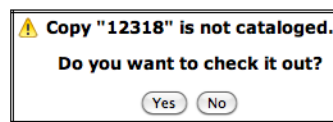


Adding Temporary Titles

You may wish to use temporary titles to check out items to patrons without cataloging the items. For example, you could place an uncataloged magazine in a barcoded envelope and check it out to a student by entering minimal information.

1. Go to **Circulation** tab and choose **Check Out** from the left menu.
2. Scan the patron's barcode or otherwise search for the patron.
3. When you have brought up the patron's record, scan the unused barcode you wish to associate with the temporary title. A message will pop up on screen:



Find

Only my patrons Only search [Due Dates](#)

Whiting, Joshua (Faculty: [JWHITING](#))

Checked Out Library: 21

4. Click **Yes**. An "Add Title" form will open up on screen:

* Barcode Title is deleted when checked in

* Title

Circulation Type

Author

Standard Number

Price

Material Type

5. Enter the **Title** (or a brief description of the item).
6. Choose the desired **Circulation Type**. This will determine the due date of the checked out item.
7. Enter a **Price**. This will determine the fine amount if the item is lost or damaged.
8. Change **Material Type**, if desired.
9. Click **Save**. The item will be checked out to the patron (marked with a red "T") and will be deleted from the catalog automatically upon check in.

Checked Out

Sports Illustrated Kids Aug 2010. **T** (Copy: [T.12318](#))

Due 6/30/2011