

•	Search	Circulation	Cataloging	Administration
		Welcome! Pleas	se Sign In	
		Username		
		Password		
		Workstation	•	
			Sign In	







Search

Circulation

Cataloging

Administration

Circulation and Patrons

Item Search and Cataloging

Administration



Check Out Items



Record Buckets



Evergreen Documentation



Check In Items



Copy Buckets



Workstation Administration



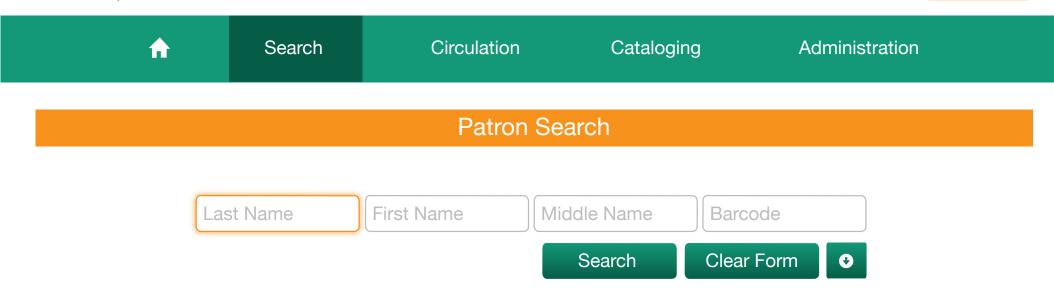
Search for Patron By name





Search	Circulation	Cataloging	Administration
Circulation and Patrons Ite	✓ Capture Holds ■ Pull List for Hold Reque	ng ests	Administration Evergreen Documentation
Check Out Items Check In Items	→ Retrieve Last Patron		Workstation Administration
Search for Patron By name	✓ Verify Credentials ✓ Record In-House Use ■ Holds Shelf		
	Replace Barcode Scan Item as Missing F	Pieces	











Search

Circulation

Cataloging

Administration

Patron Search

CONS	☐ Include Inactive?	Search	Clear Form •		
City	State	Post Code	Profile Group 🔻		
Database ID	Phone	Street 1	Street 2		
Alias	Username	Email	Identification		
Last Name	First Name	Middle Name	Barcode		





Page 1 ▼



Search

Circulation

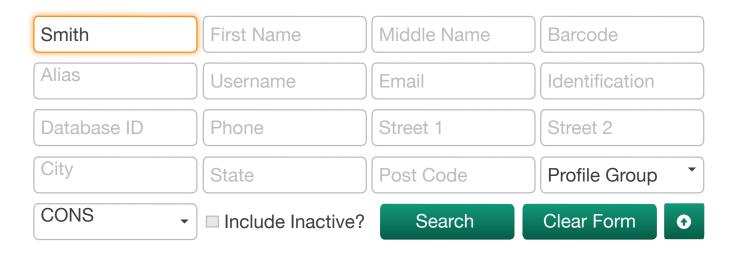
Cataloging

K

Administration

Rows 25 ▼

Patron Search



Patron Search Results

	ID	Card	Last Name	First Name	Middle Name	DoB	Home Library	Created On	Mailing:Street
-	2009	357624	Smith	Roger		3/8/56	CAS-MAIN	10/19/14	2034 Broa
•	2129	235734	Smith	Barbara	Sarah	2/23/66	CAS-MAIN	10/19/14	2034 Broa
-	2506	012345	Smith	Samuel	Robert	7/18/49	APEX	10/19/14	2034 Broa
-	3409	947274	Smith	Laura		10/4/82	CAS-MAIN	10/19/14	2034 Broa
-	3721	972545	Smith	Peter	John	5/7/78	APEX	10/19/14	2034 Broa
•	8827	926477	Smith	Jasmin	Mary	12/11/91	CAS-MAIN	10/19/14	2034 Broa







Search

Fines Owned:

Smith

Items Out:

947274

Circulation

Cataloging

K

Username:

Day Phone:

CAS-MAIN

10/4/82

Administration

Rows 25 ▼

ID1:

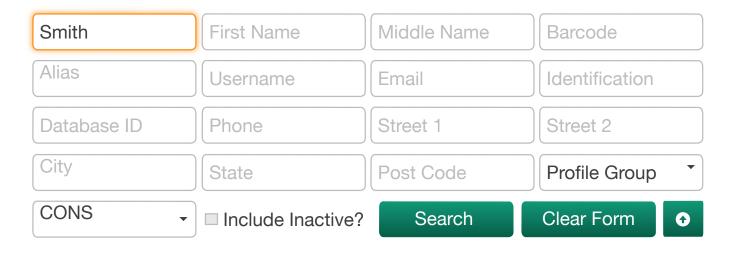
ID2:

10/19/14

Page 1 ▼

2034 Broa...

Patron Search



Patron Search Results

Last Activity:

Last Update:

3409

	ID	Card	Last Name	First Name	Middle Name	DoB	Home Library	Created On	Mailing:Street	
-	2009	357624	Smith	Roger		3/8/56	CAS-MAIN	10/19/14	2034 Broa	
-	2129	235734	Smith	Barbara	Sarah	2/23/66	CAS-MAIN	10/19/14	2034 Broa	
	2506	012345	Smith	Samuel	Robert	7/18/49	APEX	10/19/14	2034 Broa	
	Profile	Check Ou	t Items	Out I	Holds	Bills	Messages	Edit	Other ▼	
Home Library: Net Acces:		Create Date: Expire Date:		_	Overdue: Long Overdue:		Holds: Card:		g Phone: Phone:	

Claimed Returned:

Lost:

Laura