



# CIRCULATION

## Checking Out Items

### 1. Find the patron

Either scan the patron's card while "Check out" is selected or type in part of the patron's name in the "Check out" box

### 2. Verify it is the correct patron

Check Name

Check Address

Check Phone Number

Check e-mail

### 3. Scan the barcode, make sure it registers

Due date	Title	Item type	Check out c
07/02/2013 23:59	I had brain surgery, what's your excuse? : by Becker, Suzy. 34311000405845	Book 1 Renew 0.20 Fine	06/18/2

### 4. Print slip after all items are scanned

Click "Print" then "Print Slip"

or

Click "Check Out" when the box is empty