



Circulation Functions in MassCat

Checking Items Out to Patrons:

Login to MassCat using your username and password:

Username:

Password:

Login »

At the welcome screen, click on the "Circulation" link:

Home

News
Information for Filling Holds and ILL Requests
If you need information on whether or not a library is on the delivery system and how to address the delivery slip or if you need to contact another MassCat library regarding a request, use the following link to find a list of library names, contact names, email addresses, delivery system status and mailing addresses: <http://www.masscat.org/links/illinfo.htm>
Remember, not all MassCat members are on the statewide delivery system so please do not assume that an item you need to send to another library should be sent using delivery.
To determine whether another library is on the

Circulation

Serials

Patrons

Advanced search

Lists

Cataloging

Acquisitions

Reports

Tools

About Koha

Then choose the "Check Out" link:

Circulation

- **Check out**

- Check in
- Transfer
- Fast cataloging

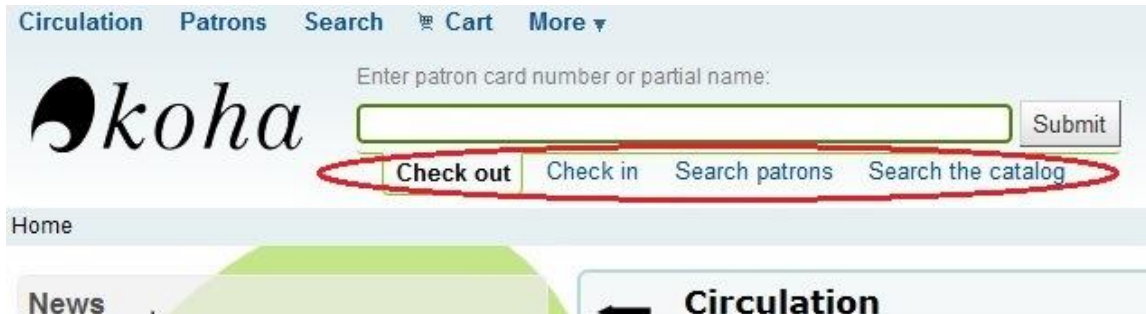
Offline circulation

- Offline circulation file (.koc) uploader
- Offline circulation (Firefox add-on)

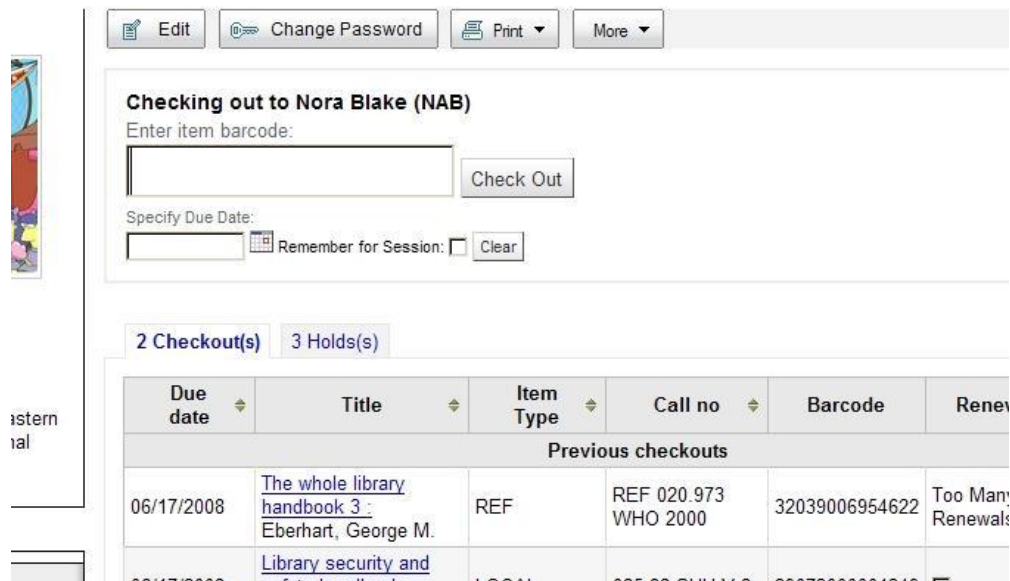
Circulation Re

- Holds queue
- Holds awaiti
- Hold ratios
- Transfers to
- Overdues - V on systems
- Overdues wi for other det:

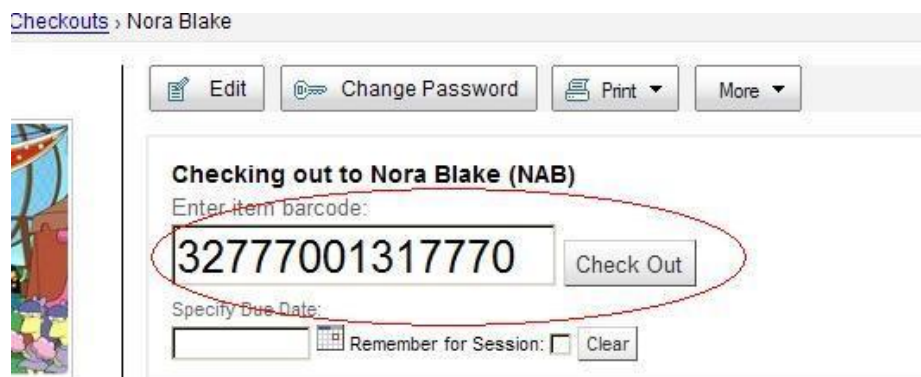
Alternatively, you can enter the patron name or card number into the box at the top of the screen when you first login. The default is "Check Out" mode, you can click on the other links at the top to access those functions:



You will be taken to the account for the patron:



Scan the barcode of the item to be checked out:



If you wish to override the standard due date, click on the calendar below the barcode box and select the desired due date. If you have more than one item that you want the revised due date to apply to, also check the box next to "Remember for session":

Home > Circulation > Checkouts > Nora Blake (2000M000000001)

Nora Blake
(2000M000000001)

Checking out to Nora Blake (2000M000000001)
 Enter item barcode:
 32777001317770
 Specify due date (MM/DD/YYYY):
 Remember for session:

4 Sandy
 Whately,
 No phone
 nblake@m
 Category
 (LIBSTAF
 Home lib
 Library S
 Office

2 Hold(s)

ng checked out.

Printing Receipts:

If you would like to print a receipt for the patron detailing all of the items checked out and their respective due dates, do the following:

Click on the Print button on the screen just above the barcode box:

farmouth Yarmouth Town Libraries (2371000001)
 312 Old Main Street
 South Yarmouth, MA MA 02664-4820
 Card number: 2371000001

- Print summary
- Print slip
- Print quick slip

If you just want to print a list of items checked out and their due dates, choose "Print Slip" from the printing options.

If you want to print a fuller account history, including patron details such as their phone number and email address, choose the "Print Summary" option from the list.

If you want minimal information on the slip, choose "Print Quick Slip."

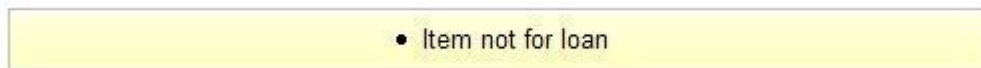
Flags, Notes, and Warning Messages:

1. If the patron's account has overdue fines, credits, or lost item charges in it, you will see a message pointing out the particular issues with the patrons account. Depending upon the situation, the message will look something like this:

Attention:

- › **Overdues:** Patron has **ITEMS OVERDUE**. See highlighted items [below](#)
- › **Credits:** Patron has a credit

2. If the item the patron is attempting to borrow is not an item your library allows check outs on (reference items would be an example of this), you will get the following warning after you scan the barcode:

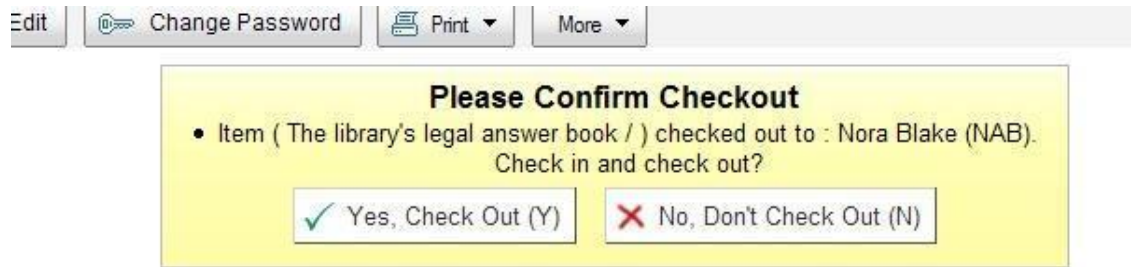


3. If the item you are attempting to check out is still checked out to another patron, you will get the following message:



You can click the "Yes" button if you would like to check the item out, or you can click the "No" button if you want to investigate the situation further before checking the item out.

4. If the item you are attempting to check out has a lost status and replacement charges are still due to be paid by another patron, you will get the following message:

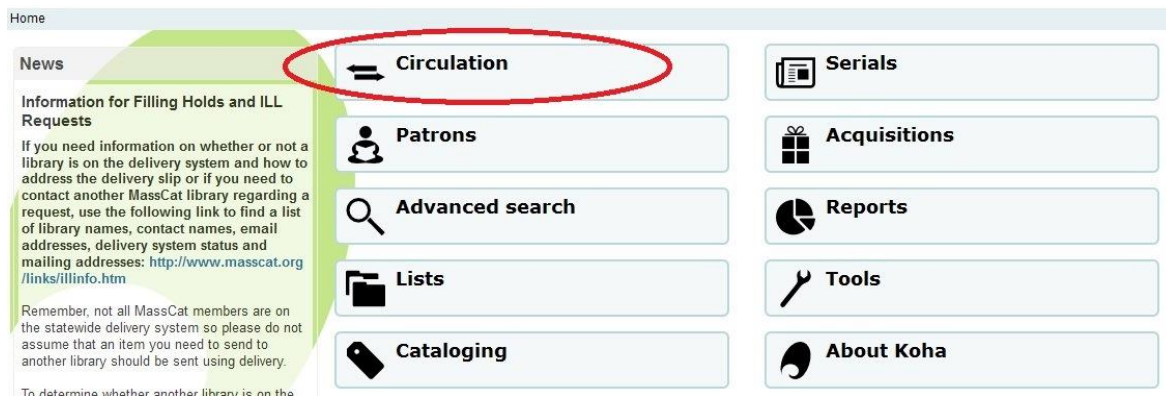


If you click the "Yes, Check Out" button, the item will be removed from the account of the patron who lost it, the fine will be erased from that patron's account and the item will be checked out to the new patron.

If you click the "No, Don't Check Out" button, you will not check the item out to the new patron and you can set it aside to investigate further.

Checking Items Back in to the Library:

Click on the "Circulation" link from the staff functions page:



Then choose the "Check In" link:

Circulation

- [Check out](#)
- [Check in](#)
- [Transfer](#)
- [Fast cataloging](#)

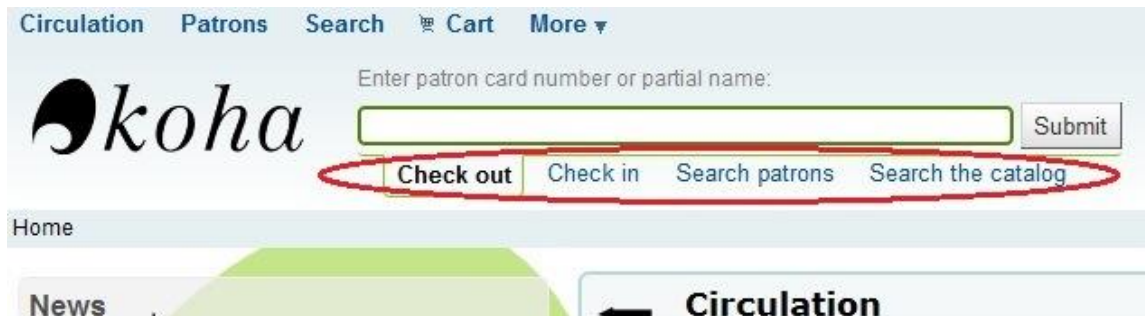
Offline circulation

- [Offline circulation file \(.koc\) uploader](#)
- [Offline circulation \(Firefox add-on\)](#)

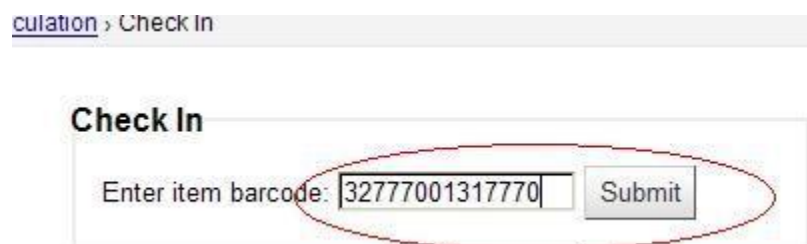
Circulation Re

- [Holds queue](#)
- [Holds awaiti](#)
- [Hold ratios](#)
- [Transfers to](#)
- [Overdues - V](#)
[on systems](#)
- [Overdues wit](#)
[for other det:](#)

Alternatively, you can enter the patron name or card number into the box at the top of the screen when you first login. The default is "Check Out" mode, you can click on the other links at the top to access those functions:



Scan the barcode of the item to be checked in.



Continue scanning barcodes for all items to be checked in.

If a patron returns an item from another library that is also using the MassCat circulation system, you will see the following message when the barcode for the item has been entered:



(Note that the warning message will display the title of the item in your hand. It will not be the same as the title pictured here.)

Set the item aside for return to the owning library.

Dropbox Mode:

The system offers a checkin option called dropbox mode. Checking items in with the dropbox mode allows a library to backdate the date items are checked to the day the library was last open.

To use dropbox mode do the following:

On the checkin screen, check off the "dropbox mode" box in the Options menu:

Options

- Forgive overdue charges
- Dropbox mode

Once you have checked the “dropbox mode” option, the screen will change:

Dropbox Mode. (Effective checkin date is 07/08/2008).

Options

- Forgive overdue charges
- Dropbox mode

You can then scan the barcodes of the items that you want to check in with the altered date.

Automatically forgive overdue fines:

The system offers the option of automatically forgiving overdue fines for a particular set of items checked in.

To automatically forgive overdue fines for a session, do the following:

On the checkin screen, check the “forgive overdue charges” box in the Options menu:

Options

- Forgive overdue charges
- Dropbox mode

Once you have checked the “forgive overdue charges” option, the screen will change:

Fines for returned items are forgiven.

Options

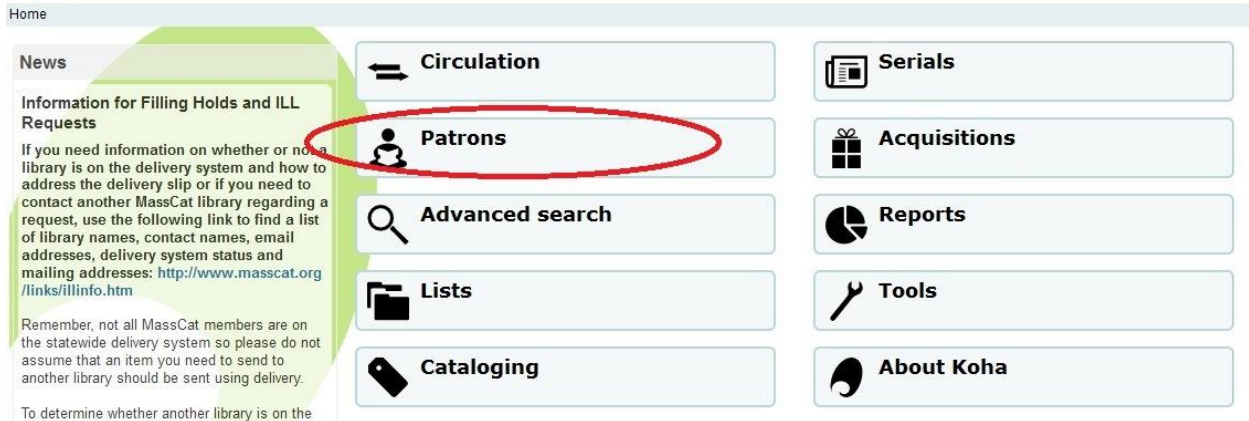
- Forgive overdue charges
- Dropbox mode

You can then scan the barcodes of the items for which you want to check in and forgive fines.

Renewing Items:

To renew checked out items for a patron, do the following:

Click on the "Patrons" link from the main menu.



Then either scan the patron's library card or search for the patron by name. Click "Search" or press the "enter" key on your keyboard:



You can also click on the "Search Patrons" link from the box at the top of the home page in the staff area:



You will be taken to the account for the patron:

Nora Blake (2000M000000001)

4 Sandy Lane
Whately MA 01093

Other phone: 413-665-5511

Secondary email: nblake@masscat.org

Gender: Female

[Edit](#)

Library

Card num

Borrower

Category:

Registrati

Expiration

Library:

Office

Username

Password

Manage Patron Image

To update the image for Blake, select a new image file and click 'Upload'

Locate the items the patron already has checked out. They will appear toward the bottom of the screen:

Due date	Title	Item type	Checked out on	Checked out from	Call no.	Charge	Price	Renew select all none	Check in select all none
07/31/2012 23:59	Read on-- fantasy fiction :, by Hollands, Neil. ; Libraries Unlimited, 38127000200110	Book	05/03/2012 00:00		PROF 016.813 HOLLANDS	0.00		2 <input type="checkbox"/>	<input type="checkbox"/>
07/31/2012 23:59	Read on-- crime fiction :, by Trott, Barry. ; Libraries Unlimited, 38127000200128	Book	05/03/2012 00:00		016.808 TROTT 2008	0.00		2 <input type="checkbox"/>	<input type="checkbox"/>
Totals:						0.00	0.00	Renewal due date: <input type="text"/> <input type="button" value="Calendar"/>	
Override renewal limit: <input type="checkbox"/> <input type="button" value="Renew or return checked items"/> <input type="button" value="Renew all"/>									

To renew a specific title, place a check mark in the "Renew" column next to the title to renew, then click the "Renew or Return checked items" button at the bottom left:

2 Checkout(s) Fines & Charges 0 Holds

Due date	Title	Item type	Checked out on	Checked out from	Call no.	Charge	Price	Renew <small>select all none</small>	Check in <small>select all none</small>
07/31/2012 23:59	Read on-- fantasy fiction :, by Hollands, Neil. ; Libraries Unlimited, 38127000200110	Book	05/03/2012 00:00		PROF 016.813 HOLLANDS	0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/31/2012 23:59	Read on-- crime fiction :, by Trott, Barry. ; Libraries Unlimited, 38127000200128	Book	05/03/2012 00:00		016.808 TROTT 2008	0.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Totals:						0.00	0.00	Renewal due date: <input type="text"/> <input type="button" value="Calendar"/>	
<input type="checkbox"/> Override renewal limit: <input type="button" value="Renew or return checked items"/> <input type="button" value="Renew all"/>									

If you wish to simultaneously renew all the items a patron has checked out, click the "select all" link in the "Renew" column and then click the "Renew all" button.

All the items will be renewed, the new due date will appear and the renewal count will increase by one digit.