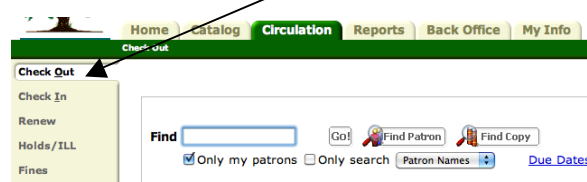


Circulation Basics

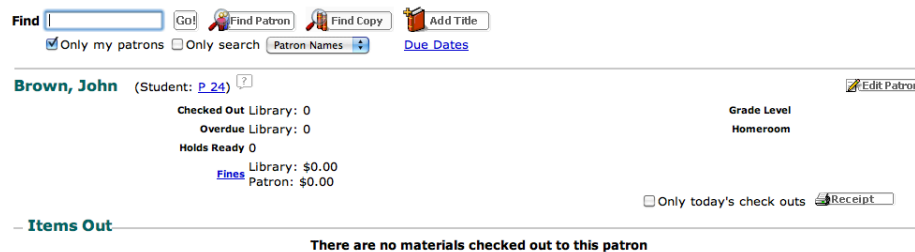
Check Out • Check In • Renewals • Fines • Holds • Patron Status

Check Out

1. Under the **Circulation** tab, choose “Check Out” from the left-hand menu.



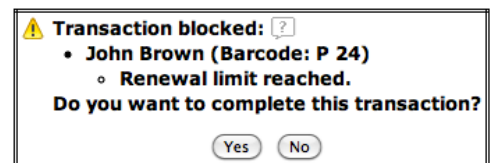
2. Find the patron who is checking out materials. The easiest way to bring a patron record up is by scanning the patron’s barcode into the **Find** field. If you do not have a barcode to scan you can type in the student number (which is the same number as the patron barcode) and click **Find Patron**, or else type in the patron’s last name and click **Find Patron**.
3. Information about the patron will appear on screen. (If you searched for a patron by name you will first need to click on the correct patron from a list of search results.) Double-check to ensure that you have the correct patron on screen before continuing.



4. Scan the barcode of the item the patron is checking out.
5. If the item is checked out successfully a tone will sound and the item title will appear in a list below the patron information.



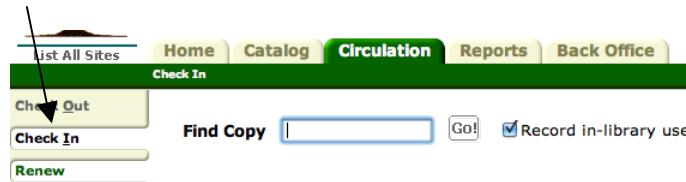
6. Each subsequent item you scan will be checked out to this same patron until you switch to another patron. To switch to another patron, scan the patron’s barcode or perform a **Find Patron** search.
7. When checking out an item, a block notice may pop up. Blocks most commonly occur due to the patron having unpaid fines, overdue items, or exceeding the number of items they are allowed to check out. Blocks can also occur if the item being checked out is set as non-circulating.



As an administrator you have the option to override a block. To do so, click **Yes** and the check out will continue. Otherwise, click **No** to cancel the check out. (Policies that determine blocks on patrons and items can be set and changed in **Back Office > Library Policies**. Suggested guidelines for these policies are described in the “Circulation and Fine Guidelines” document.)

Check In

1. Go to the **Circulation** tab.
2. Choose "Check In" from the left-hand menu.

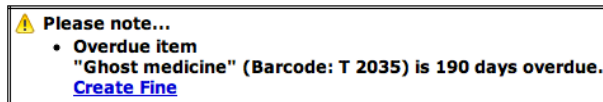


3. Scan the barcode of the item you are checking in, or else type in the barcode number.
4. A tone should sound and a message should display showing the title of the checked in item and the name of the patron who returned it. If this does not display the check in was not successful.

Most Recently Checked In		
Salem Brownstone : all along the watchtowers (Copy: T 664937)	Due 8/2/2010	741.5 DUN
Checked out 7/2/2010 to Whiting, Joshua (Faculty: JWHITING)		Create Fine
<i>Library copies still checked out: 22</i>		

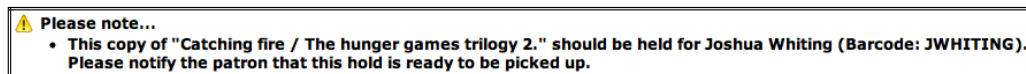
At this point if you want to view the patron's record or additional copy/title information, click on the blue or purple hyperlinked copy or patron barcode numbers.

5. When an overdue item is checked in, a notice will appear on screen:



Depending on how policies are set, overdue fines are usually assessed automatically for students, but in certain cases you may need to click **Create Fine** if you wish to charge a fine. A **Create Fine** button also displays at the far right of each recently checked in title, which can be used if the book is returned damaged or there is some other issue.

6. When a hold has been placed on an item and it is checked in, a notice will appear on screen.



Set the item aside and notify the patron that their hold is available.

Tip: If a patron has items to check in and new items to check out at the same time, first check in his returns, then click on the "Check Out" left-hand option and his record will appear immediately so that you can check out items to him without scanning his patron barcode or searching for him.

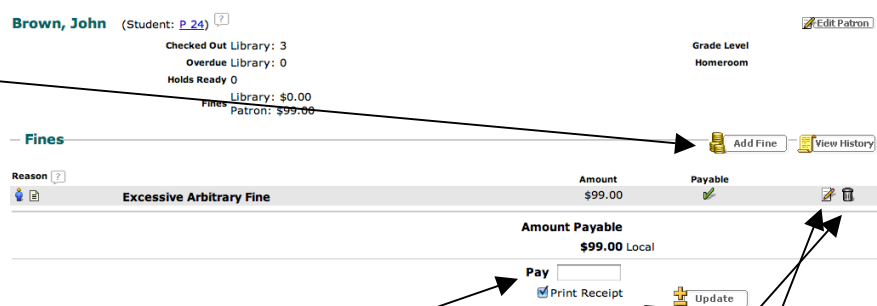
Renewing Items

To renew an item, choose the “Renew” option under the **Circulation** tab and scan the item’s barcode. The item will be renewed according to the policies set up in **Back Office > Library Policies**.

Managing Fines

To create, view, edit and remove patron fines:

1. Choose the “Fines” option under the **Circulation** tab.
2. Scan the patron barcode or enter a search term for the patron and press **Go!**
3. To assess a new fine from this patron, click the **Add Fine** button. (Then enter the **Reason**, scan the item barcode into the **Copy** field, enter the fine **Amount**, and click **Save**.
4. To mark fines as paid, enter the amount paid in the **Pay** field and click **Update**.
5. To change or make a payment on an individual fine, click the small **Edit** icon (pencil and paper) on the far right of the fine.
6. To completely delete a fine without marking it paid or waived, click the **Trash** icon button.



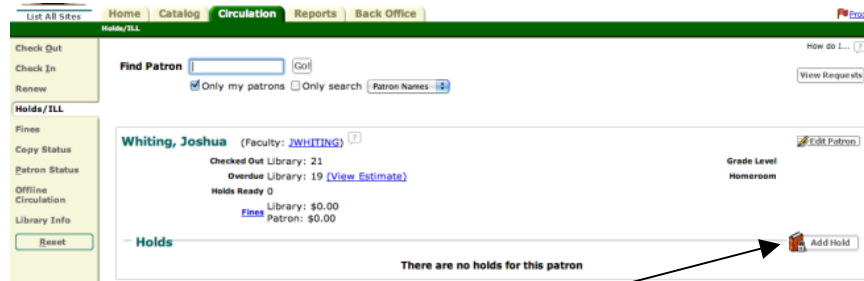
Fines from Other Schools

If a student with an unresolved fine moves to another school in the district, the fine follows him. If one of your students has a fine from another school, do the following:

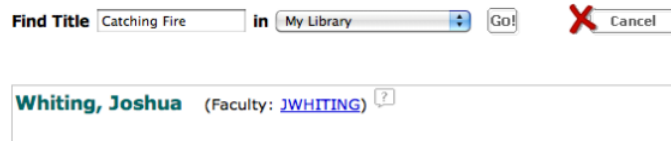
1. Contact the media center of the former school if you have any questions about the fine. Old overdue fines and fines under \$5.00 should typically be waived.
2. If the fine is valid and over \$5.00, your school should collect the fine money from the student and send it to the school that originally charged the fine.
3. Contact a district Destiny administrator to have a fine from another school taken off the record.

Placing Holds

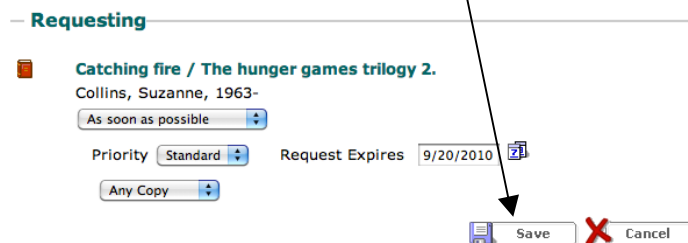
1. Choose the “Holds / ILL” option under the **Circulation** tab.
2. Scan the patron barcode or search for the patron who wants to place a hold on an item.



3. When the patron’s name comes up, click on the **Add Hold** button.
4. Search for the title of the book the patron would like to have held.



5. Make any desired option changes and then click **Save**.

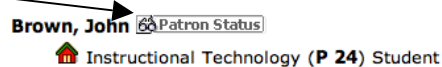


6. When the item is checked in, a notice will appear on screen instructing that the item should be held for the patron and the patron should be notified that it is ready.

Patron Status

To access the Patron Status screen for a specific patron:

1. Go to the **Back Office** tab, choose “Manage Patrons” and scan the patron’s barcode or search for the patron.
2. Click the **Patron Status** button for the correct patron in the search results.



3. The Patron Status screen will appear. From this screen you can view checked out items, renew items, view and manage fines, and view and manage holds.