


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.



3. In the Fulfillment menu, click **Manage Patron Services**

4. Scan the patron's library card or enter the patron's barcode or name; click **Go**

Patron Identification

Scan patron's ID or search for patron *

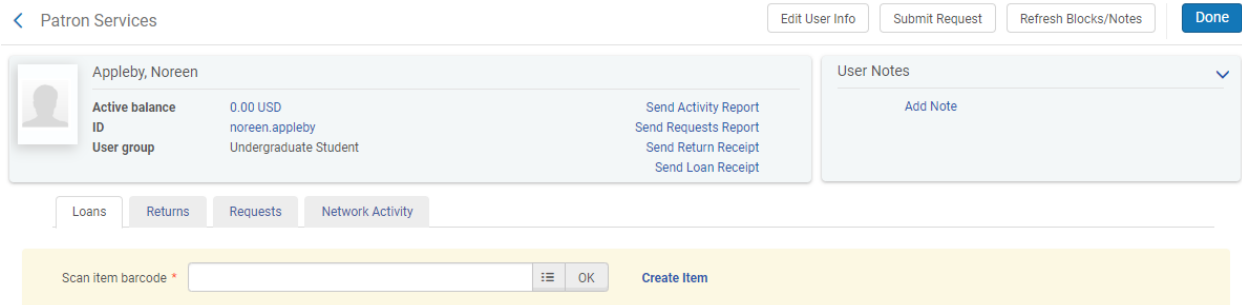


Go

Use proxy

5. The patron's record opens to the **Loans** tab.

6. Scan the item barcode or enter the item's barcode and click **Ok**



Patron Services

Edit User Info Submit Request Refresh Blocks/Notes Done

Appleby, Noreen

Active balance 0.00 USD

ID noreen.appleby

User group Undergraduate Student

Send Activity Report

Send Requests Report

Send Return Receipt

Send Loan Receipt

User Notes

Add Note

Loans Returns Requests Network Activity

Scan item barcode *

OK Create Item

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.

Patron Services

Appleby, Noreen

Active balance: 0.00 USD
ID: noreen.appleby
User group: Undergraduate Student

User Notes: Add Note

Loans Returns Requests Network Activity

Scan item barcode *

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Title	Return Date	Due Date	Barcode	Fine	Loan Date	Next Step	Owned By Library	Loan Notes
Garden spells : the magic of herbs, trees, and flowers / Claire Nahmad ; illustrations by Camilla Charnock.	25/04/2019 10:06:40 PDT	25/06/2019 19:00:00 PDT	2350156133	-	25/04/2019	Reshelve to Collections	Memorial Library	...

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.

Member2 | Alma Sandbox

Electronic collection Keywords Advanced

Manage Item Returns

Go to Patron services Exit

Scan item barcode * Look-up or select

Override return date and time