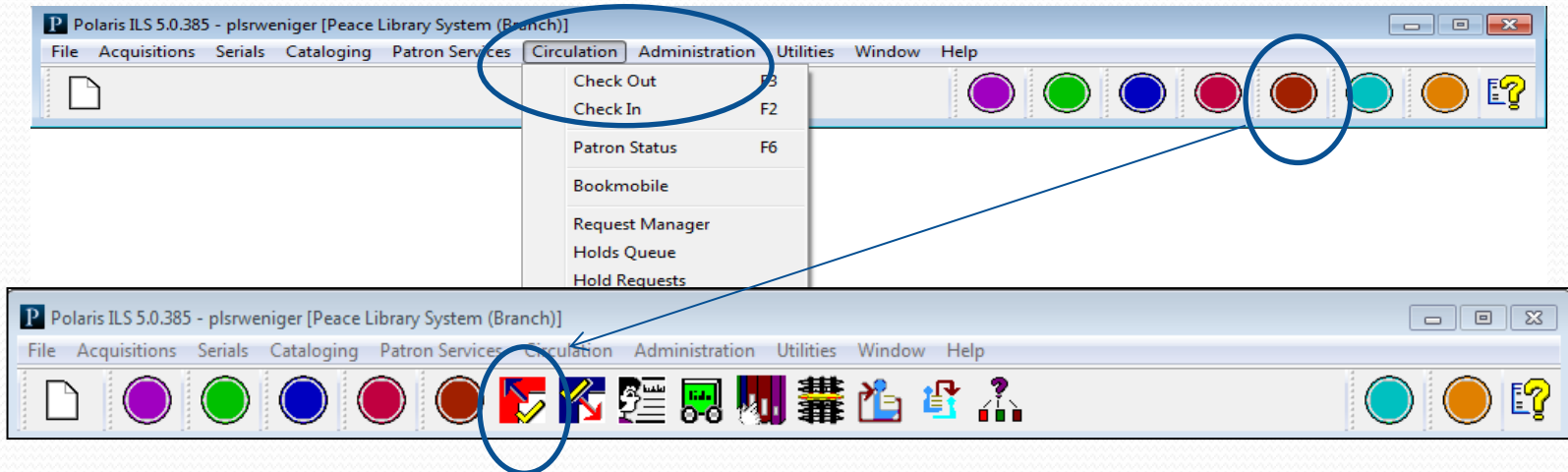


Check Out



Checking Out Items to a Local Patron

- Login to Polaris.
- Click On “Circulation” and then on “Check Out”
- OR, click on the dark red circulation orb and then on the check out icon.



F3 = shortcut

Checking Out Items to a Local Patron

- In the Check Out workform, scan the patron's library card number into the Patron barcode field.
- Scan the item barcodes one at a time into the Item barcode field.
- After all the items are scanned, press enter to print a list of all items and their due dates. This step also clears the workform for the next patron barcode.

Check Out - 0 - Normal - Polaris

File View Links Tools Help

Patron barcode: Name: Find

Acct charges: \$0.00
Acct credit: \$0.00
Items out: 0
Total overdue: 0
Claims/Lost: 0
Items held: 0
Total holds/ILL: 0

Patron code:
Statistical class:
Registered branch:
Phone 1:
Where They Live:
Email address:
Notification option:

Item barcode: Find

Loan Period
Reset Special...

Barcode	Due Date	Action	Assigned Branch
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For Help, press F1

NUM ...

** Best practice ** - always scan barcode numbers for patrons and items to avoid typing errors!

Checking Out Items to a Local Patron

When a Patron barcode is scanned into this workform it is linked to the patron's registration and to the patron's account status. These are accessed under the Links heading or through the icons on the right.

Check Out - 0 - Normal - Polaris

File View Links Tools Help

Patron barcode: [dropdown] Name: [text] Find

Acct charges:	\$0.00	Patron code:	
Acct credit:	\$0.00	Statistical class:	
Items out:	0	Registered branch:	
Total overdue:	0	Phone 1:	
Claims/Lost:	0	Where They Live:	
Items held:	0	Email address:	
Total holds/ILL:	0	Notification option:	

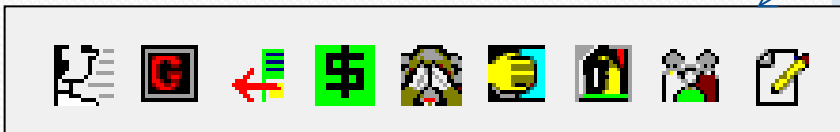
Item barcode: [text] Find

Loan Period [text] Reset Special... [text]

Barcode	Title	Due Date	Action	Assigned Branch
---------	-------	----------	--------	-----------------

For Help, press F1

NUM ...



Check Out Workform

Check Out - 0 - Normal - Polaris

File View Links Tools Help

Patron barcode: Name: Find

Acct charges:	\$0.00	Patron code:
Acct credit:	\$0.00	Statistical class:
Items out:	0	Registered branch:
Total overdue:	0	Phone 1:
Claims/Lost:	0	Where They Live:
Items held:	0	Email address:
Total holds/ILL:	0	Notification option:

Item barcode: Find

Loan Period

Reset Special...

Barcode	Title	Due Date	Action	Assigned Branch
---------	-------	----------	--------	-----------------

For Help, press F1

NUM



The Check In icon allows you to quickly toggle to a Check In screen if your patron is also returning items.

Check Out Workform



The Place Hold icon allows you to quickly place a hold for an item that your patron was not able to find in your collection.

Check Out - 0 - Normal - Polaris

File View Links Tools Help

Patron barcode: Name: Find

Acct charges:	\$0.00	Patron code:	
Acct credit:	\$0.00	Statistical class:	
Items out:	0	Registered branch:	
Total overdue:	0	Phone 1:	
Claims/Lost:	0	Where They Live:	
Items held:	0	Email address:	
Total holds/ILL:	0	Notification option:	

Item barcode: Find

Loan Period: Reset Special...

Barcode	Title	Due Date	Action	Assigned Branch
---------	-------	----------	--------	-----------------

For Help, press F1

NUM

Check Out Workform

Check Out - 0 - Normal - Polaris

File View Links Tools Help

Patron barcode: Name: Find

Acct charges: \$0.00
Acct credit: \$0.00
Items out: 0
Total overdue: 0
Claims/Lost: 0
Items held: 0
Total holds/ILL: 0

Patron code:
Statistical class:
Registered branch:
Phone 1:
Where They Live:
Email address:
Notification option:

Item barcode: Find

Loan Period
Reset Special...

Barcode	Title	Due Date	Action	Assigned Branch
---------	-------	----------	--------	-----------------

For Help, press F1 NUM



The Express Registration icon allows you to quickly create a new Patron record.

Check Out Workform



The Bibliographic Record Find Tool icon allows you to quickly search the collections of all TRAC libraries for your patron.

Check Out - 0 - Normal - Polaris

File View Links Tools Help

Print, Checkmark, Hand, Barcode, Bibliographic Record Find Tool, Question Mark

Patron barcode: Name: Find

Acct charges:	\$0.00	Patron code:	
Acct credit:	\$0.00	Statistical class:	
Items out:	0	Registered branch:	
Total overdue:	0	Phone 1:	
Claims/Lost:	0	Where They Live:	
Items held:	0	Email address:	
Total holds/ILL:	0	Notification option:	

Item barcode: Find

Loan Period: Reset Special...

Barcode	Title	Due Date	Action	Assigned Branch
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For Help, press F1

NUM

Check Out Workform



This “Help” icon will open the Polaris manual directly to the section about this specific workform.

Check Out - 0 - Normal - Polaris

File View Links Tools Help

Print, Checkmark, Hand, Barcode, Item, Document with Question Mark

Patron barcode: Name: Find

Acct charges:	\$0.00	Patron code:	
Acct credit:	\$0.00	Statistical class:	
Items out:	0	Registered branch:	
Total overdue:	0	Phone 1:	
Claims/Lost:	0	Where They Live:	
Items held:	0	Email address:	
Total holds/ILL:	0	Notification option:	

Item barcode: Find

Loan Period: Reset Special...

Barcode	Title	Due Date	Action	Assigned Branch
---------	-------	----------	--------	-----------------

For Help, press F1

NUM

Check Out Workform

If needed, select a special loan period for your patron, or reset a due date here. Adhere to page 6 of the “TRAC Operational Guidelines” regarding due date extensions.

Find the Guidelines on the PLS website:
<http://www.peacelibrarysystem.ab.ca/trac-procedures>

Check Out - 0 - Normal - Polaris

File View Links Tools Help

Patron barcode: [] Name: [] Find

Acct charges:	\$0.00	Patron code:	
Acct credit:	\$0.00	Statistical class:	
Items out:	0	Registered branch:	
Total overdue:	0	Phone 1:	
Claims/Lost:	0	Where They Live:	
Items held:	0	Email address:	
Total holds/ILL:	0	Notification option:	

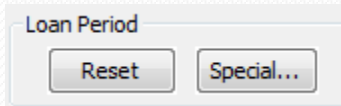
Item barcode: [] Find

Loan Period

Reset Special... []

Barcode	Title	Due Date	Action	Assigned Branch
---------	-------	----------	--------	-----------------

For Help, press F1 NUM



Check Out Workform

Note the distinctive color of the workform side bar to help you remember that you are working on “Check Outs” in this form!

Check Out - 0 - Normal - Polaris

File View Links Tools Help

Patron barcode: Name: Find

Acct charges:	\$0.00	Patron code:	
Acct credit:	\$0.00	Statistical class:	
Items out:	0	Registered branch:	
Total overdue:	0	Phone 1:	
Claims/Lost:	0	Where They Live:	
Items held:	0	Email address:	
Total holds/ILL:	0	Notification option:	

Item barcode: Find

Loan Period

Reset Special...

Barcode	Title	Due Date	Action	Assigned Branch
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For Help, press F1 NUM

Check Out Workform

Questions?

Call PLS and
talk to a
member of the
consulting
team!

780-538-4656
1-800-422-6875

Check Out - 0 - Normal - Polaris

File View Links Tools Help

Patron barcode: Name: Find

Acct charges:	\$0.00	Patron code:	
Acct credit:	\$0.00	Statistical class:	
Items out:	0	Registered branch:	
Total overdue:	0	Phone 1:	
Claims/Lost:	0	Where They Live:	
Items held:	0	Email address:	
Total holds/ILL:	0	Notification option:	

Item barcode: Find

Loan Period

Reset Special...

Barcode	Title	Due Date	Action	Assigned Branch
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For Help, press F1 NUM