AspenCat -- Checking Out Items

1. From the home page, click on Circulation on top menu or the Circulation link, or you can immediately start scanning patron bar code or typing name into check out box.

Circulation Patrons Search Report a Problem	Approved AspenCat GMDs More 🔻
Circulation	Cataloging
Check out to: OK	Add MARC Record
Check in	Batch Edit Items Authorities
Transfers	
Patrons	Reports
Search: OK	Tools
	About Koha
<u>Search</u>	
Search catalog: OK	
Lists	

2. From the main Circulation page,

click on the "Check Out" link in the Circulation menu, or scan the patron barcode OR enter part of the patron name into the search box at the top of the page.



3. If you clicked on the "Check out" link, scan the patron barcode or enter part of the patron name into the search box and press enter or click "Submit." Scanner configuration will determine need to click "Submit." As you start typing, system will give you suggestions, if you see the patron you want, you can select, and system will fill in the rest of the name. You will still need to press enter or submit

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Circulation	Patrons	Search	Report a Problem	Approved AspenCat GMDs	More v
1	7	E	Enter patron card numb	er or partial name:	
$\mathbf{J}k$	on	a .	exampl	Order By: Surname	✓ Submit
•	0.0		Example, Jane (2345	6789012347) 123 Colorado Aven	, Cente
			Example, Polly (1234	15678901234) 123 Colorado Aven	ue, Cer
Home > Circula	ation		Example, Sally (1234	5678901235) 123 Colorado Aven	, Cente

The patron's account will appear. Type or scan item barcodes in the 'Check out' field. If your scanner inputs an enter after scanning it will automatically complete the check out. If it doesn't or if you are typing in the barcode, you will need to press enter or click on the "Check out" button to complete the check out.

S koha	Enter patron card number or partial name: Order By: Surname Subm	it
-	Check Out Check In Search the Catalog	T
Home > Circulation > Checkouts > S	ally Example	
Sally Example (12345678901235)	📑 Edit 💿 Change Password 🖉 Print 🕶 More 🕶	
123 Colorado Aven Centennial , CO 80015 719-777-8787 sallyexample@yahoo.com Category: Adult (ADULT) Home Library: CLiC Library (C000)	Checking out to Sally Example (12345678901235) Enter item barcode: 37777000001805 Check Out Specify Due Date: Remember for Session: Clear	Search To Hold Attention: Messages: Add a new message
Details		

4. Once you have finished checking out items, you can print a receipt by clicking Print \rightarrow Print Slip.

Sally Example (12345678901235)	Edit i is Change Password E Print ▼ More ▼ Print Page	
123 Colorado Aven Centennial, CO 80015 719-777-8787 sallyexample@vahoo.com Category: Adult (ADULT) Home Library: CLiC Library (C000)	Checking out to Sally Example (Check Slip) Enter item barcode: Check Out Specify Due Date:	Search To Hold Attention: Messages: Add a new message
Check Out		
Details	Session checkouts: 1 item • Intellectual freedom manual / (37777000001805), due bac	ck 2014-10-20

NOTES ON CHECK OUT

• Find out more about printing to your receipt printer here:

http://wiki.koha-community.org/wiki/Configure_Automatic_Receipt_Printing

• If the patron has overdue items and/or outstanding fines, a note will appear on the patron record so that you can manage the situation while the patron is present. If you want to see what is overdue, click on the "Details" tab.

Jo Hunter (09999998888835)	👔 Edit 🖗 Change Password 🖉 Print 🔻 More 🔻	
No address stored. No citv stored.		
970 242-3084	Checking out to Jo Hunter (09999998888835)	Search To Hold
Category: Library Staff (LIBSTAFF)	Enter item barcode:	Attention:
Home Library: CLiC Office	Check Out	 Overdues: Patron has ITEMS OVERDUE. Credits: Patron has a credit
(C000)	Specify Due Date:	
Check Out	Remember for Session: Clear	Messages:
		Add a new message
Details		

• If a patron has reached the max fine amount, check out will be disabled.

	Cannot Check Out!
	Overdues: Patron has ITEMS OVERDUE.
	Fines: Patron has <u>Outstanding fines of \$160.90</u> :
1	> Overdue fines: \$160.90
]	Checkouts are blocked because fine balance is over the limit. Make Payment Override

• A warning will appear if trying to check an item out to a patron who has expired.

Checking out to Test (27333000038087)

Search To Hold

Cannot Check Out!

> Expiration: Patron's card has expired. Patron's card expired on 08/03/2012 Renew or Edit Details

• If the barcode you enter is not valid, a message will display saying the barcode was not found. You will be given the option to use Fast Add to create a bib so you can check it out.

👔 Edit 💿 Change Password 🗐 Print 🔻	More
	ode was not found
Checking out to Sally Example (12345668901234) Enter item barcode:	Search To Hold Attention: