



## Library Borrowing and Returns Quick Start

### STEPS

1. Select a Patron
2. Lending an item
3. Returning an item

**Important;** Always make sure the Patron Key is populated first by either;

- Scanning the Patron Barcode into the 'Scan/ Enter Barcode or Item Accession No' field first
- Or type and select in the 'Patron Key' field
- Or browse and select the Patron in the Patron Key field

Once the Library is set up books can be lent out and returned in a very simple manner for more extensive information read the appropriate sections in the Library User Guide.

**Path:** Circulation

### Step 1 - Select a Patron

In this view you must select the patron first; you have two ways of selecting a Patron.

A screenshot of a software window titled "Borrowing/Returning". The window contains several input fields and options. At the top, there is a field labeled "Scan/Enter Patron Number or Item Accession Number:" with the value "7655" and a yellow circle with the number "1" next to it. Below this is a "Return Options" section with three radio buttons: "Caution Returns" (selected), "Speed Returns", and "No Returns". The "Patron Number:" field contains "7655" and the "Patron Key:" field contains "ALLEN K M" with a yellow circle and the number "2" next to it. To the right of the Patron Key field is a "Show History for Patron" button. Below these are fields for "Surname:" (Allen), "Name:" (Kate), and "Kirsty". There are also fields for "Status:" (A), "Yr:" (12), and "Class:" (B). At the bottom, there are fields for "Loans: Cur:" (0), "Max:" (0), "Over Due:" (0), and "Last Borrowed:". A small cartoon illustration of a girl with orange hair is visible on the right side of the form. At the very bottom, there is a table header with columns for "Accession Number", "Title", and "Date Due >>".

1. Scan the Patron Barcode into the top field.
2. Start and enter the Patron key and select from the generated list.

## Step 2 - Lending an Item

Select an item for borrowing.

Accession Number	Title	Date Due >>
100001	The Man in the Moon	19/11/2015

1. Scan or select the book for Borrowing then click the Enter Key on the keyboard to lend the book out.
2. The book will be transferred to the grid with a Date Due.

### Step 3 Returning an Item

Books can be returned in two Views the Circulation or the Returns window. You do not need to select a Patron in either View.

This quick method is through the Circulation view for more information read the Library User Guide.

1

2

3

1. You must have access to Speed Returns or Caution Returns.
2. Scan or enter the Books barcode then click the Enter key on your keyboard.
3. The book will be returned as shown in the LAST ACTION.