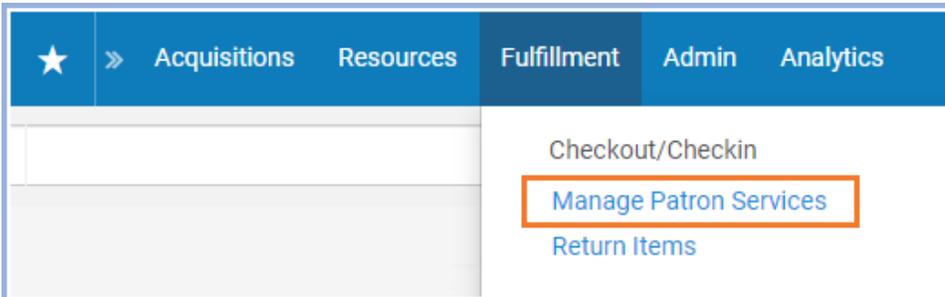


Loan Items to Local Patrons (with Courtesy Cards or UIUC i-cards)

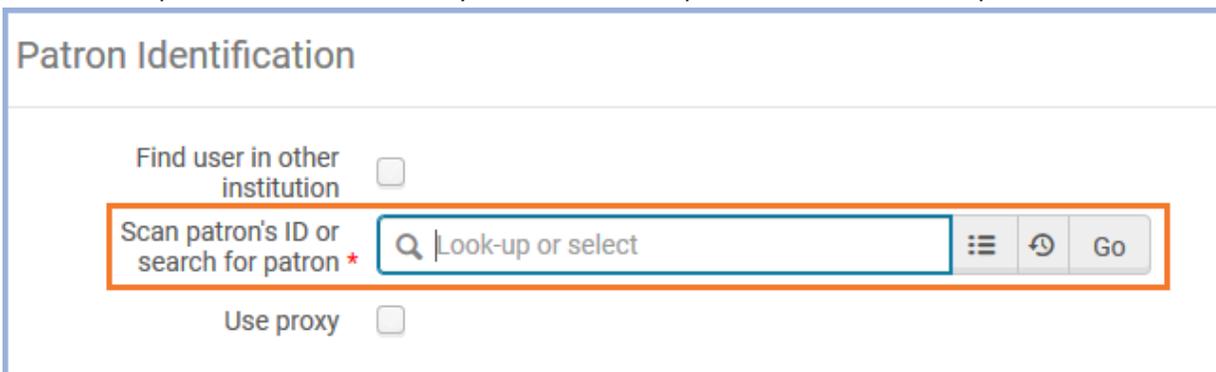
Documentation by Kristen Zidon, University of Illinois – Urbana-Champaign

Alma video: [Working at the Circulation Desk](#)

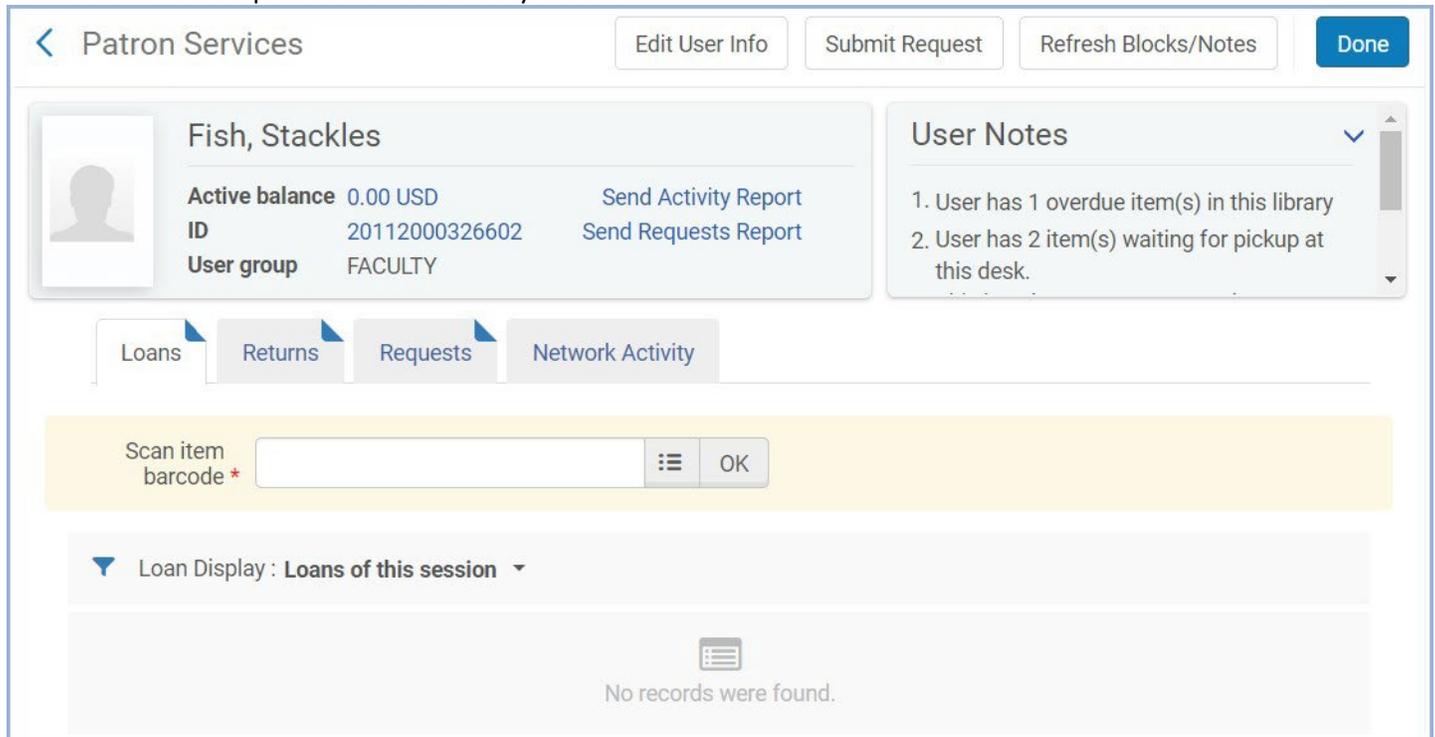
1. Go to “Fulfillment” and select “Manage Patron Services”.



2. Scan the patron’s i-card or courtesy card in the “Scan patron’s ID or search for patron” field.



3. Patron records open to the Loans tab by default.



Patron Services

Edit User Info Submit Request Refresh Blocks/Notes Done

Fish, Stackles

Active balance 0.00 USD Send Activity Report
ID 20112000326602 Send Requests Report
User group FACULTY

User Notes

- 1. User has 1 overdue item(s) in this library
- 2. User has 2 item(s) waiting for pickup at this desk.

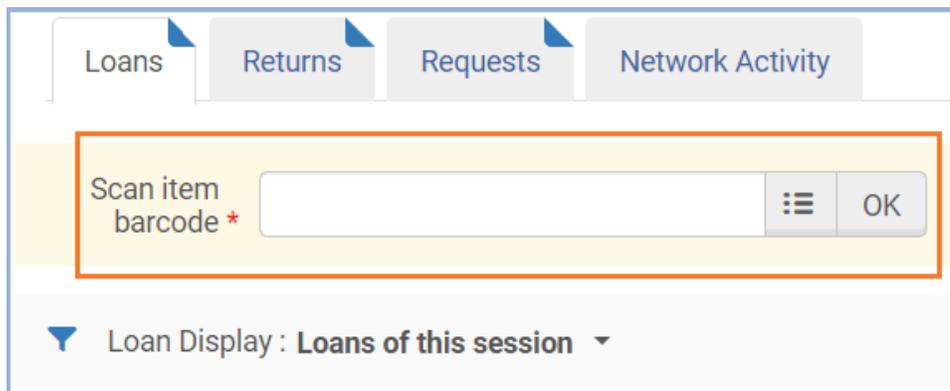
Loans Returns Requests Network Activity

Scan item barcode *

Loan Display : Loans of this session

No records were found.

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



Loans Returns Requests Network Activity

Scan item barcode *

Loan Display : Loans of this session

- The checked-out items will display in a list below the “Scan item barcode” field. The patron will receive a notification email once the items are checked out to them.

Loans Returns Requests Network Activity

Scan item barcode *

1 - 2 of 2 Change Due Date

Loan Display : Loans of this session ▾

	Title	Due Date	Barcode	Fine	Loan Date	Loan Status	Item Policy	Library	Loan Notes
1	<input type="checkbox"/> Books, books, books : a treasury of clip art / Darcie Clark Frohardt.	07/14/2020 22:00:00 CDT	30112018751112	-	03/24/2020	Normal	BOOK 16/4 WKS	Main Stacks	
2	<input type="checkbox"/> 50+ library services : innovation in action / Diantha Dow Schull.	07/14/2020 22:00:00 CDT	30112110638076	-	03/24/2020	Normal	BOOK 16/4 WKS	Main Stacks	

- Click the “Done” button in the upper right corner when you are finished.

User Notes

User has 1 overdue item(s) in this library