



Library Resource Management Systems, Inc.

Adding Borrowers Quickly thru Circulation

Entry Tips: Using the tab key will move you from field to field in the Edit Borrower screen.

Adding a Borrower step by step:

This can be done from any of the circulation menu screens: Checkout, Check-in, Renew or Hold

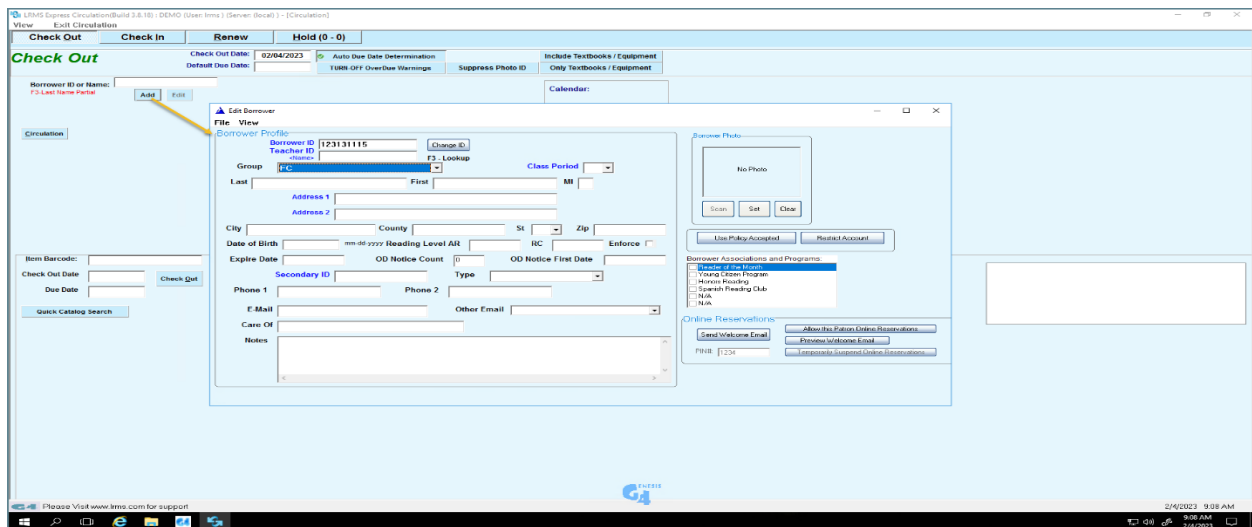
- Place the mouse arrow on the gray button labeled Add which is located at the end of the Borrower ID entry line
- Single click the left mouse button. This brings up another screen called Edit Borrower. The cursor automatically defaults and is blinking in the Borrower ID entry line.

Scan or hand enter the barcode on the back of the new patron ID card if no ID Card you can hand enter their barcode number: (Note: the library program can print ID cards.

Example; Public Library standards - All patron barcode numbers start with the number 2 and are followed by either 4 or 5 zeros then comes the patron card id number (totaling 14 digits) usually a pre-printed card. Schools will normally use the student cafeteria ID number, institutions an ID Badge or similar.

- The barcode number is now in the Borrower ID entry line (if auto numbering is turned on the program will present the next available unused borrower barcode number.
- Press the tab key or *place the mouse cursor in the Last (name) repeat this process to enter the necessary patron information.* Hand type in the patron's last name.
- Next press the tab key once or *place the mouse cursor into the First (name).* Hand type in the patron's first name,
- when finished entering the patron information.
- **To Save** the patron information Hold down the Ctrl key while striking the letter S key or *access the File tab in the top left of the screen; select Save to complete this entry.*
- This will return you to the main circulation screen. (Checkout, Check-in, Renew or Hold)
- Now you can proceed with checking them out by entering the patrons last name or new ID.

Note: add as much information as necessary, if the patron has an email address add this, as the program



can send notices to them.

EDIT a Record:

To make changes choose the “Edit” tab make your adjustments to the profile record and remember to “Save” the changes, not doing so will leave the record unchanged.