

# **Self-Circulation**

# Table of Contents

<b>1. Accessing Self Circulation</b> .....	<b>2</b>
<b>2. Self Circulation</b> .....	<b>3</b>
2.1. Check Out .....	3
2.2. Check In .....	5
2.3. Renewals .....	6
2.4. Holds.....	7
2.5. History.....	7

## Accessing Self Circulation

The Self-Circulation Module allows Volunteers and trusted Patrons to Check items In and Out, place Holds, Renew Items and view the History of their Transactions.

To access Self-Circulation Users require a Username and a Password.

The Username is the Barcode of the User or the Email of User.

The Password is the last 4 digits of the Telephone number.

LIBRARYSOFTWeB Self-Circulation

Self Check Out  
Self Check In

Username **1** Patron Barcode or Email:

Password **2** Password:

Enter

### **1 Username**

The Username is the Barcode of the Patron or the Email of the Patron.

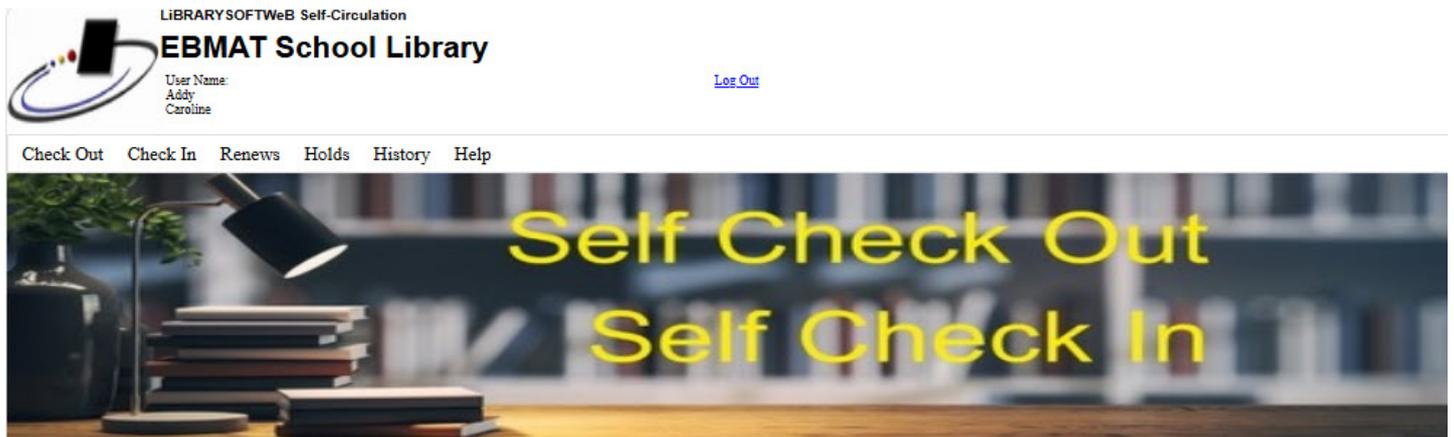
### **2 Password**

The Password is the last 4 digits of the Telephone number.

## Self-Circulation

Select a menu option, the User Name of the Patron will appear below the Name of the Library.

Self Circulation functions include Check Out, Check In, Renewals, Holds and the History of Items Borrowed.



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## Check Out

To Check Out items the Barcode of the Patron is scanned in and the Items to be checked out can be scanned in.

LIBRARY SOFTWARE Self-Circulation

# EBMAT School Library

User Name: 80006 [Log Out](#)

Check Out Check In Renewals Holds History Help

Patron Barcode **1** Patron Barcode: 80009

Patron Name: Aguilar Daniel

Patron Group: Patron

Fees Owning: 0.00

Fines Owning: 0.00

Items Borrowed: 0

Items Renewed: 0

Alert Info:



Item Barcode **2** Item Barcode: 35463443

Due Date:

Title:

Call Number:

Loan Type:

Messages: Patron has 4 overdue items.

Checkout **3** Check Out Print Receipt

Printing a Receipt **4**

- 1 Patron Barcode**  
Scan or type in the Barcode of the Patron

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- 2 Item Barcode**  
Scan or type in the Barcode of the item to be checked out.

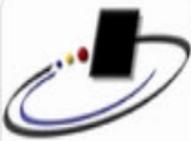
---

- 3 Checkout**  
Clicking the Checkout button if a scanner was not used to enter the barcodes.

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- 4 Printing a Receipt**  
Print a receipt to see a record of the transaction.

The screen below shows the appearance of the screen after an item is checked out.



[Check Out](#) [Check In](#) [Renews](#) [Holds](#) [History](#) [Help](#)

Patron Barcode:

Patron Name: **Aguilar Daniel**

Patron Group: **Patron**

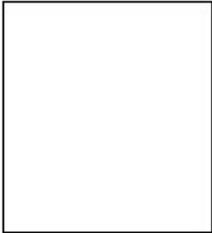
Fees Owing: **0.00**

Fines Owing: **0.00**

Items Borrowed: **0**

Items Renewed: **0**

Alert Info:



Item Barcode:

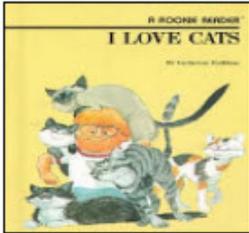
Due Date: **2025-05-22**

Title: **I love cats / by Catherine Matthias ; illustrations by Tom Dunnington.**

Call Number: **[E]**

Loan Type: **Book**

Messages: **Item 61060026 has been checked out for the patron 80009 until 2025-05-22**



## Check In

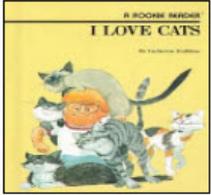
Items can be checked in by scanning in the Barcodes of the Items being returned.

LIBRARY SOFTWARE Self-Circulation  
**EBMAT School Library**  
 User Name: 80006 [Log Out](#)

Check Out Check In Renewals Holds History Help

Item Barcode **1** Item Barcode:   
 Title: I love cats / by Catherine Matthias ; illustrations by Tom Dunnington.

Call Number: [E] Loan Type: Book  
 Last Due Date: 2025-05-22 Location:  
 Last Borrower: Aguilar Daniel  
 Price: 0  
 Overdue, days: 0  
 Overdue Fine: 0.00  
 Messages:



Check In **2**

- 1 Item Barcode**  
Scan or Type in the Barcode of the Item to be checked in.
- 2 Check In**  
Click the Check In button if you typed in the Item Barcode, pressing the Enter key will be the same as if you clicked the Check In button.

## Renewals

The Renewal Screen displays the items currently on loan by the Patron. The items can be renewed selectively or entirely.

### Patron Barcode

Scan or Type in the Patron Barcode and press the Enter key. The screen below will appear.

LIBRARY SOFTWARE Self-Circulation  
**EBMAT School Library**  
 User Name: Addy Caroline [Log Out](#)

Check Out Check In Renewals Holds History Help

Select **1**  Renew Selected Items  
 Renew All, not Overdue Items

**Addy Caroline**

Select **2**

	Title	Loan Type	Barcode	Due Date	Status
<input type="checkbox"/>	LIBRARYSOFT Manual	Book	1000	2025-04-30	
<input type="checkbox"/>	The Cat in the Hat	Book	1532	2025-05-15	
<input type="checkbox"/>	Big cat, little cat / Elisha Cooper.	Book	70837026	2024-02-24	
<input type="checkbox"/>	Big Bird's copycat day : featuring Jim Henson's Sesame Street Muppets / by Sharon Lerner ; illustrated by Joe Mathieu.	Book	19597025	2024-02-24	

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**1 Select**  
Select whether to Renew all items borrowed or to only renew selected items.

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**2 Select**  
Select the items to Renewed if you are renewing only selected items.

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## Hold

Users can place a Hold on an Item or Remove a Hold they have placed on an item. Alternately Items can be placed on Hold by using OPACinternet.

The screenshot shows the 'LIBRARYSOFTWeB Self-Circulation' interface for 'EBMAT School Library'. The user is logged in as 'Addy Caroline'. The navigation menu includes 'Check Out', 'Check In', 'Renews', 'Holds', 'History', and 'Help'. The 'Holds' section contains an 'Item Barcode Number' input field and two buttons: 'Put on Hold' and 'Remove'. A blue line with a dot at the end points from the 'Item Barcode Number' label to the input field, and another blue line with a dot at the end points from the 'Add or Remove' label to the 'Put on Hold' button.

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**1 Select Item**  
Scan or type in the Barcode of an Item the Patron would like to place on Hold.

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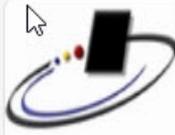
**2 Add or Remove**  
Scan or type in the Barcode of an Item you would like removed from Holds.

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## History

This menu option displays the Borrowing History of the Patron.

LIBRARYSOFTWeB Self-Circulation



**EBMAT School Library**

User Name:  
Addy Caroline [Log Out](#)

[Check Out](#) [Check In](#) [Renews](#) [Holds](#) [History](#) [Help](#)

**Addy Caroline**

<a href="#">Title</a>	<a href="#">Old Status</a>	<a href="#">New Status</a>	<a href="#">Changes Date</a>
The Cat in the Hat		Borrowed	2025-05-08
LiBRARYSOFT Manual	On Shelf	Borrowed	2025-04-23
Big cat, little cat / Elisha Cooper.	On Shelf	Borrowed	2024-02-17
Big Bird's copycat day : featuring Jim Henson's Sesame Street Muppets / by Sharon Lerner ; illustrated by Joe Mathieu.	On Shelf	Borrowed	2024-02-17
Big cat, little cat / Elisha Cooper.	Borrowed	On Shelf	2024-02-17
Big Bird's copycat day : featuring Jim Henson's Sesame Street Muppets / by Sharon Lerner ; illustrated by Joe Mathieu.	Borrowed	On Shelf	2024-02-17
Big Bird's copycat day : featuring Jim Henson's Sesame Street Muppets / by Sharon Lerner ; illustrated by Joe Mathieu.		Borrowed	2024-02-17
Big cat, little cat / Elisha Cooper.		Borrowed	2023-12-08

Patron Name

1

**Patron Name**

The history for this Patron will be displayed.

# Index

**N**

New Keyword1, 6