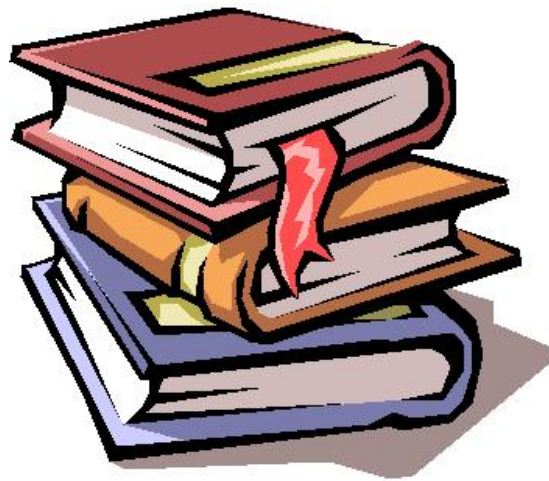
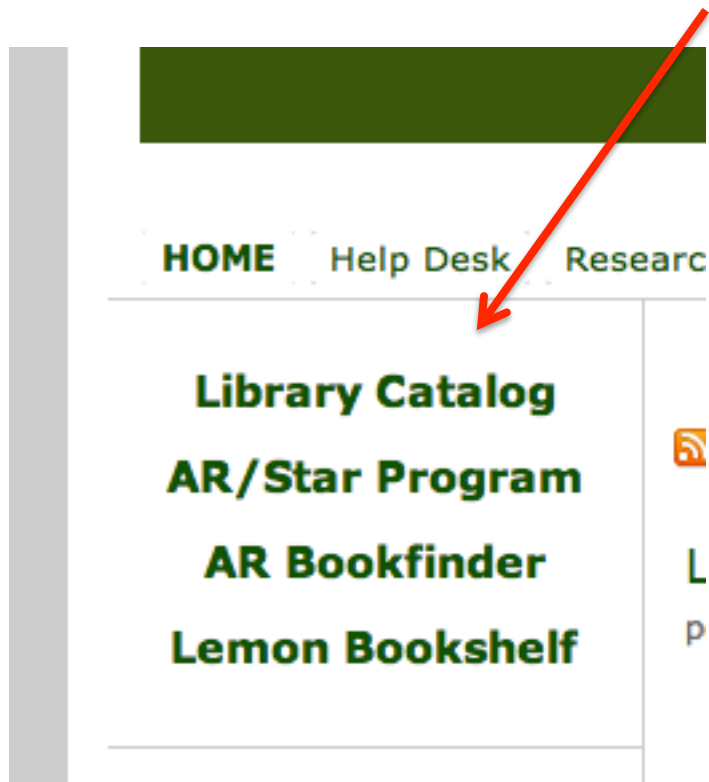


Introducing How to Check Out or Renew Books from the Library Catalog



Click on the link located on the school website that says Chapman Library

- Next, click on the link located on the left-hand side that says Library Catalog



Select the library for your school



List All Members

Welcome to Chapman Unified School District 473

District Users ..

K-8

- [Chapman Elementary/BookMobile Library](#) +📖
- [Chapman Middle School Library](#) +📖

High Schools

- [Chapman High School Library](#) +📖

The next step is to make sure you **Login**. You will not be able to do anything but search unless you login using your school username and password. **Click on the login button** on the top of the screen located on the right-hand side.



Chapman High School Library

[Login](#) [Create Account](#)

Catalog

Library Search

Library Search

[How do I...](#) ?

You should now see a screen like this...

The screenshot displays a library search interface with a green header bar. The header contains navigation tabs: **Catalog** (selected), **Circulation**, **Reports**, **Back Office**, and **My Info**. Below the header is a green bar with the text "Library Search".

On the left side, there is a "Top 10" link. On the right side, there is a "How do I..." link with a question mark icon. Below these are several view options: **Basic** (selected), **Power**, **Visual**, **Copy Categories**, and **Brief Records**.

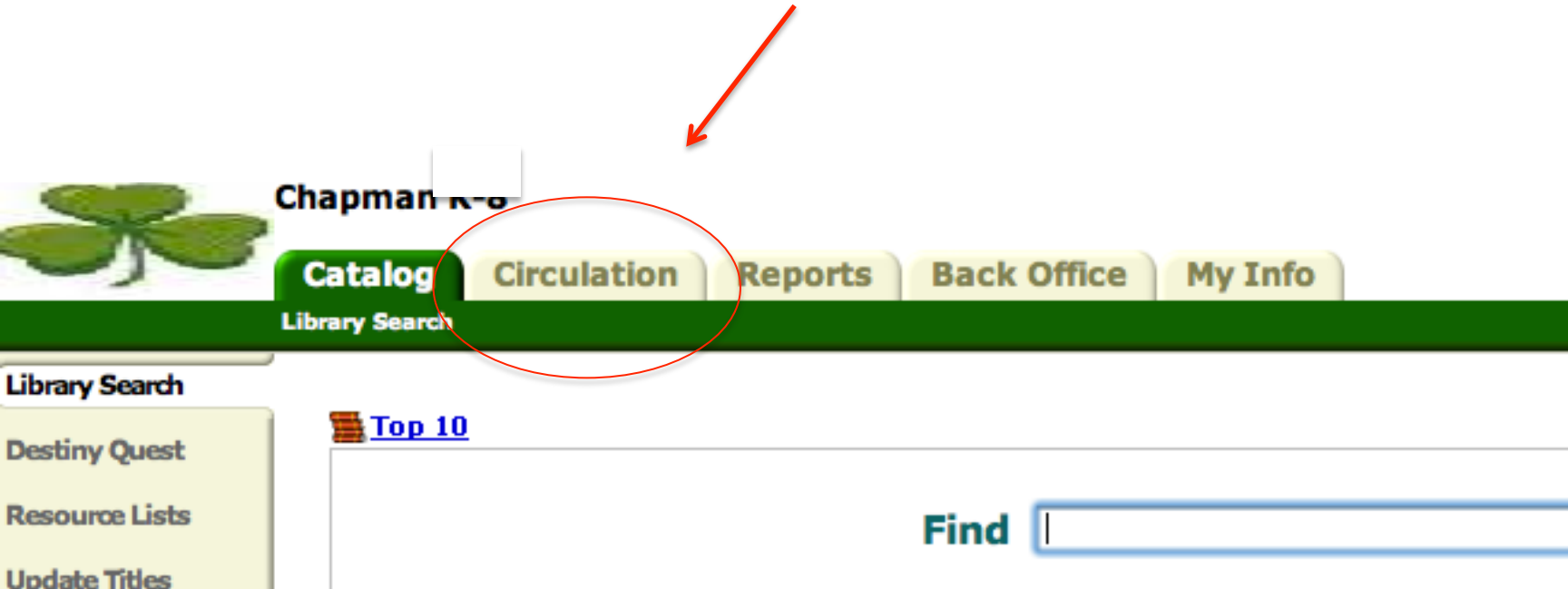
The main search area features a "Find" label followed by a search input field and a "Reset All" button with a circular arrow icon. Below the search field are five search method icons: **Keyword** (magnifying glass), **Title** (book), **Author** (person), **Subject** (S on a globe), and **Series** (123).

Below the search methods is a green bar with the text "Narrow your search to:" and a "Show Less" link with an upward arrow. The filter panel contains the following options:

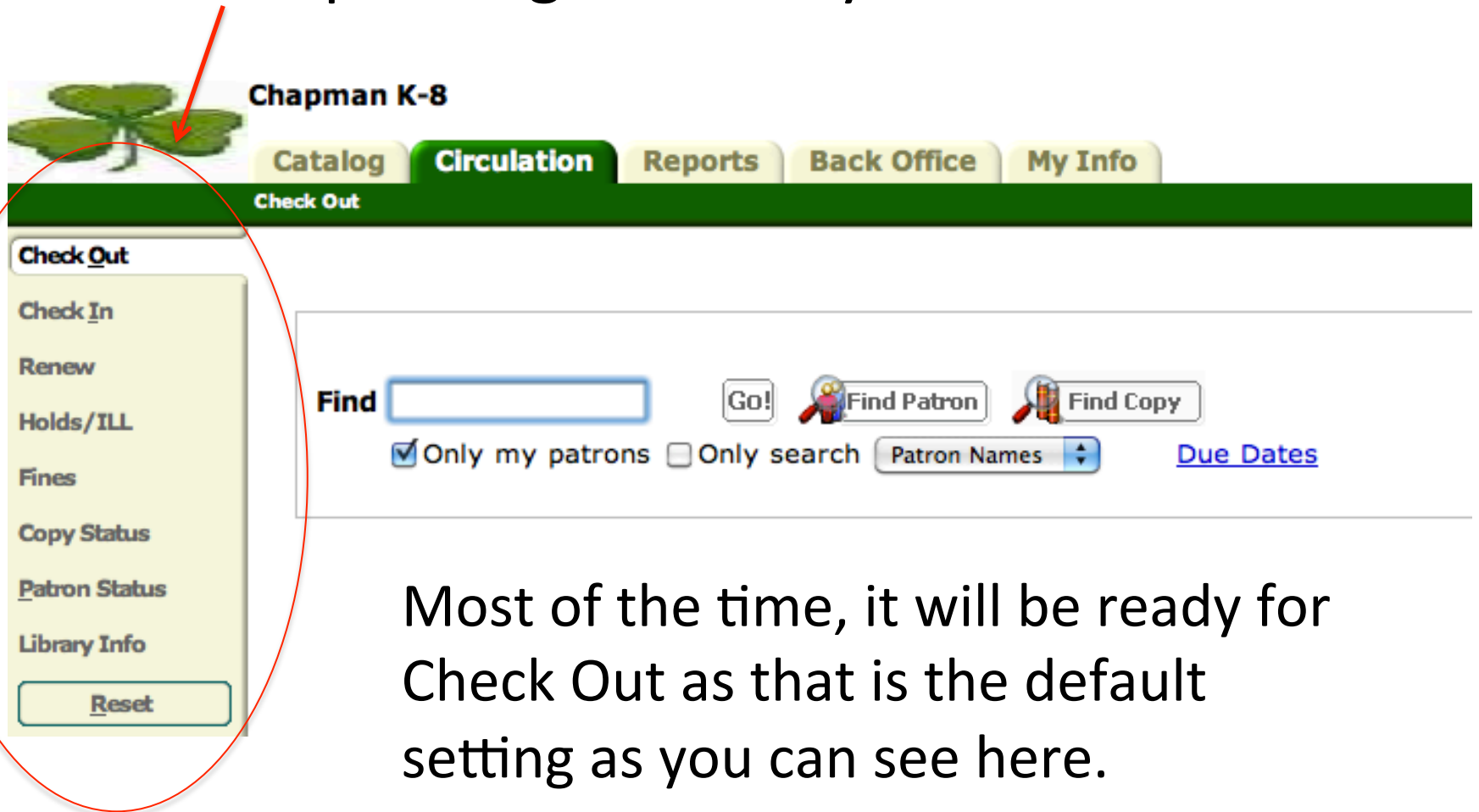
- Location**: Chapman K-8
- Material Type**: Any Type
- Award Winner**: Unlimited
- Reading Level**: From [] to []
- Interest Level**: From Unlimited to Unlimited
- Reading Programs**: Unlimited

Each filter option includes a dropdown menu and a question mark icon for help.

At the top of the page, there are tabs. Select the one that says **Circulation**



On the left-hand side, you will see selections to choose depending on what you want to do.



Chapman K-8

Catalog Circulation Reports Back Office My Info

Check Out

Check Out

Check In

Renew

Holds/ILL

Fines

Copy Status

Patron Status

Library Info

Reset

Find Go! Find Patron Find Copy

Only my patrons Only search Patron Names [Due Dates](#)

Most of the time, it will be ready for Check Out as that is the default setting as you can see here.



Check Out

Check In

Renew

Holds/ILL

Fines

Copy Status

Patron Status

Library Info

Reset

Find

Only my patrons Only search Patron Names [Due Dates](#)



If you want to check out a book to a student, simply scan or type in their barcode number (student ID) in the **Find Box** and hit enter. If you don't have their number, you can type in their last name and select **Find Patron**

If you search by last name, it will bring up a list of all of the students, just click on the right student's name and it will automatically go to that student.

The screenshot shows a library system interface with a navigation bar at the top containing 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. Below the navigation bar is a 'Check Out' section. On the left side, there is a sidebar with various options like 'Check Out', 'Check In', 'New', 'Holds/ILL', 'Reserves', 'Copy Status', 'Patron Status', and 'Library Info', along with a 'Reset' button. The main area features a search bar with the text 'Find' and a 'Go!' button. There are also buttons for 'Find Patron' and 'Find Copy'. Below the search bar, there are checkboxes for 'Only my patrons' (checked) and 'Only search Patron Names', and a 'Due Dates' link. A table of search results is displayed with columns for 'Name', 'Barcode', 'Membership', and 'Grade Level'. The results are:

Name	Barcode	Membership	Grade Level
Lemon, Brenda			K8
Lemon, Brett			8
Lemon, Erik			6

A red arrow points from the text 'For example, if I was looking for Brett Lemon, I would simply select his name.' to the 'Lemon, Brenda' link in the table.

When you bring up a student, you will be able to see their circulation record. That way, you can see what they already have checked out.

The screenshot shows a library system interface with a green header 'Check Out'. On the left is a navigation menu with options like 'Check In', 'Renew', 'Holds/ILL', 'Fines', 'Copy Status', 'Patron Status', and 'Library Info'. The main area has search fields for 'Find' and 'Go!', and buttons for 'Find Patron' and 'Find Copy'. Below these are checkboxes for 'Only my patrons' and 'Only search', and a dropdown for 'Patron Names'. The patron details for 'Lemon, Brett' are shown, including school, grade level, and homeroom. A table titled 'Items Out' lists checked-out books. The first row shows a book due on 9/2/2011. A red box highlights the 'Due Date' column.

Due Date	Title	Call Number	Price	Checked Out
9/2/2011	The strange case of Origami Yoda (Copy: T_4006725)	F Angleberger, Tom	\$14.00	8/19/2011

This tells you when a book is due. If the book is overdue, it will turn red.

This is the title of the book they already have checked out.

This is the day they checked out the book. If they have had the book for more than 2 months, then they probably need to return the book.

Next, all you have to do is scan or type in the book's barcode number from the back of the book into the **Find** box and hit **enter**. If you don't know the barcode number, you can type in the book title as well.

The screenshot shows a library management interface with a green header labeled "Check Out". On the left is a navigation menu with options: Check Out, Check In, Renew, Holds/ILL, Fines, Copy Status, Patron Status, and Library Info, along with a "Reset" button. The main area features a search section with a "Find" input box (circled in red), a "Go!" button, and "Find Patron" and "Find Copy" buttons. Below the search box are checkboxes for "Only my patrons" (checked) and "Only search Patron Names", and a "Due Dates" link. The patron information for "Lemon, Brett" (Chapman Middle School) is displayed, including checked out and overdue counts, holds ready, and fines. To the right, there are fields for "Grade Level 8", "Homeroom Goldsmith", and "User Defined 1" and "2". A "Receipt" button is also visible. At the bottom, an "Items Out" table lists a book: "The strange case of Origami Yoda" (Copy: T_4006725) with a due date of 9/2/2011, call number F Angleberger, Tom, price \$14.00, and checked out date 8/19/2011. A "Renew" button is partially visible next to the item.

Check Out

How do
To Patron By Home

Find Go! Find Patron Find Copy

Only my patrons Only search Patron Names Due Dates

Lemon, Brett (Chapman Middle School) Edit Patron

Checked Out Library: 1 Grade Level 8
Overdue Library: 0 Homeroom Goldsmith
Holds Ready 0 User Defined 1
Library: \$0.00 User Defined 2
Patron: \$0.00

Only today's check outs Receipt

Items Out

Due Date	Title	Call Number	Price	Checked Out
9/2/2011	The strange case of Origami Yoda (Copy: T_4006725)	F Angleberger, Tom	\$14.00	8/19/2011

Renew A

The last step is to **double-check the book title** to make sure it is right. **That's it!** You have now successfully checked out a book to a student.



Only my patrons Only search Patron names Due dates

Lemon, Brett (Chapman Middle School: ?) [Edit Patron](#)

Checked Out Library: 2 Grade Level 8
Overdue Library: 0 Homeroom Goldsmith
Holds Ready 0 User Defined 1
[Fines](#) Library: \$0.00 User Defined 2
Patron: \$0.00

Only today's check outs [Receipt](#)

Items Out

Due Date	Title	Call Number	Price	Checked Out	
9/2/2011	 The strange vase of Origami Yoda (Copy: T 4006725)	F Angleberger, Tom	\$14.00	8/19/2011	Renew Lost
9/6/2011	 The honey makers (Copy: T 4001523)	Juv 599 Bees	\$15.00	8/23/2011	Renew Lost

[Renew All](#)

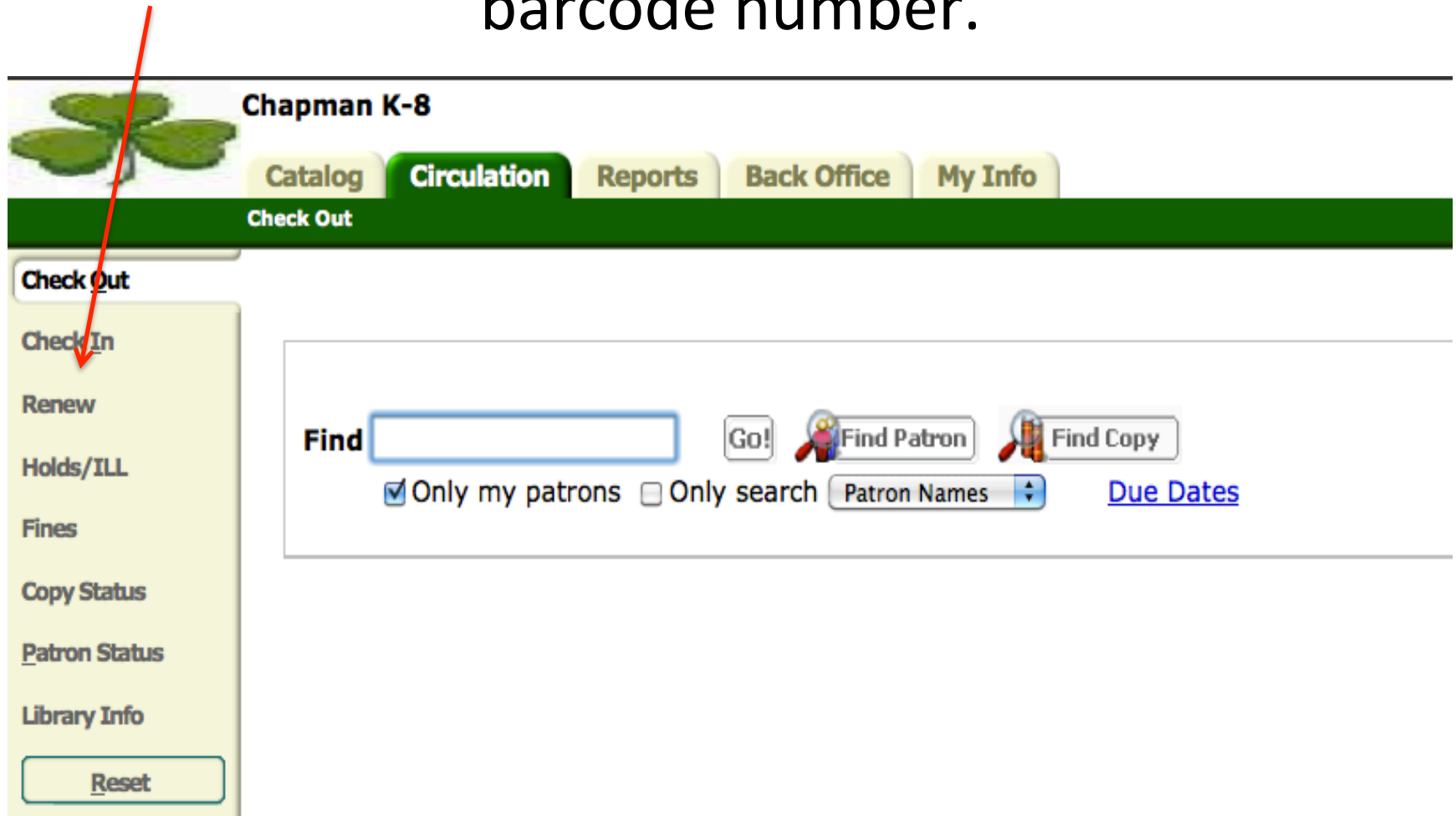
Now, lets renew a book for a student.



You can renew a book for a student simply by re-checking the book out by following the same steps as before.

Or, you can follow the next two slides for an easier way.

Take a look on the left-hand side and click on **Renew**. Then, just scan or type in the book's barcode number.



Chapman K-8

Catalog **Circulation** Reports Back Office My Info

Check Out

Check Out

Check In

Renew

Holds/ILL

Fines

Copy Status

Patron Status

Library Info

Reset

Find

Go! Find Patron Find Copy

Only my patrons Only search Patron Names [Due Dates](#)

Another way to renew is when you have the students record brought up, all you have to do is hit the **Renew Button** on the right-hand side by the book title.

Find

Only my patrons Only search Patron Names [Due Dates](#)

Lemon, Brett (Chapman Middle School)

Checked Out Library: 2
Overdue Library: 0
Holds Ready 0

[Fines](#) Library: \$0.00
Patron: \$0.00

Grade Level 8
Homeroom Goldsmith
User Defined 1
User Defined 2

Only today's check outs

Items Out

Due Date	Title	Call Number	Price	Checked Out	
9/2/2011	The strange case of Origami Yoda (Copy: T 4006725)	F Angleberger, Tom	\$14.00	8/19/2011	<input type="button" value="Renew"/> <input type="button" value="Lost"/>
9/6/2011	The honey makers (Copy: T 4001523)	Juv 599 Bees	\$15.00	8/23/2011	<input type="button" value="Renew"/> <input type="button" value="Lost"/>

That's It!



If you have any questions,
please let one of us know.

Good luck!