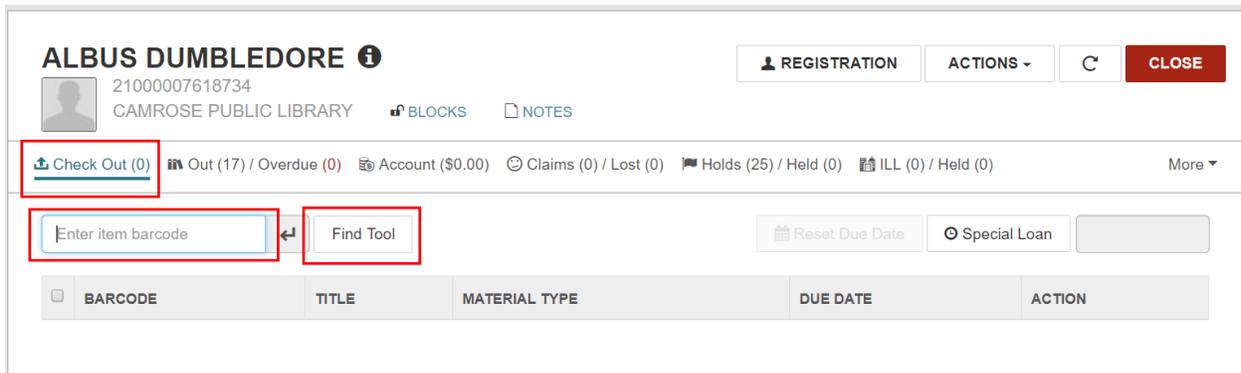


## Check Out & Check In

### Check Out

To perform a check out first locate the patron's record. This can be done by scanning their library card or typing their patron information into the quick search bar.

1. The **CHECKOUT tab** is the default tab in the patron's record. The cursor is automatically placed in the correct field for checkout. You can immediately scan the item and proceed with checkout.



**ALBUS DUMBLEDORE** ⓘ  
21000007618734  
CAMROSE PUBLIC LIBRARY

REGISTRATION ACTIONS ↕ ↻ CLOSE

Check Out (0) Out (17) / Overdue (0) Account (\$0.00) Claims (0) / Lost (0) Holds (25) / Held (0) ILL (0) / Held (0) More ▾

Enter item barcode ← Find Tool

Reset Due Date Special Loan

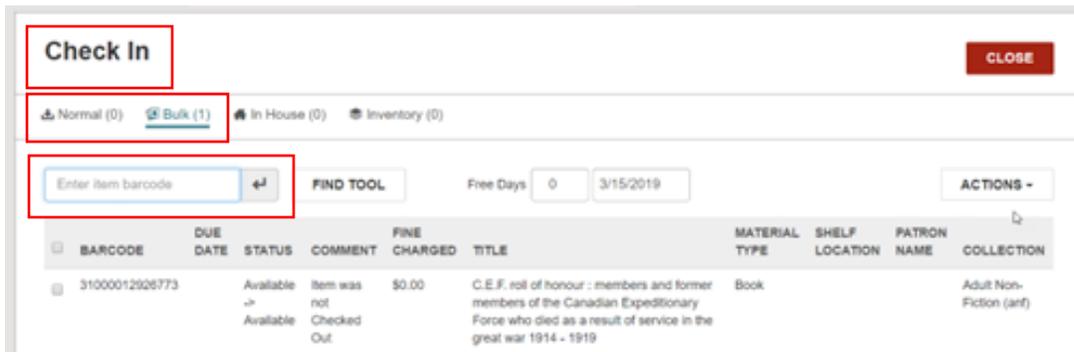
BARCODE	TITLE	MATERIAL TYPE	DUE DATE	ACTION
---------	-------	---------------	----------	--------

2. You can use the **FIND TOOL** to search for an item record if it not physically available at your library.

### Check In

To perform a check in select the **CHECK-IN button** located under the QUICK SEARCH bar.

1. Select the check-in mode you want to use. **NORMAL** mode prompts for hold, in-transit, and fees while **BULK** mode only prompts for holds and in-transits.



**Check In** CLOSE

Normal (0) Bulk (1) In House (0) Inventory (0)

Enter item barcode ← FIND TOOL Free Days 0 3/15/2019 ACTIONS -

BARCODE	DUE DATE	STATUS	COMMENT	FINE CHARGED	TITLE	MATERIAL TYPE	SHELF LOCATION	PATRON NAME	COLLECTION
31000012926773		Available	Item was not	\$0.00	C.E.F. roll of honour : members and former members of the Canadian Expeditionary Force who died as a result of service in the great war 1914 - 1919	Book			Adult Non-Fiction (anf)
		Available	Checked Out						



2. If you do not need to change your check-in mode the cursor is automatically placed in the correct field for check-in. You can immediately scan the item and proceed with check-in. Pop-ups will appear if an action is required.
3. Polaris automatically provides 2 free days after an item's due date (where the patron will not be charged for late fees).