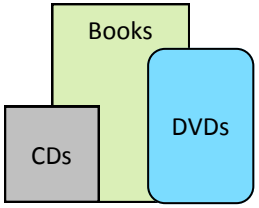
CIRCULATION

Outgoing Workflow

1. Print

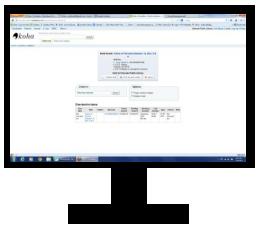
2. Pull & Sort



DVDs

items on hold for your patrons

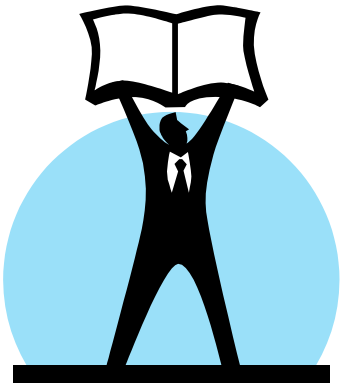
3. Check - In



4. Confirm

5. Contact Patron

6. Check Out to Patron



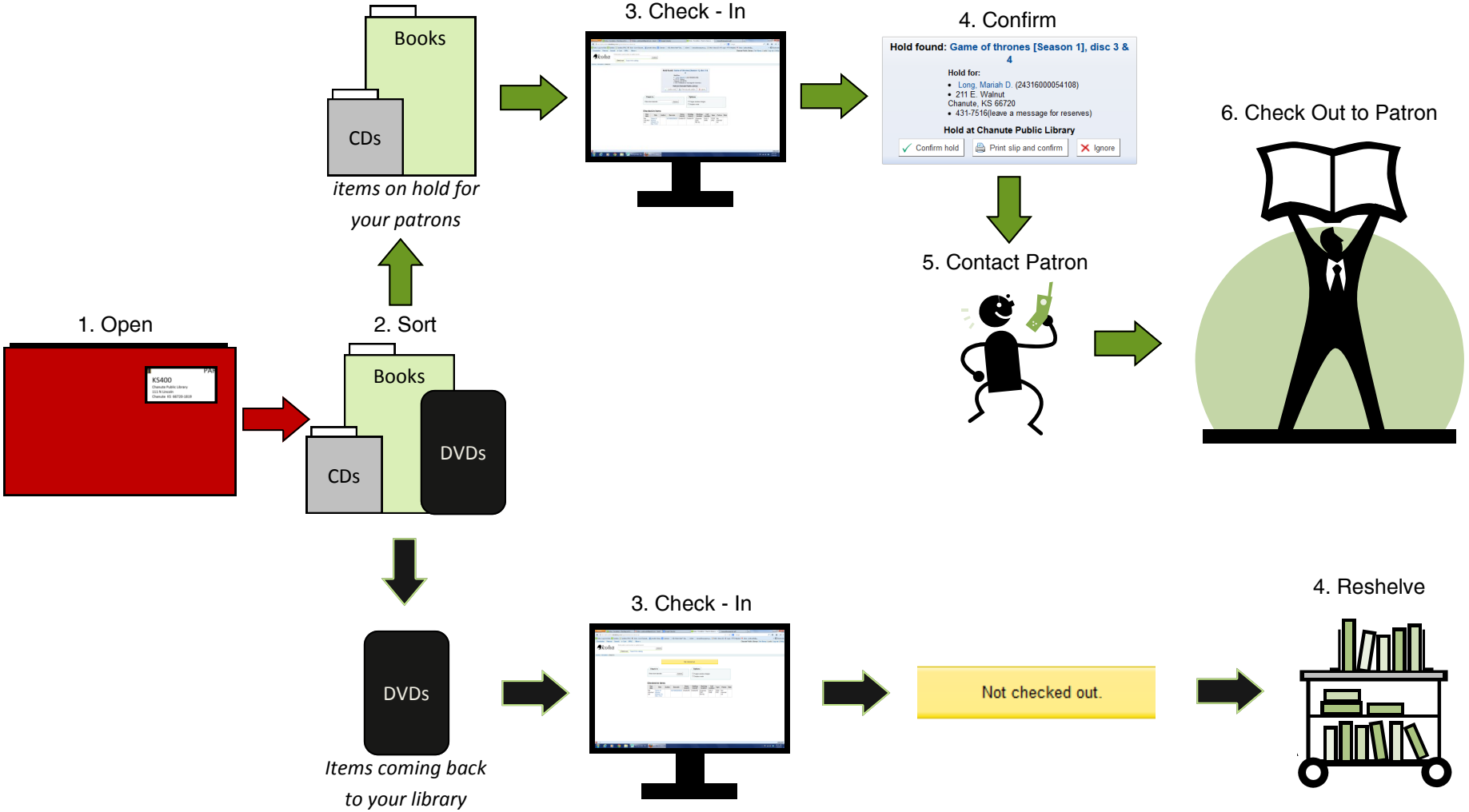
Books
CDs

Items going out to other libraries

3. Check - In

4. Print Slip, Transfer, Confirm

5. Ship

CIRCULATION

Incoming Workflow