**CIRCULATION**

*Check out Items*: When someone takes an item from the library

*Check in Items*: When someone returns an item for the library

*Renew Item*: About changing the due date and that existing loans can be also extended. Can you explain me with an example please?

*Register Patron*: Register a new Patron

*Pending Patrons*: I can´t get what this is about

*Retrieve last Patron*: Check some information of the last patron you searched

Capture Holds: check it in to tell Evergreen that you have the item for the hold. Then Evergreen will tell you if the item needs to be 1) placed on the holds shelf or 2) put in transit to the other library.

Pull list for Holds Requests: shows the library staff what items need to be fetched from the shelves'holds

Browse Hold Shelf:  to find the 'holds' items in the first place. The library staff have to find these 'holds' items and either 1) place the item on their holds shelf, or 2) send the item to another library based on the holds information. is for items currently waiting for pick-up by patron at the library

Clear Hold Shelf:  is used by libraries to change an item from ' back to normal.

Place Hold: you can place a hold, or a reservation, on an item through the OPAC.

*Item status*: If the Item is in transit, in the shelf or if someone has it?

*Retrieve Patron by Barcode*: Search a patron by its barcode.

*Verify Credentials*: Prove that the credential is authentic

*Replace Barcode*: Change barcode of an Itme. In which case you have to do this?

*Record In-House Use*: When someone uses an item in the library?

*Scann Items As Missing Piece*: A part of an Item is missing, for example a cover book?

*Re-print Last*: Print again what you printed last

*Enter Offline Interface*: In which case can I use the offline interface?