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

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

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

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

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

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.
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.
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

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.
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.