

## Library Resource Management Systems, Inc.

## **Circulation Basics for Checkout**

## **Checkout Steps**

Sal DNS Depress Gradalou(Add 35.16): IDNO (NeerIms) (Server Ion.Ims.locd) - [Crodation]     View Fxit Circulation											
Check Out C	heck In	Renew	Hold	(0 - 0)							
		-			-						
Check Out	Def	eck Out Date: 09	03/2019	Auto Due Date Determination		Include Textbooks / Equipment					
Parent/Teacher: Berryhill, Sh	яту ост			TURN-OFF OverDue Warnings	Suppress Photo ID	Only Textbooks / Equipment					Law and
Borrower ID or Name: 105/77 This Account has been cleared for circulation by user Irms on 04-30-2019 F3Last Name Pertial This Account has been cleared for circulation by user Irms on 10-24-2018 Calendar:											
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Circulation		»	> rage i	< <<				Account	le contra		dearent di
Item Uut Uue Califforinte 216013949 10/24/16 1102/1416 655a CBA/ Healthy skin and coat: (MAIN COLLECTION)								Date Amo 10/24/18	ount Description 8,40 #216013849 Due:5/31/2018 In:10/24/2018	8:54:25 AM	
02439 09:03/19 09/24/19 F PAR / A Catskill Eagle (0AVIS)								Balance	8.40	0.01120 PM	
RED Highlighted Barcode Number indicates a Past Due Item. Green Highlighted Barcode Number indicates the Item is current. Bue Highlighted Barcode Number indicates the Item is an Improper Status Code change       FAR Cassili Tagle DAVIS Paster BV/S Paster											
									ayay2010 10:16 PM		
Start 64	LRMS Exp	oress Circula									

Simple to Use:

- 1. On the Circulation screen, you have four tabs labeled **Checkout, Check-in, Renew and Hold**.
- 2. To open the **Checkout screen** from any of the other circulation Tab displays, single click with the left mouse button on the tab labeled **Checkout** or you can hold down the **Alt key** while striking the letter **O** key.
- 3. Automatically G4 will place the program cursor within the **"Yellow"** Item Barcode field; Scan the bar code of the item to be checked out. Type in or scan the **Borrower ID number** or you can type the last three letters of the Borrowers name and Press the **Function key F3** to retrieve a list of names.
- 4. Repeat step 3 for each item to be checked out, based upon pre-set rules, G4 will stop check out.
- 5. When the Borrower has completed Checkout, use the **CTRL Key** to return the cursor to the **Borrower ID or Name field** for adding the next Borrower "Saves time and is fast".
- 6. To Return to the Checkout screen when that patron has no further business. You can switch to another Tab function or you can hold down the **Alt key** while striking the Underscored letter key. **(O, I, R, H)**



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- 7. Checkout provides a visual checkout of materials showing the Book Cover image (when available) and a register of information which can be e-mailed or printed as a Receipt to the Borrower.
- 8. Use the EXPRESS Check-In button for large quantities of materials to be checked in.