# **ALMA QUICK TIPS: WORKING AT THE CIRCULATION DESK**

## **CHECK-OUT**

To check out physical items to a patron

1. Log in to Alma (Username \_\_\_\_\_\_\_) (Password \_\_\_\_\_\_\_\_)
2. Look to the top right on the blue menu bar - verify that your current location is the circulation desk where you want to work.



If not, click the location icon and select the desired location.

1.  In the Fulfillment menu, click **Manage Patron Services**
2. Scan the patron’s library card or enter the patron’s barcode or name; click **Go**

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1. The patron’s record opens to the **Loans** tab.
2. Scan the item barcode or enter the item’s barcode and click **Ok**

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The item is checked out to the patron. That’s the basic check out procedure: swipe the patron’s card, scan the item barcode. Click “Done.”

**CHECK-IN**

Check-in loans of a given patron:

1. Navigate to the **Returns** tab of the patron’s record
2. Scan each item to be checked in, the returned item will show up in a list.



To check-in a stack of books returned by different patrons:

1. Navigate to the **Returns** workbench via **Fulfillment** menu > **Return Items**
2. Scan the items in one at a time.

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