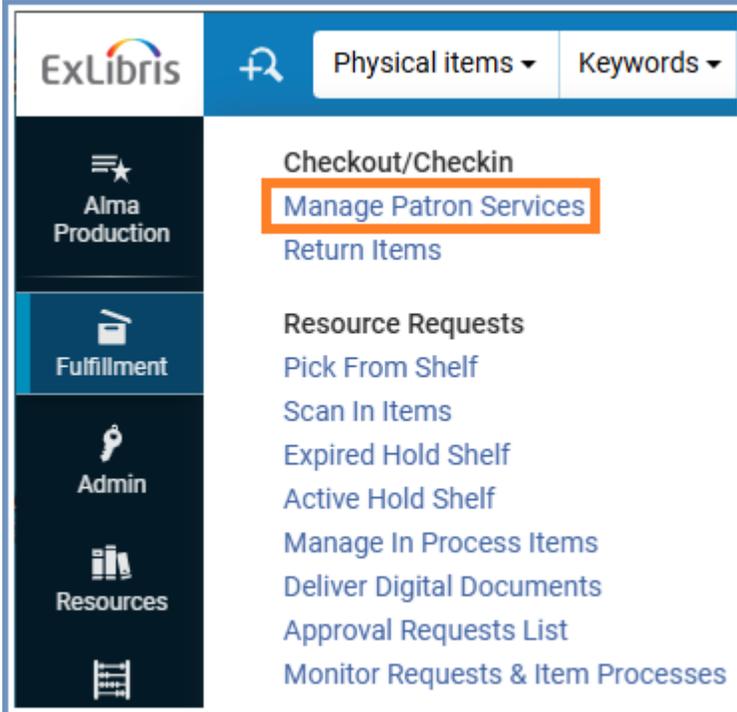# Loan Items to Local Patrons

Table of Contents

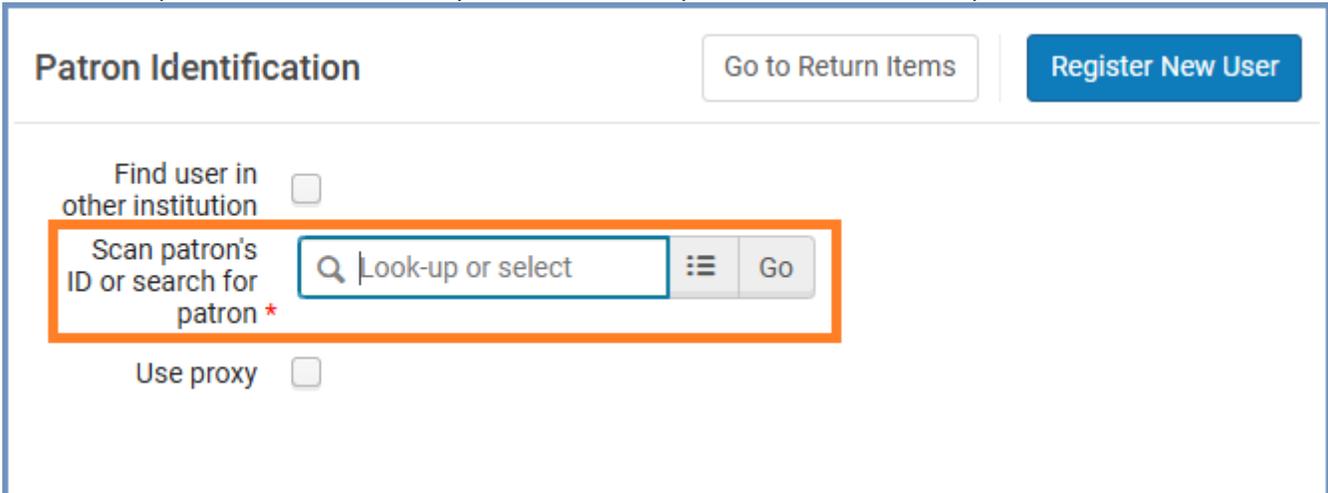# How to Loan Items

Basic Steps:
- Open the "Fulfillment" menu and select "Manage Patron Services".
- Scan in the patron's card.
- Scan in the item barcodes.
- Click the "Done" button.
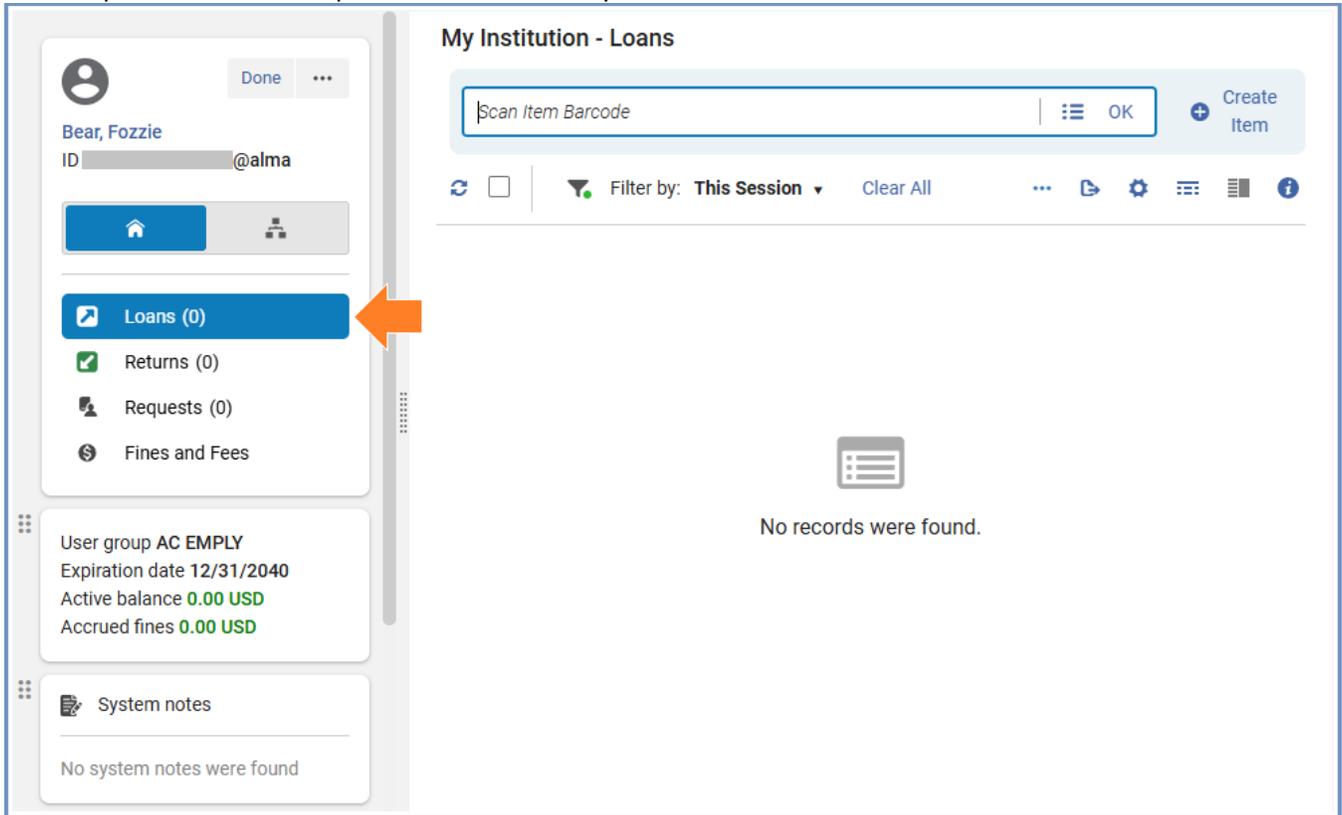
Detailed Workflow:

1. Open the "Fulfillment" menu and select "Manage Patron Services".

2. Scan the patron's i-card or courtesy card in the "Scan patron's ID or search for patron" field.
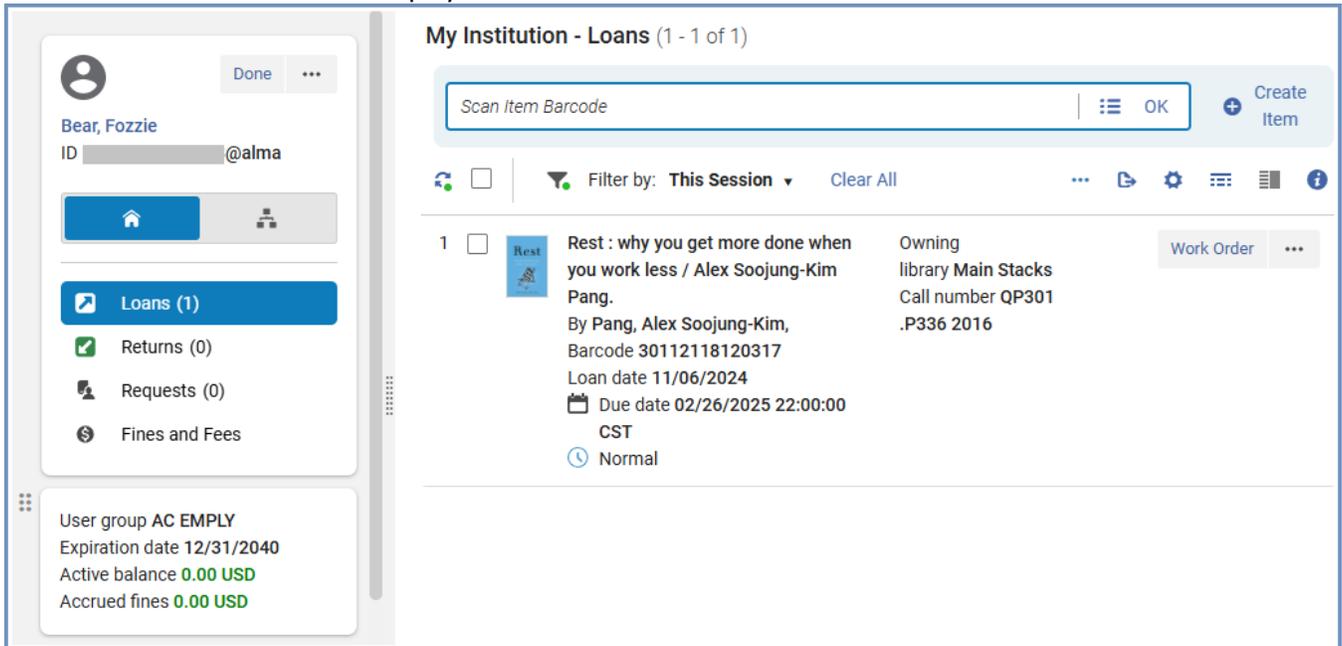
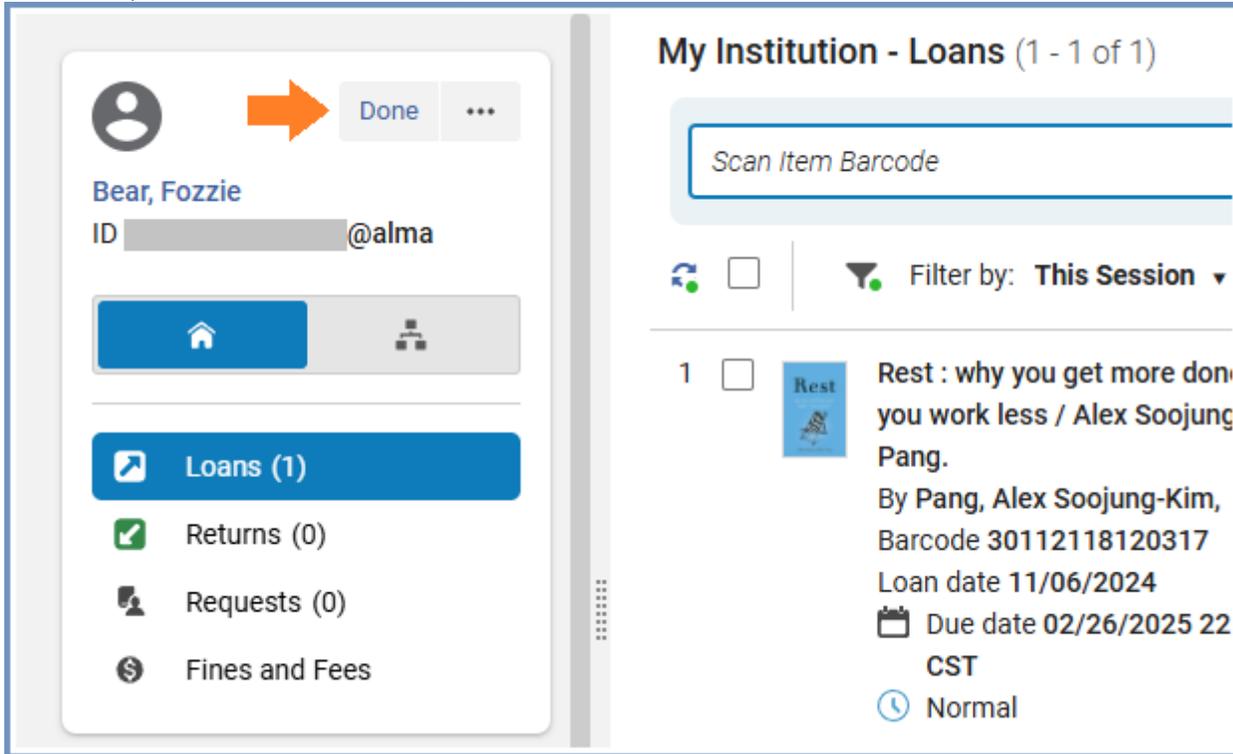3. The patron record will open to the Loans tab by default.

4. Scan the item barcodes into the "Scan item barcode" field.

5. The checked-out items will display in a list below the "Scan item barcode" field.

6. Click the "Done" button when you are finished. (It's above the patron's name, close to the upper right corner of the patron information section.)

7. After you click "Done", the patron will receive a notification email that the items are checked out to them. Alma will show a pop-up notification to confirm that it was sent.
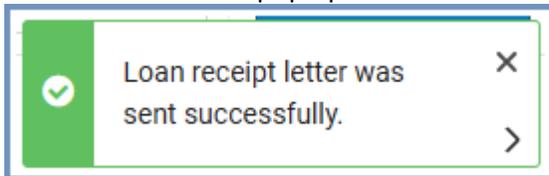
Loan Display Options

Change the List View

- The list of loans can be in either Record View or Table View. To switch, click the "Switch" icon near the top right of the list. If you're currently in Record View, the icon will show a stylized table.

- Table View shows each category of information in the same column for each loan.

- The icon to switch back to Record View is in the same location. It has three horizontal lines of different lengths.
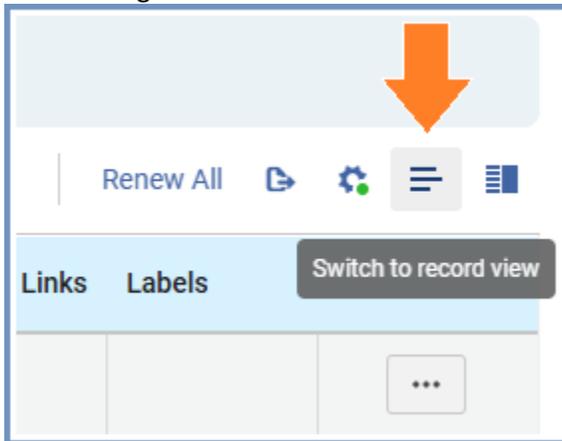
Filter What's Listed

- The Loans tab can show all of a patron's loans (either local loans or I-Share loans), or just the loans of this session (both local and I-Share loans).

- To switch between these options, click on the words to the right of "Filter by:" (either "All" or "This Session") for a drop-down menu, and select the other option from the menu.

- If the browser window is too small to show the words, click on the funnel-shaped icon to make them appear.

- To see all of the patron's I-Share loans (including any that were checked out before this session), use the toggle below the patron's name and ID.

  o The Institution icon, which looks like a house, is for local loans (that is, items from the University of Illinois Urbana-Champaign).

  o The Network icon, which looks like a flowchart, is to show I-Share loans.

Sort the List

- If you have selected "Filter by: All", there will be an option to sort the list of loans. To change what the list is being sorted by, click on the words to the right of "Sort by" to reveal a drop-down menu.
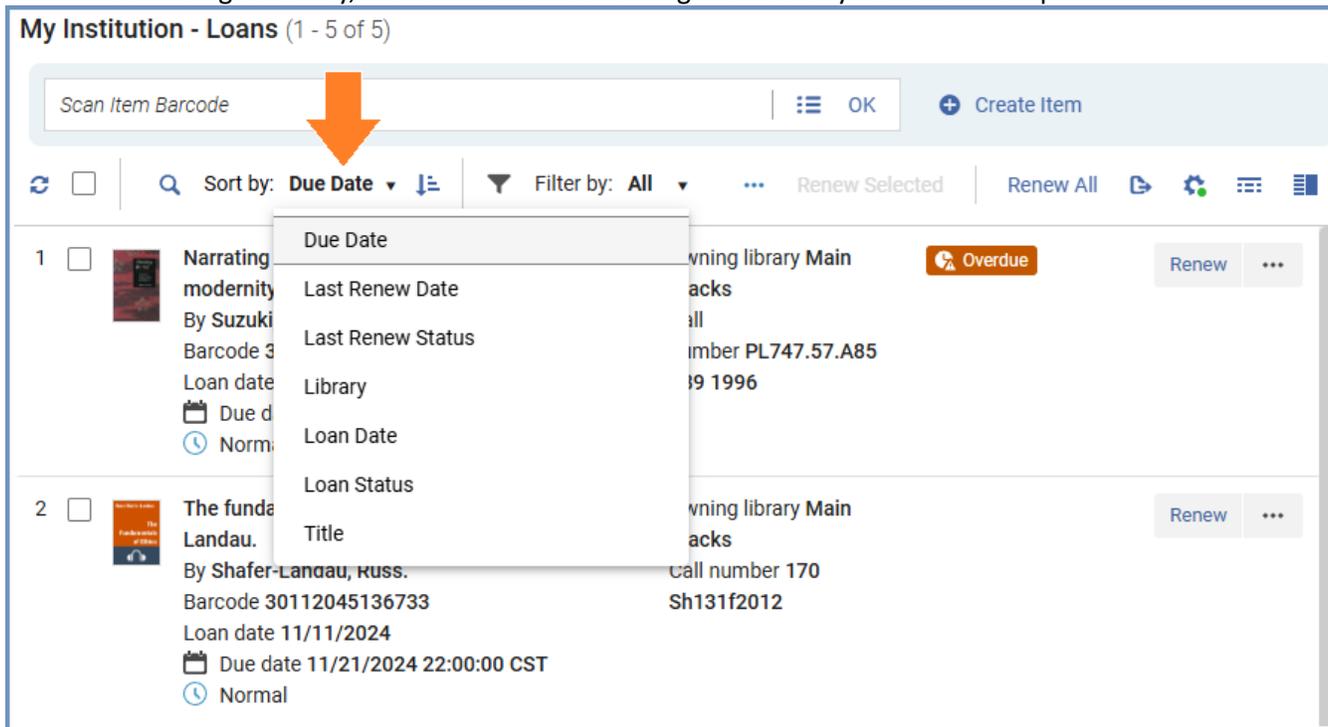
- If the browser window is too small to show the words, click on the icon with three horizontal lines of decreasing length to make them appear.

- To change the order, click the ascending/descending icon.

My Institution - Loans (1 - 5 of 5)

Scan Item Barcode ☰ OK ⊕ Create Item

🔍 Sort by: **Due Date** ▾ ⇅ ▼ Filter by: **All** ▾ ⋯ ⤷ ⟳ ☰ ⬛ ⓘ

1 ☐ Narrating the self : fictions of Japanese modernity / Tomi Suzuki.
By Suzuki, Tomi,
Barcode 30112000157492
Loan date 11/11/2024
📅 Due date 11/11/2024 22:00:00 CST
🕐 Normal

Owning library **Main Stacks**
Call number **PL747.57.A85 S89 1996**
🔶 Overdue

Renew ⋯

2 ☐ The fundamentals of ethics / Russ Shafer-Landau.
By Shafer-Landau, Russ.
Barcode 30112045136733
Loan date 11/11/2024
📅 Due date 11/21/2024 22:00:00 CST
🕐 Normal

Owning library **Main Stacks**
Call number **170 Sh131f2012**

Renew ⋯

- Note that when the items are sorted by title, words like "the" are included in the alphabetization.

My Institution - Loans (1 - 5 of 5)

Scan Item Barcode   ☰ OK   ⊕ Create Item

↻ ☐   Q Sort by: **Title** ▾ ↓≡   ▼ Filter by: **All** ▾   ⋯ Renew Selected   Renew All ⬁ ⚙ ☰ ▤

1	☐	**Narrating the self : fictions of Japanese modernity / Tomi Suzuki.** By **Suzuki, Tomi,** Barcode **30112000157492** Loan date **11/11/2024** 🗓 Due date **11/11/2024 22:00:00 CST** 🕑 Normal	Owning library **Main Stacks** Call number **PL747.57.A85 S89 1996**	⚠ Overdue	Renew ⋯
2	☐	**The fundamentals of ethics / Russ Shafer-Landau.** By **Shafer-Landau, Russ.** Barcode **30112045136733** Loan date **11/11/2024** 🗓 Due date **11/21/2024 22:00:00 CST** 🕑 Normal	Owning library **Main Stacks** Call number **170 Sh131f2012**		Renew ⋯
3	☐	**The Greensboro Public Library : the first 100 years / by Helen Snow.** By **Snow, Helen,** Barcode **30112078512545** Loan date **11/12/2024** 🗓 Due date **12/10/2024 22:00:00 CST** 🕑 Normal	Owning library **Main Stacks** Call number **Q. 027.4756 Sn614g**		Renew ⋯
4	☐	**The Literatures of India : an introduction / Edward C. Dimock, Jr. [and others].** By **Dimock, Edward C.** Barcode **30112037749907** Loan date **11/11/2024** 🗓 Due date **12/10/2024 22:00:00 CST** 🕑 Renewed	Owning library **Main Stacks** Call number **891.109 L7121**		Renew ⋯
5	☐	**The mind and its world / Gregory McCulloch.** By **McCulloch, Gregory** Barcode **30112005023400** Loan date **11/12/2024** 🗓 Due date **12/10/2024 22:00:00 CST** 🕑 Normal	Owning library **Main Stacks** Call number **128.2 M139m**		Renew ⋯