the patron's name or click *Retrieve Patron* to open the patron record
6. Scan the item barcode

Checking Items In

Click *Circulation > Check In* in the top menu and scan your item barcodes

Check that the title is displaying in the list below to be sure it checked in properly

If items were previously marked Lost or Missing, you may need to force the check-in (See documentation for 'Lost Items' or 'Missing Items')