

Lending Library

July 8, 2010 created by Kim and Kasidy

Getting into the Lending Library



On the right hand side of the desktop is the "Shortcut to Lending Library" icon. Double click and the main screen will load.

Finding the Patron

The screenshot shows the YETC Multimedia Library interface. At the top, there are links for "View Contact List" and "View Address Labels". Below that, there are tabs for "Assets" and "Patrons", with "Patrons" being the active tab. There are also buttons for "New", "Delete", "Show all", and "Find". The main content area displays the name "Kimberly Purcell" and various fields for personal information, including First Name, Last Name, Student Card #, Student "A" #, Phone #, and Email #. Some fields are redacted with yellow bars. There is a "Notes" section and a "Select" button. Below the main information, there are tabs for "Main Address", "Second Address", "Related Contacts", and "Check Out History". The "Check Out History" tab is active, showing a table of assets with columns for Asset, Check Out Date/Time, Due Date/Time, Days, Hours, Check In Date/Time, Days Late, and Hours Late. The table contains three rows of data, each with a red 'X' in the last column. At the bottom, there is a "Browse" button and a "100" indicator.

YETC Multimedia Library

View Contact List | View Address Labels

Assets **Patrons**

New Delete Show all Find

Kimberly Purcell

First Name*: Kimberly
Last Name*: Purcell
Student Card #: a003
Student "A" #: a00
Phone #:
Email*:
Notes:
Select

Main Address Second Address Related Contacts **Check Out History**

Fines?: NO
Forgive Fines

Asset	Check Out Date/Time	Due Date/Time	Days		Check In Date/Time		Days Late		
			Hours		Hours		Hours		
American	MUL 7/8/2010 10:34:38	7/10/2010	0						X
Casper	MUL 5/28/2010 5:43:03	6/03/2010	5		6/2/2010 8:03:51	0	0		X
Return to	MUL 5/28/2010 5:42:29	6/03/2010	5		6/2/2010 8:03:42	0	0		X

100 Browse

When first opened the assets page will be open. We need to first find the patron. Click on "Patrons" at the top left of the screen. This will show the "Patrons" page as shown. (Some information has been blocked out for privacy reasons)

Patrons Cont.

YETC Multimedia Library

[View Contact List](#) | [View Address Labels](#)

[Assets](#) Patrons

New Delete Show all Find

First Name*:
Last Name*:
Student Card #:
Student "A" #:
Phone #:
Email*:
Notes:

Fines?: Days Hours Days Late Hours Late

Asset	Check Out Date/Time	Due Date/Time	Days	Hours	Check In Date/Time	Days Late	Hours Late	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

100 Find

To clear the patron that is shown (in this case Kimberly Purcell) click on the "find" button.

Patrons Cont.

The screenshot displays the YETC Multimedia Library Patron Management interface. At the top, there is a navigation bar with options like 'Records', 'Show All', 'New Record', 'Delete Record', 'Find', and 'Sort'. Below this, the library name 'YETC Multimedia Library' is prominently displayed, along with links for 'View Contact List' and 'View Address Labels'. The main content area shows the profile for 'Kasidy Stafford'. The profile includes fields for 'First Name*', 'Last Name*', 'Student Card #*', 'Student "A" #', 'Phone #*', and 'Email*', all of which are partially redacted with yellow bars. A 'Notes' field is also present. Below the profile, there are tabs for 'Main Address', 'Second Address', 'Related Contacts', and 'Check Out History'. The 'Check Out History' tab is active, showing a table of checkout records. The table has columns for 'Asset', 'Check Out Date/Time', 'Due Date/Time', 'Days', 'Hours', 'Check In Date/Time', 'Days Late', and 'Hours Late'. Two records are visible, both for 'High Noon' (MUL) with red 'X' marks in the final column. At the bottom, there is a 'Browse' button and a page number '100'.

1 / 367 Found (Unsorted)

Records Show All New Record Delete Record Find Sort

Layout: Form View - Check Out ... View As: Preview Aa Edit Layout

YETC Multimedia Library

View Contact List View Address Labels

Assets Patrons

New Delete Show all Find

Kasidy Stafford

First Name*: Kasidy
Last Name*: Stafford
Student Card #*: A000...
Student "A" #: A00...
Phone #*:
Email*:
Notes:

Select

Main Address Second Address Related Contacts Check Out History

Fines?: NO
Forgive Fines

Asset	Check Out Date/Time	Due Date/Time	Days		Check In Date/Time	Days Late		
			Hours	Hours		Hours	Hours	
High Noon	MUL 6/1/2010 2:25:28	6/8/2010	0					X
High Noon	MUL 5/30/2010 11:08:54	6/1/2010	2	6/1/2010 8:07:51	X	0		X

100 Browse

Once the Patrons page is cleared you can search for an existing patron. To do so

1. fill in any space that the title is red (the student card number space is their 'A' number)
2. Select the "find" button again and if the patron is already in the system they should be found.

If Patron is not found

Records: 2 / 368 Found (Unsorted)

Show All | New Record | Delete Record | Find | Sort

Layout: Form View - Check Out ... | View As: | Preview | Edit Layout

YETC Multimedia Library

[View Contact List](#) | [View Address Labels](#)

Assets | Patrons

New | Delete | Show all | Find

Alberto Sanchez

First Name*: Alberto

Last Name*: Sanchez

Student Card #: A000000000

Student "A" #: A000000000

Phone #: 1234567890

Email*: alberto.sanchez@aggiemail.usu.edu

Notes:

Select

Main Address | Second Address | Related Contacts | **Check Out History**

Fines?:

Asset	Check Out Date/Time	Due Date/Time	Days		Days Late	
			Hours	Check In Date/Time	Hours Late	

100 | Browse

The patron you are looking for may not be in the system. (The system is cleared out about once a year)
If this happens

1. Select the "New" button
2. Insert their information (All red fields must be filled in. And just a reminder the "student card #" and "A number" are both going to be their 'A' number.)

Selecting the Patron

The screenshot shows the YETC Multimedia Library interface. At the top, there is a navigation bar with a "Records" section showing "1" record and "2 / 368 Found (Sorted)". Action buttons include "Show All", "New Record", "Delete Record", "Find", and "Sort". A "Layout" dropdown is set to "Form View - Check Out ...".

The main header displays "YETC Multimedia Library" with links for "View Contact List" and "View Address Labels". Below this, there are tabs for "Assets" and "Patrons". A secondary navigation bar includes "New", "Delete", "Show all", and "Find" buttons, along with view options (list, grid) and a help icon.

The central area shows the profile for "Alberto Sanchez" with the email "alberto.sanchez@aggiemail.usu.edu". Fields include:
First Name*: Alberto
Last Name*: Sanchez
Student Card #: A000000000
Student "A" #: A000000000
Phone #: 1234567890
Email*: alberto.sanchez@aggiemail.usu.edu

A "Notes:" field is present below the contact information. A "Select" button is highlighted with a red circle. Below the profile are tabs for "Main Address", "Second Address", "Related Contacts", and "Check Out History".

The "Fines?" section includes a "Forgive Fines" button and a table with columns for "Asset", "Check Out Date/Time", "Due Date/Time", "Days", "Hours", "Check In Date/Time", "Days Late", and "Hours Late". The table is currently empty.

At the bottom, there is a "Browse" button and a page number "100".

After you have either found or inserted the patron click the "Select" button, and you will be automatically redirected to the "Assets" page.

Clearing the Assets page

1 Total
Find Requests
New Request Delete Request Perform Find
Layout: Form View - History View As: Script paused Continue Cancel

YETC Multimedia Library

View Item Labels | View Items On Loan | View Status Report

Assets Patrons

New Delete Show all Find

Uses: Status: ✓

Item: Type: Subtype: Publisher: Copyright Year: Description: Barcode Serial Number: Checkout Period (Hours): Accessories:

Check Out (Ctrl) Renew Enter Barcode (Ctrl+1) Selected Patron: Alberto Sanchez A000000000 Clear
Check In (Ctrl+3)

History Product Information Vendor Information

Reminder Email Late Notice Email

Name	Check Out Date/Time	Due Date/Time	Reminder Date	Days	Hours	Check In Date/Time	Late?
							X

100 Find

When you are redirected to the "Assets" page it will show the last thing that was checked out. This will need to be cleared just as we cleared the "Patrons" page when we first got there. Click on the "find" button just as you did before and it will be cleared. Please also notice that the patrons name will be in the "Selected Patron" field. If it is not, they were not selected correctly.

Finding an Asset

The screenshot shows the YETC Multimedia Library interface. At the top, there is a navigation bar with buttons for 'Find Requests', 'New Request', 'Delete Request', and 'Perform Find'. Below this is a layout selector set to 'Form View - History' and a 'View As' dropdown. The main header reads 'YETC Multimedia Library' with links for 'View Item Labels', 'View Items On Loan', and 'View Status Report'. The 'Assets' tab is selected, and there are buttons for 'New', 'Delete', 'Show all', and 'Find'. The form contains various input fields for 'Item', 'Type', 'Publisher', 'Description', 'Barcode', 'Serial Number', 'Accessories', 'Uses', 'Status', 'Subtype', 'Copyright Year', 'Checkout Period (Hours)', and 'Selected Patron'. The 'Enter Barcode (Ctrl+1)' button is highlighted with a red circle. Below the form are tabs for 'History', 'Product Information', and 'Vendor Information'. The 'History' tab is active, showing a table with columns for Name, Check Out Date/Time, Due Date/Time, Reminder Date, Days, Hours, Check In Date/Time, and Late?. The first row of the table contains search icons in each column. At the bottom left, there is a status bar showing '100' and a 'Find' button.

If you want you can fill in any of the empty fields and click the "Find" button to find the asset (just like finding a patron), but the easiest way is by the barcode. Just select the "Enter Barcode" button and a small window will pop up.

Entering the Barcode

The image shows a software interface with a modal dialog box titled "Quickfind by barcode". The dialog box has a light beige background and a blue title bar. Inside the dialog, there is a label "Barcode:" followed by a white text input field. At the bottom of the dialog are two buttons: "Cancel" and "OK".

In the background, a table is partially visible with the following text elements:

- Checkout Period
- (Hours):
- 168
- Search
- Late?
- ne

In the new window that popped up there is a space to enter the assets barcode. Scan the barcode on the asset, it will quickly appear, and this window will automatically close. You will then see the information for the asset filled in on the "Assets" Page.

Checking out the Asset

320 Records 1805 Total (Unsorted)

Show All New Record Delete Record Find Sort

Layout: Form View - History View As: Preview Edit Layout

YETC Multimedia Library

[View Item Labels](#) | [View Items On Loan](#) | [View Status Report](#)

Assets [Patrons](#)

New Delete Show all Find

Ghostbusters MUL

Uses: 2 Status: Available Unmarked Catalogued

Item: Ghostbusters
Type: MUL Subtype: DVD Video
Publisher: Columbia Copyright Year: 1984
Description:

Barcode: MUL168 Checkout Period: 2
Serial Number: MUL 000168 (Hours):
Accessories:

Check Out (Ctrl+1) Enter Barcode (Ctrl+1):
Check In (Ctrl+3) Renew Selected Patron: Alberto Sanchez A000000000 Clear

History Product Information Vendor Information

Reminder Email Late Notice Email

Name	Check Out Date/Time	Due Date/Time	Days		Late?
			Reminder Date	Hours	

100 Browse

After the asset information is filled in it now needs to be checked out to the selected patron. To do so click the "Check Out" button and another small window will appear.

Setting the Due Date

Lending Library

YETC Multimedia Library

Cancel

Today's Date: 7/8/2010 Checkout Period (Days): 2 (Hours):

Item: Ghostbusters

Patron: Alberto Sanchez

*Date Due: 7/10/2010

*Time Due:

Reminder Date:

Continue

100 Browse

The window that appears has the date the asset is due back inserted under "Date Due". Most items in this system are due back in 2 days. The date shown may need to be adjusted for weekends or holidays. After the date has been checked click the "Continue" button and the window will close.

All done

After this the "Assets" page will be shown, and you are done. Make sure if it is a DVD you have checked out that you have put the actual DVD from the binders in the case.

Checking in Assets

The screenshot shows the 'Lending Library' software interface. At the top, there's a navigation bar with 'Assets' and 'Patrons' tabs. Below that, there are buttons for 'New', 'Delete', 'Show all', and 'Find'. The main content area displays details for an asset named 'Ghostbusters'. The asset is currently 'Not Available' and has 3 uses. The checkout period is set to 2 hours. The 'Check In (Ctrl+3)' button is highlighted with a red circle. Below the asset details, there's a table showing the checkout history for Alberto Sanchez.

YETC Multimedia Library

View Item Labels | View Items On Loan | View Status Report

Assets Patrons

New Delete Show all Find

Ghostbusters MUL

Uses: 3 Status: Not Available Unmarked Catalogued ✓

Item: Ghostbusters
Type: MUL Subtype: DVD Video
Publisher: Columbia Copyright Year: 1984
Description:

Barcode: MUL168 Checkout Period: 2
Serial Number: MUL 000168 (Hours):
Accessories:

Check Out (Ctrl) Renew Enter Barcode (Ctrl+1) Selected Patron: Alberto Sanchez A000000000 Clear

Check In (Ctrl+3)

History Product Information Vendor Information

Reminder Email Late Notice Email

Name	Check Out Date/Time	Due Date/Time	Reminder Date	Days	Hours	Check In Date/Time	Late?
Alberto Sanchez	7/8/2010 11:31	7/10/201		0			X

100 Browse

To check in assets first make sure you are on the "Assets" page. Then you must find the asset by either clearing the page (clicking the find button at the top), filling in the information, and then clicking the "find" button. Or it is easiest to click the "Enter Barcode" button and fill in the field by scanning the

barcode. (Just as before)

Once the Asset is selected click the "Check in" button.

After this is done just put the actual DVD back in the binders and the case back on the shelves.