

# KOHA

## Circulation

**Presented by: CSIR-KNOWGATE**


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# KOHA: Circulation

- ▶ Check Out (Issuing)
  - ▶ Check In (Returning)
  - ▶ Circular Messages
  - ▶ Holds
  - ▶ Transfers
  - ▶ Set Library
- 

# KOHA: Circulation

- ▶ The circulation module handles the tasks of keeping track of which borrower has which materials, when the materials are due back, what late fees might be due, and so forth
  - ▶ This is the mostly used part
  - ▶ Circulation page which is linked from the top left of every page or from the center of the main page
- 

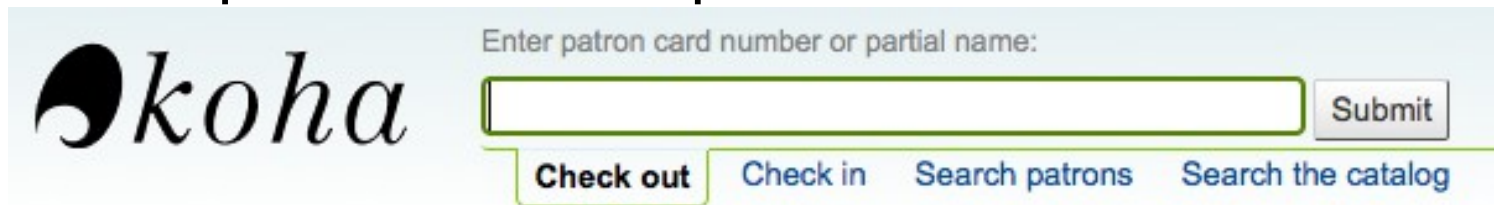
# KOHA: Circulation

## ▶ **Check Out (Issuing)**

- ▶ Check In (Returning)
- ▶ Holds
- ▶ Circulation Messages
- ▶ Transfers
- ▶ Set Library

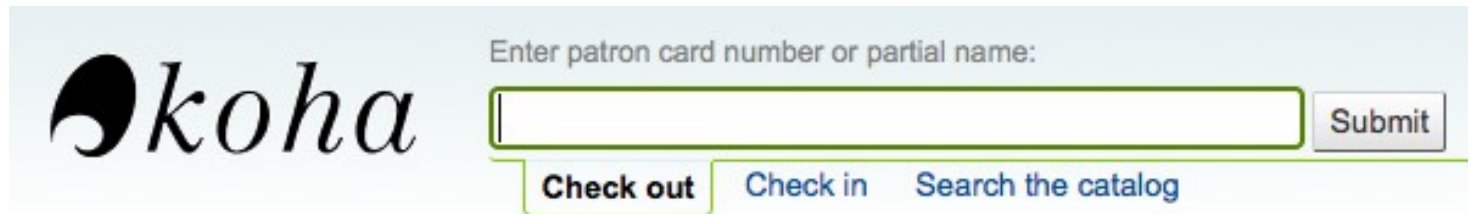
# KOHA: Circulation

- ▶ To begin the checkout process you must enter the patron barcode or part of their name. The checkout option appears in three main places:
  - Check out option on the top of the main staff client



The screenshot shows the KOHA logo on the left. To the right, there is a search bar with the placeholder text "Enter patron card number or partial name:". Below the search bar is a "Submit" button. Underneath the search bar, there are four navigation links: "Check out", "Check in", "Search patrons", and "Search the catalog". The "Check out" link is highlighted with a green border.

- Check out option on the quick search bar on the circulation page



The screenshot shows the KOHA logo on the left. To the right, there is a search bar with the placeholder text "Enter patron card number or partial name:". Below the search bar is a "Submit" button. Underneath the search bar, there are three navigation links: "Check out", "Check in", and "Search the catalog". The "Check out" link is highlighted with a green border.

# KOHA: Circulation

- Check out option on the patron record

**Nicole Engard**  
**(23529001223637)**

123 main

Philadelphia, PA 19001

555-222-4444

[nengard@gmail.com](mailto:nengard@gmail.com)

Category: Staff (S)

Home Library: Fairview

[Check Out](#)

# KOHA: Circulation

- Checkouts menu
  - ▢ Check out
  - ▢ Details
  - ▢ Fines
  - ▢ Routing lists (A list of all of the serial routing lists the patron belongs to)
  - ▢ Circulation history
  - ▢ Modification log
  - ▢ Statistics (StatisticsFields system preference for statistics for patron's circulation actions)
  - ▢ Duplicate

# KOHA: Circulation

## Checking Items Out- Printing Receipts

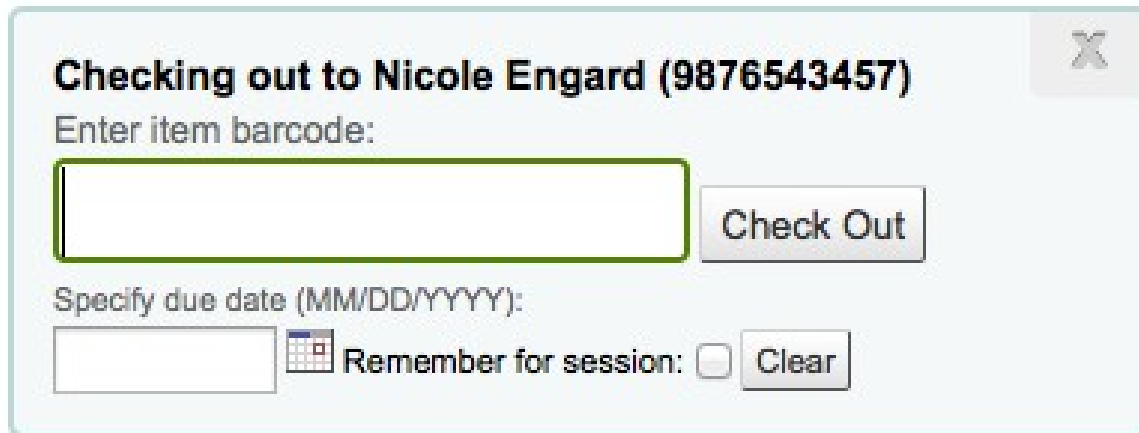
- ▶ Once you have checked out all of the items for the patron you can print them a receipt by choosing one of **two** methods
  - **Print slip:** It will print all of the items the patron has checked out, including those they checked out at an earlier date
  - **Print quick slip:** It will print only the items that were checked out today



# KOHA: Circulation

## Checking Items Out- Clear Patron Information

- ▶ When you're done checking an item out if you have the ***DisplayClearScreenButton*** preference set to **'Show'** you can clear the current patron by clicking the X in the top right of the patron's info to remove the current patron from the screen and start over



Checking out to Nicole Engard (9876543457) X

Enter item barcode:

Specify due date (MM/DD/YYYY):

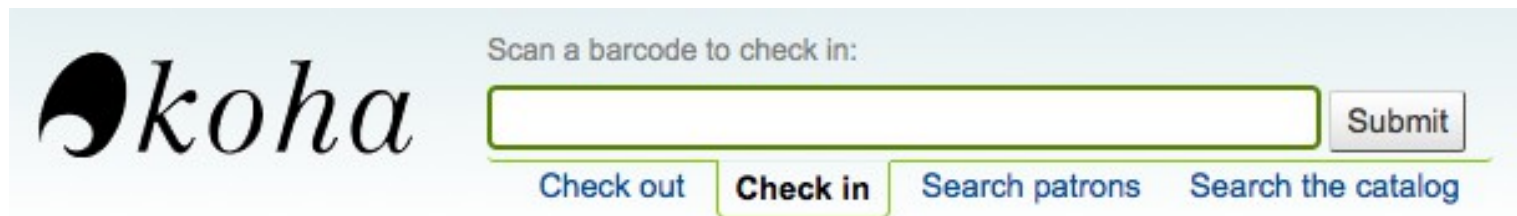
 Remember for session:

# KOHA: Circulation

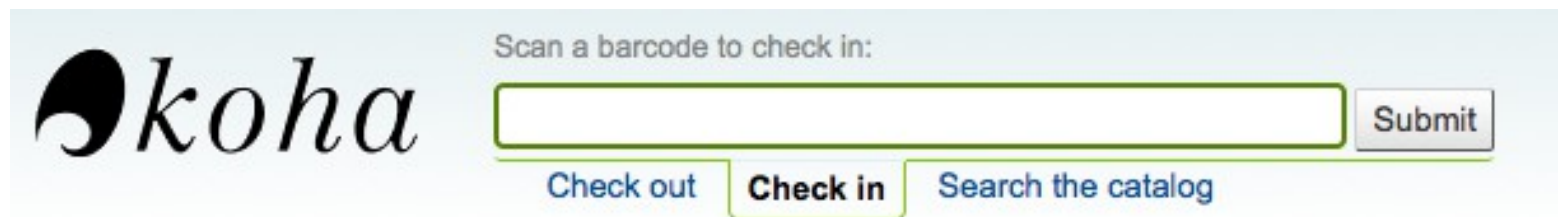
- ▶ Check Out (Issuing)
- ▶ **Check In (Returning)**
- ▶ Holds
- ▶ Circulation Messages
- ▶ Transfers
- ▶ Set Library

# KOHA: Circulation

- ▶ Checking in items can be performed from various different locations:
  - The check in box on the top of the main staff client



- The check in option on the quick search bar on the Circulation page



# KOHA: Circulation

- The check in link on the patron's checkout summary (and on the checkout summary page)

1 Checkout(s) 2 Holds(s)

| Due date   | Title                                   | Item Type | Call no | Barcode                        | Renewals | Renew?  | Check In?                |
|------------|---|-----------|---------|--------------------------------|----------|---------|--------------------------|
| 12/25/2009 | <a href="#">The Baltimore book</a> , by | BK        | 975.26B | <a href="#">10101000000414</a> |          | On Hold | <a href="#">Check In</a> |

- The Check in page under the Circulation menu

## Circulation

- [Check Out](#)
- [Check In](#)

# KOHA: Circulation

## Checking Items In

- ▶ To check an item in scan the barcode for the item into the box provided. A summary of all items checked in will appear below the **checkin box**

### Check In

Enter item barcode: |

Submit

### Options

- Forgive overdue charges
- Dropbox mode

### Checked-In items

| Due Date                | Title   | Author         | Barcode                | Shelving Location | Call Number           | Type | Patron                             | Note           |
|-------------------------|---|----------------|------------------------|-------------------|-----------------------|------|------------------------------------|----------------|
| 06/19/2011              | <a href="#">My sister's keeper :</a>                  | Picoult, Jodi, | <a href="#">100002</a> |                   | PS3566.I372 M9 2005   | BK   | <a href="#">Engard, Beau (J)</a>   |                |
| 05/19/2011<br>(overdue) | <a href="#">Harry Potter and the sorcerer's stone</a> | Rowling, J. K. | <a href="#">100020</a> |                   | PZ7.R79835 Har 1999ab | CDBK | <a href="#">Engard, Nicole (S)</a> | <b>7 disks</b> |

# KOHA: Circulation

## Checking In Messages

- ▶ There are several messages that can appear when checking items in:
  - If you are checking an item in at a library other than the home branch, a message will appear asking you to transfer the book to the home library

**This item needs to be transferred to Union**  
Transfer now?

**Check In**

Enter item barcode:

**Options**

- Forgive overdue charges
- Dropbox mode

### Checked-in items

| Due date        | Title          | Author         | Barcode  | Shelving location | Call number         | Type    | Patron          | Note |
|-----------------|----------------|----------------|----------|-------------------|---------------------|---------|-----------------|------|
| Not checked out | Using Moodle : | Cole, Jason R. | 65459165 |                   | LB1028.68 .C65 2008 | BK PROG | Not checked out |      |

# KOHA: Circulation

## Checking In Messages

- After this item is checked in the status of the item will be changed in the catalog to 'in transit'

| Item type   | Location       | Collection | Call Number | Status  | Last seen  | Barcode                             |
|---|----------------|------------|-------------|---|------------|-------------------------------------|
|  | Midway Fiction | Fiction    |             | In transit from Fairview, to Midway, since 12/01/2009 | 12/01/2009 | <a href="#">5645423243567976543</a> |

- To mark an item as back at the home branch, check the item in at the home branch

Not checked out.

### Check In

Enter item barcode:

### Options

- Forgive overdue charges
- Dropbox mode

### Checked-In items

| Due Date        | Title                               | Author | Barcode                             | Type   | Patron          | Note |
|-----------------|-------------------------------------|--------|-------------------------------------|--------|-----------------|------|
| Not checked out | <a href="#">Dr. Seuss preschool</a> |        | <a href="#">5645423243567976543</a> | MU FIC | Not checked out |      |

# KOHA: Circulation

## Checking In Messages

- If you are checking in an item that should have multiple parts or pieces a message will appear warning you about the number of pieces you should have in your hand

Note about the accompanying materials:  
17 Disks

- If you're checking an item in that has a hold on it, you will be prompted to confirm the hold

**Hold Found: [The skeptical business searcher](#) :**

**Hold for:**

- [Walker, Andrea](#) (23529000991266)
- 4992 Library Rd.  
Portland, OR 44240
- (212) 555-1212

**Hold at Fairview**

 Confirm hold

 Print Slip and Confirm

 Ignore



# KOHA: Circulation

## Checking In Messages

- If you're checking in an item that has a hold on it at another branch you will be prompted to confirm and transfer the item

**Hold Found:** [The Baltimore book:](#)

Hold for:

- [Acosta, Edna](#) (23529001000463)
- 7896 Library Rd.  
Portland, OR 44240
- (212) 555-1212

**Transfer to:** Fairview

Confirm hold and Transfer

 Print slip, Transfer, and Confirm   Ignore

- If you have the system showing you fines at the time of checkin (***FineNotifyAtCheckin***) you will see a message telling you about the fine and providing you a link to the payment page for that patron

**Patron has outstanding fines of 0.45.**

[Make payment.](#)

# KOHA: Circulation

- ▶ Check Out (Issuing)
- ▶ Check In (Returning)
- ▶ **Circulation Messages**
- ▶ Holds
- ▶ Transfers
- ▶ Set Library

# KOHA: Circulation

## Setting up Messages

- ▶ Circulation messages are short messages that librarians can leave for their patrons or their colleagues that will appear at the time of circulation
- ▶ Circulation messages are set up as Authorized Values. To add or edit Circulation Messages you want to work with the BOR\_NOTES value

### Authorized values

This table is used in MARC definition. You can define as many categories as you want, and as many authorized values as you want in each category.

When you define the MARC subfield structure, you can link a subfield to a authorized-value category. When the user ask for adding of modifying a biblio, the subfield is not entered through a free field, but through a list of authorized values

Show Category:

### Authorised values for category BOR\_NOTES :

| Authorized value | Description  | Description (OPAC) | Icon | Edit                 | Delete                 |
|------------------|--|--------------------|------|----------------------|------------------------|
| UMBOPAC          | Your umbrella was found in the library. Please pick it up next time you visit. |                    |      | <a href="#">Edit</a> | <a href="#">Delete</a> |
| UMBR             | Patron left umbrella in library last time                                      |                    |      | <a href="#">Edit</a> | <a href="#">Delete</a> |
| VERID            | Patron needs to bring in driver's license to verify ID                         |                    |      | <a href="#">Edit</a> | <a href="#">Delete</a> |

# KOHA: Circulation

## Adding a Messages

- ▶ When on the patron's check out tab you will see a link to 'Add a new message' to the right of the check out box

**Attention:**

> **Fines:** Patron has [Outstanding fines of 2.00](#). Make [Payment](#)

**Messages:**

> 09/22/2009 FPL "Patron left umbrella in library last time" [\[Delete\]](#)

[Add a new message](#)

- ▶ When you click 'Add a new message' you will be asked to choose if the message is for the librarians or the patron and the message to leave

Leave a message

Add a message for:

Edna

Predefined notes:

UMBOPAC

Your umbrella was found in the library. Please pick it up next time you visit.

Save

[Cancel](#)

# KOHA: Circulation

## Viewing Messages

- ▶ Circulation messages meant for the staff and/or the patron will appear on the patron's checkout screen to the right of the checkout box

### Attention:

> **Fines:** Patron has [Outstanding fines of 2.00](#). Make [Payment](#)

### Messages:

> 09/22/2009 FPL "Patron left umbrella in library last time" [\[Delete\]](#)

[Add a new message](#)

- ▶ Circulation messages meant for the patron will also appear when they log into the OPAC

### Messages For You

- Your umbrella was found in the library. Please pick it up next time you visit.

*Written on 12/07/2009 by Fairview*

Hello, **Edna Acosta** ([Click here](#) if you're not Edna Acosta)

# KOHA: Circulation

## Renewing

- ▶ Checked out items can be renewed (checked out for another period of time) based on your circulation rules and renewal preferences

3 Checkout(s)   Relatives' Checkouts   7 Hold(s)

| Due date                  | Title  | Item Type  | Checked out on | Checked out from | Call no               | Charge      | Price         | Renew<br><a href="#">select all</a>   <a href="#">none</a>   | Check in<br><a href="#">select all</a>   <a href="#">none</a> |
|---------------------------|--|------------|----------------|------------------|-----------------------|-------------|---------------|--|---|
| <b>Previous checkouts</b> |  |            |                |                  |                       |             |               |  |   |
| 09/22/2011                | <a href="#">Handle with care</a> :, by Picoult, Jodi, <a href="#">100004</a>                               | Books      | 07/14/2011     | Nicole's Library | PS3566.I372 H36 2009  | 0.00        | 27.95         | 1 <input checked="" type="checkbox"/>  | <input type="checkbox"/>                                      |
| 09/22/2011                | <a href="#">Harry Potter and the sorcerer's stone</a> , by Rowling, J. K. - 7 disks <a href="#">100020</a> | Book on CD | 07/22/2011     |                  | PZ7.R79835 Har 1999ab | 0.00        | 49.95         | 2 Not Renewable  | <input type="checkbox"/>                                      |
| 09/22/2011                | <a href="#">Fool Moon</a> , by Butcher, Jim <a href="#">2345678765343234</a>                               |            | 09/08/2011     | Nicole's Library |                       | 0.00        |               | 0 <input checked="" type="checkbox"/>  | <input type="checkbox"/>                                      |
| <b>Totals:</b>            |  |            |                |                  |                       | <b>0.00</b> | <b>220.84</b> | <b>Renewal due date:</b><br><input type="text"/><br><b>Forgive fines on return:</b> <input type="checkbox"/> |   |

Override Renewal Limit:

# KOHA: Circulation

- ▶ Check Out (Issuing)
- ▶ Check In (Returning)
- ▶ Circulation Messages

## ▶ **Holds**

- ▶ Transfers
- ▶ Set Library

# KOHA: Circulation

- ▶ Koha allows patrons to put things on hold
- ▶ A 'Hold' is a way to reserve an item



# KOHA: Circulation

## Placing Holds in Staff Client

- ▶ There are several ways to place holds from the staff client
- ▶ The most obvious is using the 'Place Hold' button at the top of any bibliographic record



### Library mashups :

- **Additional Authors:**
  - [Engard, Nicole C.,--1979-](#)

- **ISBN:** 9781573873727
- **Subjects:**
  - [Mashups \(World Wide Web\) -- Library applications.](#)

# KOHA: Circulation

## Placing Holds in Staff Client

- ▶ If you are placing a hold on one bibliographic record you will see a list of all of the items you can place a hold on

Place a hold on [Library mashups](#) :

• Pickup library is different than [Coda Engard](#)'s home library (Franklin / FRL )

### Hold details

Patron: [Coda Engard \(23529001223638\)](#)

Priority: 2

Notes:

Pickup at:

Nicole's Library

Hold starts on date:






 [Clear Date](#)

Hold expires on date:

 [Clear Date](#)

Place a hold on the next available copy

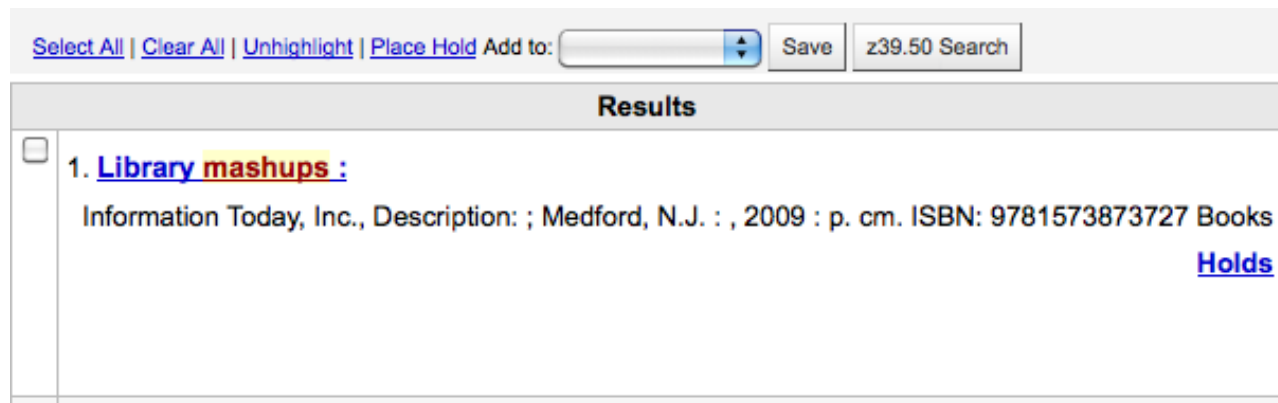
### Place a hold on a specific copy

| Hold                  | Item type  | Barcode         | Home Library     | Last Location   | Call no.             | Copy no. | Information   |
|-----------------------|--|-----------------|------------------|-----------------|----------------------|----------|---|
| <input type="radio"/> |  BOOK Books  | 316190004778977 | Nicole's Library |                 | Z674.75.W67 L52 2009 |          | Not on hold   |
| <input type="radio"/> |  BOOK Books | 45108216        | Nicole's Library |                 |                      |          | Waiting at Nicole's Library since 06/02/2011. <a href="#">Cancel hold</a>   |
| <input type="radio"/> |  BOOK Books | 47627107        | Nicole's Library |                 | Z674.75.W67 L52 2009 |          | Not for loan (Staff Collection) Not on hold   |
| <input type="radio"/> |  BOOK Books | 47627257        | Nicole's Library |                 | Z674.75.W67 L52 2009 |          | Not on hold   |
| <input type="radio"/> |  BOOK Books | 50671988        | Nicole's Library | Pleasant Valley |                      |          | In transit from Nicole's Library, to Pleasant Valley, since 06/02/2011 Can't be cancelled when item is in transit |

# KOHA: Circulation

## Placing Holds in Staff Client

- ▶ You can also click the smaller 'Place Hold' link found at the top of your catalog search results,
- ▶ OR the 'Holds' link found below each result

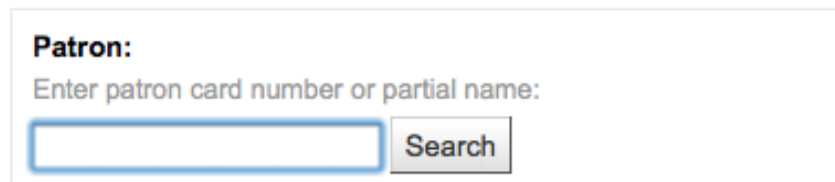


Select All | Clear All | Unhighlight | Place Hold Add to:  Save z39.50 Search

**Results**

1. [Library mashups :](#)  
Information Today, Inc., Description: ; Medford, N.J. : , 2009 : p. cm. ISBN: 9781573873727 Books [Holds](#)

- ▶ You will be asked to search for a patron by barcode or any part of their name to start the hold process
- Place a hold on [Library mashups :](#)**


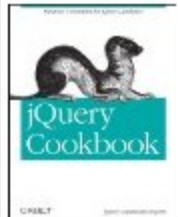


**Patron:**  
Enter patron card number or partial name:  
 Search

# KOHA: Circulation

## Placing Holds in Staff Client

- ▶ After clicking the button you will be brought to the catalog search page where you can find the book(s) you want to place a hold on

|  |                          |   |
|--|--------------------------|---|
|   | <input type="checkbox"/> | <p>2. <a href="#">HTML programmer's reference /</a><br/><a href="#">Powell, Thomas A.</a>, Description: Berkeley, Calif. :<br/>Osborne/McGraw-Hill, 1998 : xiii, 396 p. ; 22 cm. ISBN:<br/>0078825598 Books</p> <p><a href="#">Holds</a>   <a href="#">Hold for Beau Engard (123454)</a>   <a href="#">Edit record</a>   <a href="#">Edit items</a></p> |
|  | <input type="checkbox"/> | <p>3. <a href="#">jQuery cookbook /</a><br/>Description: Beijing ;   Cambridge : O'Reilly, 2010 : xxii, 451 p. :<br/>; 24 cm. ISBN: 0596159773 Books</p> <p><a href="#">Holds</a>   <a href="#">Hold for Beau Engard (123454)</a>   <a href="#">Edit record</a>   <a href="#">Edit items</a></p>  |

# KOHA: Circulation

## Managing Holds

[Home](#) > [Catalog](#) > [Library mashups](#) :

- ▶ Holds can be altered and cancelled from the Holds tab found on the left of the bibliographic record
- ▶ From the list of holds you can change the order of the holds, the pickup location, suspend and/or cancel the hold

Normal

MARC

ISBD

Items

**Holds**

Checkout history

Modification log

### Existing holds

| Priority  |     | Patron           | Notes | Date       | Expiration | Pick up library                  | Details          |   |   |
|-----------|-----|------------------|-------|------------|------------|----------------------------------|------------------|---|---|
| Waiting ▾ | ↑ ↓ | Henry Acevedo    |       | 03/02/2012 |            | Item waiting at Nicole's Library | 100034           | ↓ | × |
| 1 ▾       | ↑ ↓ | Jordan Alford    |       | 03/02/2012 |            | Nicole's Library ▾               | Next available   | ↓ | × |
| 2 ▾       | ↑ ↓ | Brian Engard     |       | 03/02/2012 |            | Nicole's Library ▾               | Next available   | ↓ | × |
| 3 ▾       | ↑ ↓ | Nicole Schneider |       | 11/28/2012 |            | Franklin ▾                       | Only item 100034 | ↓ | × |
| 4 ▾       | ↑ ↓ | Beau Engard      |       | 03/02/2012 |            | Fairview ▾                       | Next available   | ↓ | × |
| 5 ▾       | ↑ ↓ | Nicole Engard    |       | 11/28/2012 |            | Centerville ▾                    | Only item 100034 | ↓ | × |

Update hold(s)

# KOHA: Circulation

## Managing Holds

- ▶ To rearrange or delete holds, simply make a selection from the 'Priority' pull down or click the arrows to the right of the priority pull down
- ▶ To delete or cancel a hold click the red 'X' to the right of the hold line
- ▶ To delete/cancel a bunch of holds you can choose 'del' from pull down to the left of each line and then click 'Update hold(s)' at the bottom of the list

# KOHA: Circulation

## Managing Holds

|     |         |                 |            |                    |                |   |   |
|-----|---------|-----------------|------------|--------------------|----------------|---|---|
| 1 ▾ | ↑ ↑ ↓ ↓ | Brian Engard    | 09/06/2011 | Nicole's Library ▾ | Next available | ↓ | × |
| 1   | ↑ ↑ ↓ ↓ | Sam Hawkins     | 09/06/2011 | Pleasant Valley ▾  | Next available | ↓ | × |
| 2   |         |                 |            |                    |                |   |   |
| 3   |         |                 |            |                    |                |   |   |
| 4   |         |                 |            |                    |                |   |   |
| 5   | ↑ ↑ ↓ ↓ | Coda Engard     | 09/07/2011 | Nicole's Library ▾ | Next available | ↓ | × |
| 6   |         |                 |            |                    |                |   |   |
| 7   |         |                 |            |                    |                |   |   |
| 8   | ↑ ↑ ↓ ↓ | Lester Hatfield | 09/27/2011 | Nicole's Library ▾ | Next available | ↓ | × |
| 9   |         |                 |            |                    |                |   |   |
| 10  |         |                 |            |                    |                |   |   |
| 11  | ↑ ↑ ↓ ↓ | Lauren Morris   | 09/27/2011 | Springfield ▾      | Next available | ↓ | × |
| 12  |         |                 |            |                    |                |   |   |
| 13  |         |                 |            |                    |                |   |   |
| del | ↑ ↑ ↓ ↓ | Olga Rivera     | 06/02/2011 | Pleasant Valley ▾  | Next available | ↓ | × |
| 6 ▾ |         |                 |            |                    |                |   |   |
| 7 ▾ | ↑ ↑ ↓ ↓ | Joann Duffy     | 10/02/2011 | Midway ▾           | Next available | ↓ | × |
| 8 ▾ | ↑ ↑ ↓ ↓ | Sal Acosta      | 10/19/2011 | Nicole's Library ▾ | Next available | ↓ | × |

Update hold(s)

# KOHA: Circulation

## Receiving Holds

- ▶ When items that are on hold are checked in or out the system will remind the circulation librarian that the item is on hold and offer them options for managing the hold
- ▶ When you check in an item that has a hold on it the system will ask you to either confirm and transfer the item
- ▶ or just confirm the hold

**Hold Found: [The Baltimore book:](#)**

Hold for:

- [Acosta, Edna](#) (23529001000463)
- 7896 Library Rd.  
Portland, OR 44240
- (212) 555-1212

**Transfer to: Fairview**

Confirm hold and Transfer

 Print slip, Transfer, and Confirm  Ignore

**Hold Found: [Library mashups :](#)**

Hold for:

- [Acosta, Edna](#) (23529001000463)
- 7896 Library Rd.  
Portland, OR 44240
- (212) 555-1212

**Hold at Centerville**

Confirm hold  Print Slip and Confirm  Ignore



# KOHA: Circulation

## Receiving Holds

- ▶ Once confirmed the hold will show on the patron record and on the checkout screen under the 'Hold' tab

1 Checkout(s) 1 Hold(s)

| Hold date ▾ | Title ◆                           | Call Number ◆ | Barcode ◆                                    | Priority ◆ | Delete? ◆ |
|-------------|-----------------------------------|---------------|--|------------|-----------|
| 12/28/2009  | <a href="#">Library mashups :</a> | 020.285/4678  | <i>Item 898739894 waiting at Centerville</i> |            | No ▾      |

Cancel Marked Requests

- ▶ The item record will also show that the item is on hold

| Item type | Location                   | Collection  | Call Number  | Status   | Last seen  | Barcode                   | Publication Details |
|-----------|----------------------------|-------------|--------------|--|------------|---------------------------|---------------------|
| Books     | Centerville General Stacks | Non Fiction | 020.285/4678 | Waiting for <a href="#">23529001000463</a> at Centerville since 12/28/2009 | 12/28/2009 | <a href="#">898739894</a> |                     |

# KOHA: Circulation

- ▶ Check Out (Issuing)
- ▶ Check In (Returning)
- ▶ Circulation Messages
- ▶ Holds
- ▶ **Transfers**
- ▶ Set Library

# KOHA: Circulation

- ▶ If you work in a multi-branch system you can transfer *items* from one library to another by using the Transfer tool
  - *Circulation > Transfer*

# KOHA: Circulation

To transfer an item

- ▶ Click 'Transfer' on the Circulation page
  - Enter the library you would like to transfer the item to
  - Scan or type the barcode on the item you would like to transfer
  
- ▶ Click 'Submit'
  - Enter

## Transfer

Destination library:

Centerville

Enter barcode:

887369820192012

Submit

## Transfer

Destination library:

Centerville

Enter barcode:

Submit


## Transferred Items

| Bar Code                        | Title                | To          |
|---------------------------------|----------------------|-------------|
| <a href="#">887369820192012</a> | Library mashups : () | Centerville |

# KOHA: Circulation

## To transfer an item

- ▶ The item will now say that it is in transit

|   |             |              |  |            |                                 |
|---|-------------|--------------|--|------------|---------------------------------|
|  | Centerville | 020.285/4678 | In transit from Midway, to Centerville, since 12/07/2009 | 12/07/2009 | <a href="#">887369820192012</a> |
|---|-------------|--------------|--|------------|---------------------------------|

- ▶ When the item arrives at the other branch the librarian must check the item in to acknowledge that it is no longer in transit
- ▶ The item will not be permanently moved to the new library

**Barcode 887369820192012**

### Item Information [\[Edit Items\]](#)

|                    |              |
|--------------------|--------------|
| Home Library:      | Midway       |
| Item type:         | Books        |
| Item Callnumber:   | 020.285/4678 |
| Replacement Price: | 0.00         |

### Statuses

|                   |  |
|-------------------|--|
| Current Location: | Centerville  |
| Checkout Status:  | Not Checked out  |
| Lost Status:      | <input type="text"/> <input type="button" value="Set Status"/> |
| Damaged Status:   | <input type="text"/> <input type="button" value="Set Status"/> |
| Withdrawn?:       | No <input type="button" value="Withdraw"/>                     |

# KOHA: Circulation

- ▶ Check Out (Issuing)
- ▶ Check In (Returning)
- ▶ Circulation Messages
- ▶ Holds
- ▶ Transfers

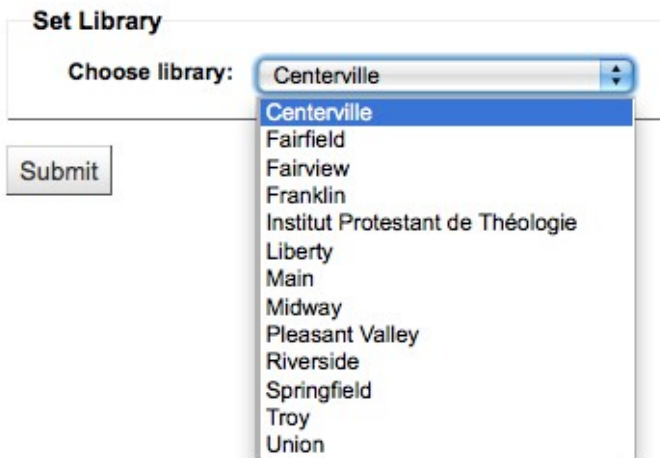
- ▶ **Set Library**

# KOHA: Circulation

- ▶ By default you will enter the staff client as if you are at your home library. This library will appear in the top right of the Staff Client

Fairview ([Set](#)) | nce ([Log Out](#)) | [[?](#)]

- ▶ To do this you can click 'Set' at the top right or on the Circulation page



Set Library

Choose library:

Submit

- Centerville
- Fairfield
- Fairview
- Franklin
- Institut Protestant de Théologie
- Liberty
- Main
- Midway
- Pleasant Valley
- Riverside
- Springfield
- Troy
- Union

- ▶ Once you have saved your changes your new library will appear in the top right

**Thanks**

