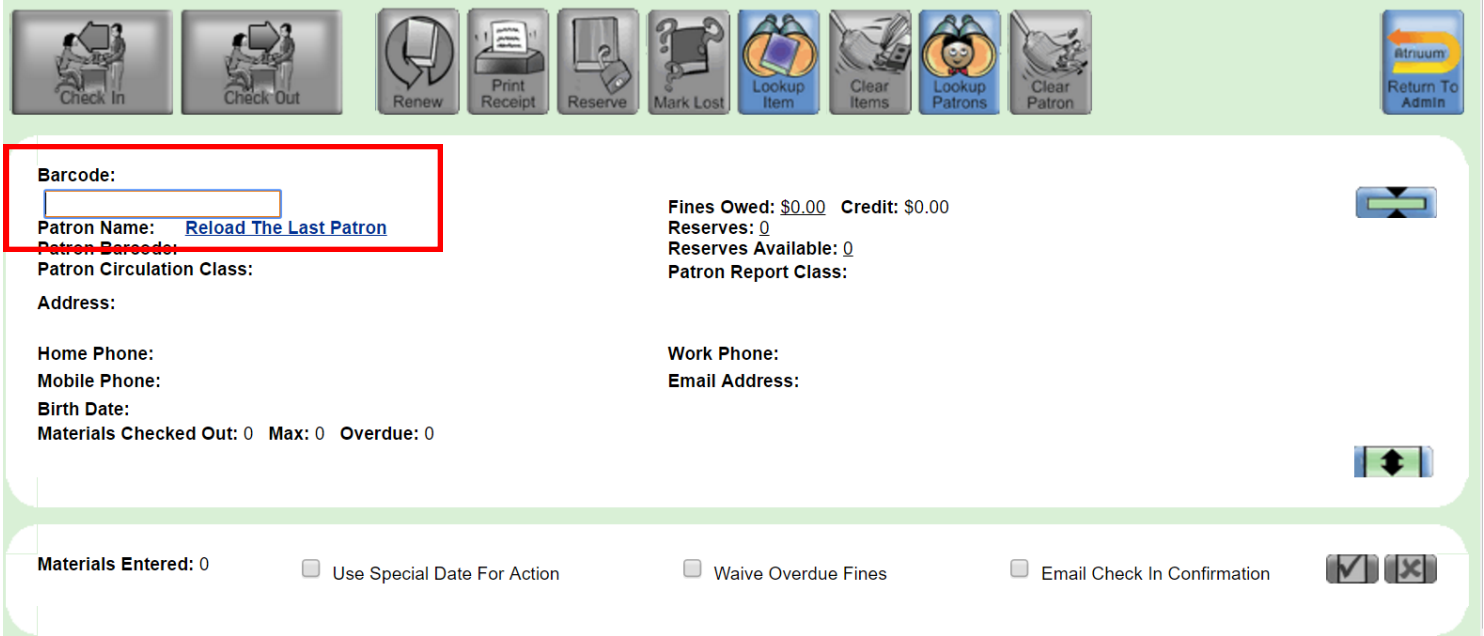


# Reserving a book using the Circulation Desk



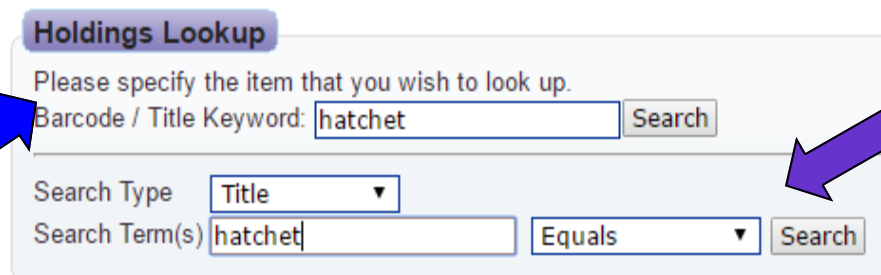
The interface shows a top toolbar with icons for Check In, Check Out, Renew, Print Receipt, Reserve, Mark Lost, Lookup Item, Clear Items, Lookup Patrons, and Clear Patron. A 'Return To Admin' button is in the top right. The main form has a red box around the Barcode field and the Patron Name field with a link 'Reload The Last Patron'. Other fields include Patron Barcode, Patron Circulation Class, Address, Home Phone, Mobile Phone, Birth Date, Materials Checked Out, Max, Overdue, Fines Owed, Credit, Reserves, Reserves Available, and Patron Report Class. At the bottom, there are checkboxes for 'Materials Entered: 0', 'Use Special Date For Action', 'Waive Overdue Fines', and 'Email Check In Confirmation'.

1. Begin by looking up the patron. You can use the Patron Lookup Icon, scan their patron barcode in the barcode box or type their last name and use the pop up report to choose the patron from a list of patrons.



2. Use the Lookup Item Icon to find the item the patron wants to reserve.

Keyword Search will give a list of items related to the keyword



The 'Holdings Lookup' form has a text box for 'Barcode / Title Keyword' with 'hatchet' entered and a 'Search' button. Below it, 'Search Type' is set to 'Title' and 'Search Term(s)' is set to 'hatchet', with an 'Equals' dropdown and another 'Search' button.

Using advance search will help narrow your search

3. A list of items will appear.



The 'Holdings Lookup Results' for a keyword search shows three results for 'Hatchet'. Each result includes the barcode, item circulation class, call number, and status. The first result is 'Brian's winter' with barcode 70014051. The second and third results are 'Hatchet' with barcodes 70012933 and 6321569 respectively.



The 'Holdings Lookup Results' for an advanced search shows two results for 'Hatchet'. Each result includes the barcode, item circulation class, call number, and status. The first result is 'Hatchet' with barcode 70012933. The second result is 'Hatchet' with barcode 6321569.

Click on the title to place item in the queue on the circulation desk screen.

All holdings associated with the bibliographic record will be placed on hold.

You MUST click the Reserve Icon to place the item on reserve.

A pop up will appear showing a successful reserve.

The screenshot shows the 'Holdings Lookup Results' for the book 'Hatchet' by Gary Paulsen. An arrow points to the title 'Hatchet' in the list. Below the list, there is a row of icons for various actions: Check In, Check Out, Renew, Print Receipt, Reserve, Mark Lost, Lockup Item, Clear Items, Lockup Patrons, and Clear Patron. The 'Reserve' icon is highlighted. Below this, a 'Reserve' button with a lock icon is shown. The 'Reserve Results' pop-up is displayed, showing 'Failures: 0' and 'Successes: 1'. A red box highlights the text 'Reservation Successful'.

**Holdings Lookup Results**

Add All Checked Items

1. ☐ Hatchet

Barcode: 70012933 Item Circulation Class: Circulation  
Call Number: Fiction Paulsen

Status: Out (due back on 05/19/2017)

2. ☐ Hatchet

Check In Check Out Renew Print Receipt Reserve Mark Lost Lockup Item Clear Items Lockup Patrons Clear Patron

Barcode:

Patron Name: Bertino, Brenda Patron Barcode: 500 Materials Checked Out: 0 Max: 300 Overdue: 0

Materials Entered: 1 ☐ Use Special Date For Action

6321569 Hatchet Out (due back on 05/19/2017)

**Reserve Results**

Failures: 0 Successes: 1

1. Title: Hatchet **Reservation Successful**

The Reserves: field is populated; for instance, 1 displays in the image below.

Fines Owed: \$0.00 Credit: \$0.00  
Reserves: 1  
Reserves Available: 0

Click the underlined number to open the List Of Reserves form in a new window. If more than one patron has reserved this item, his/her position in the queue is shown.

The screenshot shows the 'List Of Reserves' form for the book 'Hatchet' by Gary Paulsen. The form displays the title, author, date reserved, position in queue, and call number. A red box highlights the 'Position In Queue: 2nd'. There are links to 'Prioritize To Front', 'Reserve Details', and 'Fulfill Reserve With Alternate Item'. A 'Cancel Reserve' button is also present.

**List Of Reserves**

Prioritize To Front

Title: Hatchet  
Author: Paulsen, Gary.  
Date Reserved: 05/12/2017 11:24:49AM  
Position In Queue: 2nd  
Call Number: Fiction Paulsen

Reserve Details  
Fulfill Reserve With Alternate Item

Cancel Reserve

You can prioritize this patron's reserve, satisfy it with a similar item, or view details about it using the available links.

If the patron no longer needs the item, click the Cancel Reserve button to cancel this request.