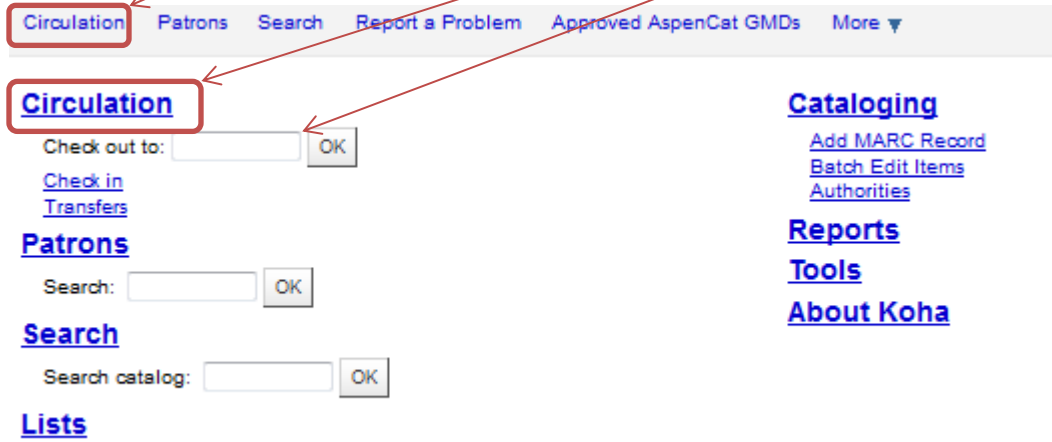
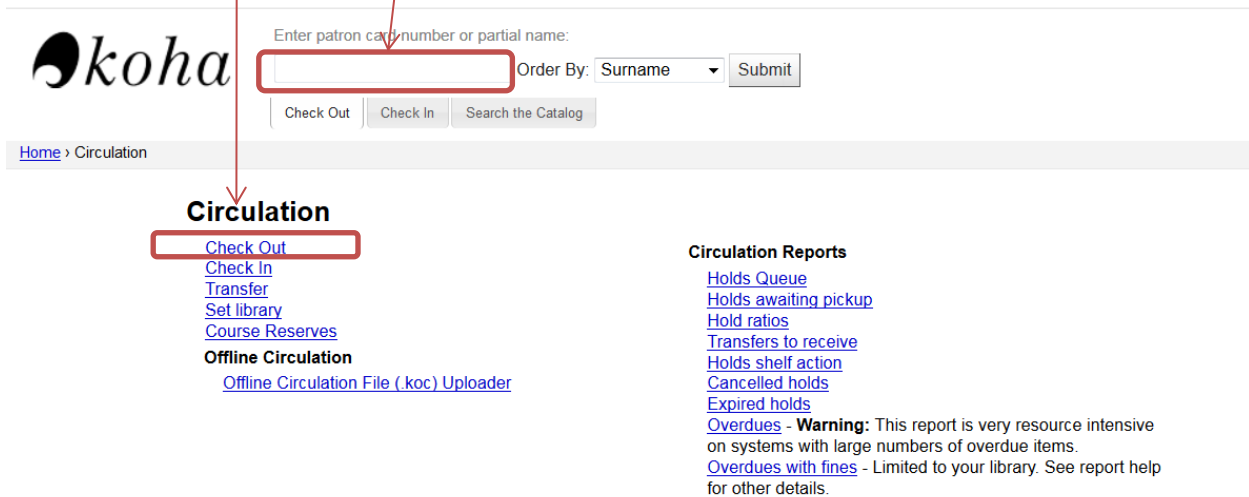


AspenCat -- Checking Out Items

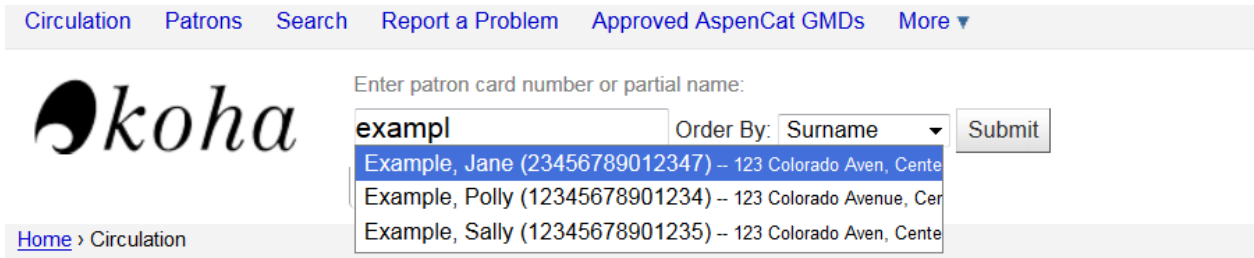
1. From the home page, click on Circulation on top menu or the Circulation link, or you can immediately start scanning patron bar code or typing name into check out box.



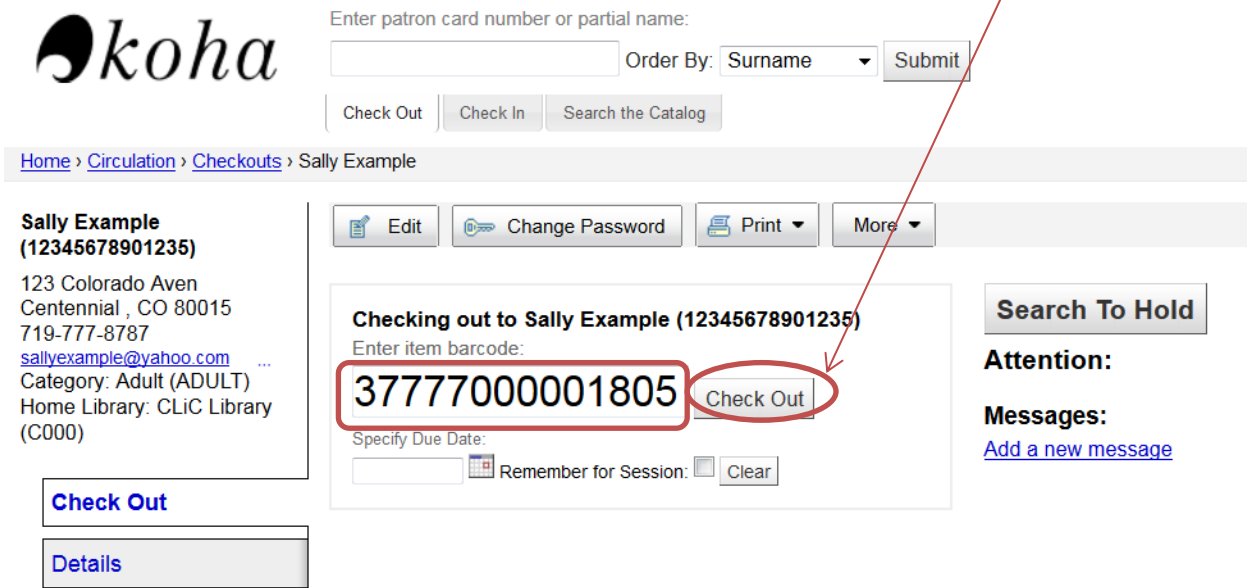
2. From the main Circulation page, click on the "Check Out" link in the Circulation menu, or scan the patron barcode OR enter part of the patron name into the search box at the top of the page.



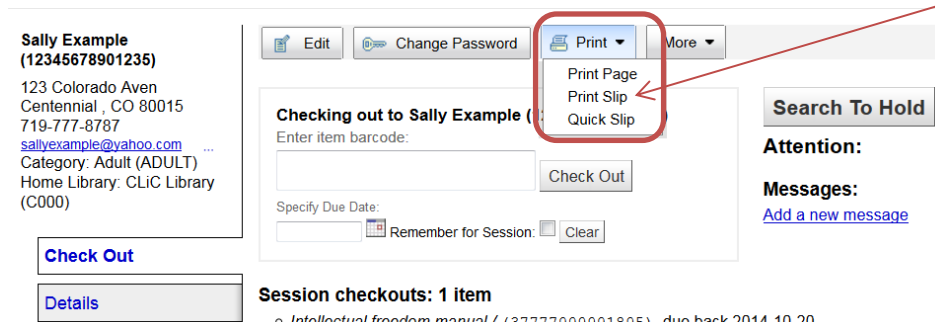
- If you clicked on the "Check out" link, scan the patron barcode or enter part of the patron name into the search box and press enter or click "Submit." Scanner configuration will determine need to click "Submit." As you start typing, system will give you suggestions, if you see the patron you want,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



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.



- Once you have finished checking out items, you can print a receipt by clicking Print → Print Slip.



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)
No address stored.
No city stored.
970 242-3084
jhunter@clicweb.org ...
Category: Library Staff (LIBSTAFF)
Home Library: CLiC Office (C000)

[Edit](#) [Change Password](#) [Print](#) [More](#)

Checking out to Jo Hunter (09999998888835)
Enter item barcode:
 [Check Out](#)
Specify Due Date:
 Remember for Session: [Clear](#)

[Search To Hold](#)

Attention:
> **Overdues:** Patron has **ITEMS OVERDUE**.
> **Credits:** Patron has a credit

Messages:
[Add a new message](#)

[Check Out](#)
[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 [Outstanding fines of \\$160.90](#):

> **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.

