Check Out:

[Function Key: (F1)]

From the staff client main screen
1. Click on “Check Out” on the toolbar.

2. Wand the patron’s barcode in the “Barcode” field.

This will bring up the patron’s record in Check Out.

3. Wand the item barcodes in the highlighted field.
4. The item will appear in the checkout screen below.
**Specific Due Date**
You can also check items out with specific due dates, by checking off the Specific Due Date checkbox.

When you check this box, you must then set the date and time the item is due. Anything you check in once that box is checked off will be due by the set date and time you have chosen.

**Checking out items not in the Database**
Occasionally an item will come to the circulation desk that is not in the database. Wanding the item barcode will generate the following message:

“Mis-scan or non-cataloged item. Checkout as a pre-cataloged item?”

You may cancel the process and try again or not allow the circulation of the item.

You should always cancel and try re-scanning the item again before deciding to not allow circulation of the item or circulating it as a pre-cataloged item.

You may allow the item to circulate as a pre-cataloged item.

1. To do this, click on “Pre-cataloged”.
1. The following window will appear in the upper left hand corner of the checkout screen.
2. Fill in the title and the author for the item. The ISBN is not necessary. The circ modifier is optional. If you don’t fill it out, the item will circulate as if it were a 21-day book.
3. Click on “Check Out”.

When the item is returned and checked in, a pop-up window will alert circ staff that the item needs to be cataloged.

The item will appear in the checkout screen.
To edit the due date, see “Renewal and Editing Item Due Dates”.