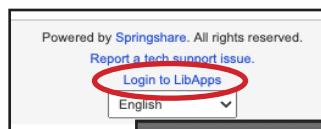


LibCal *and you!*

Checking out Equipment

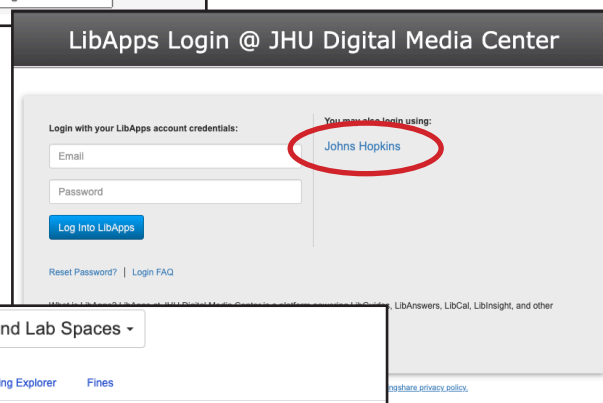
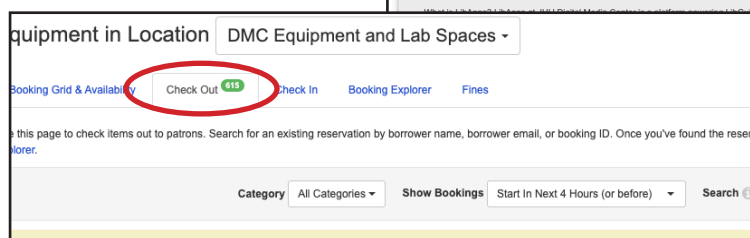
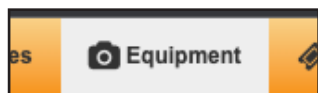
Log into LibCal's staff view in Chrome.

Click "Login to LibApps" at the bottom of the screen, and then click "Johns Hopkins" to sign in via SSO.



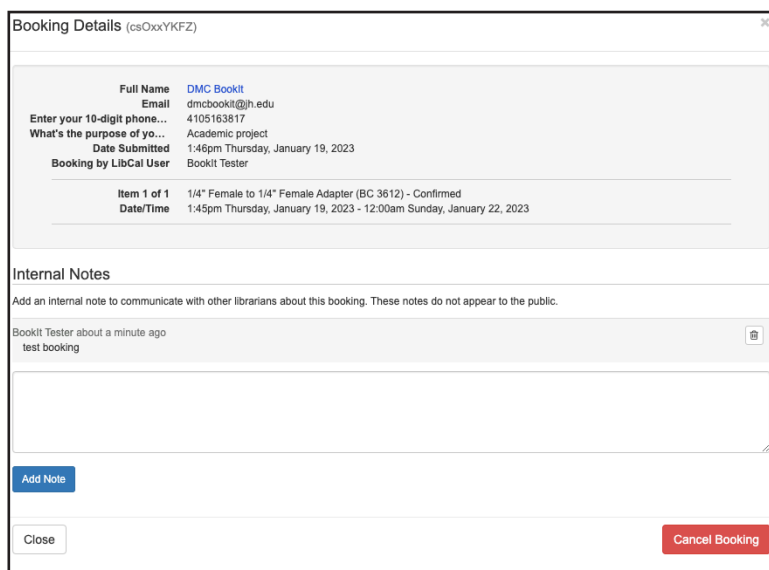
Go to the checkout screen

Click the "Equipment" tab at the top menu bar. Then click "Check Out Equipment." You can search for a booking or see upcoming bookings using the dropdown menu.

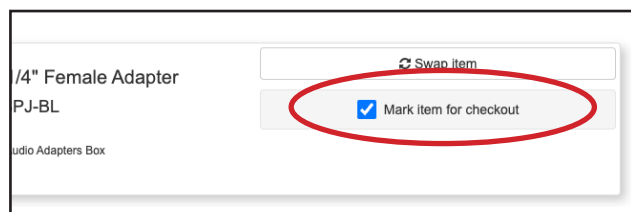


Check out the item in LibCal.

Find the item and click the booking ID to see if a staff member has left any Internal Notes for the checkout. You can also leave notes here if there's something that might be useful for other staff to know about this patron or item.



Click the checkbox labeled "Mark item for checkout" next to the item(s).



Scroll to the bottom of the page and click "Check Out/Pick Up Selected Items."

Check Out / Pick Up Selected Items

The receipt will generate in a new tab. Print this receipt and have the patron proceed with checkout.

Make a ticket in Circulation Tickets in Teams if there are any missing items!

✓ Item Checked Out

this shows next to the item after you click the "check out/pick up selected items button"