How to check-out a book in ALMA

If not already done so, login in to Alma with the saved password.  *(If you're having trouble logging back in, close out of Mozilla entirely and reopen.)*
Select “Manage Patron Services” from the Recent Pages Window:
Make sure the cursor is in the search field, and scan the barcode on the back of the patron’s ID. If the patron doesn’t have their card, find a staff member to assist with the transaction.

This is the patron’s account landing page. Here you will see if the patron has a fine or any notes about their account. Additionally, there are tabs for loans, returns, and requests.
The default landing page for the patron record when accessed via this path is the Loans tab. This is where you want to be to check out items to a patron.

Make sure the cursor is in the field, and then scan the item's barcode to check out the item to the patron.
LOANS OF THIS SESSION

- It is possible to change the due date (i.e., for faculty). Note: only staff have this functionality. Student workers do not.

- The due date displays next to the title.

As items are scanned, they will appear in Loan Display: Loans of this session.
CHECKING OUT MULTIPLE ITEMS

All the items checked out to a patron (at the same time) will be displayed together, as the barcodes are scanned.

This page will time out after 3 minutes, to protect patron privacy.
Active fines/fees are displayed at the top of the record.

Items can be renewed from the “All loans” page.

There are two views within the Loans tab: “All loans” or “Loans of this session”. Access the desired view via the dropdown. The view displayed here is “All loans.”

Notes about the patron’s account appear to the upper right.

User has 2 overdue item(s)
Loan Display is a toggle: if you select All loans for one patron, it will stay on that view for all ensuing patrons, until you change it back.

At the front circ desks, we will want to keep Loan Display set to “Loans of this session.”
EXIT AFTER CHECKING OUT ITEMS

After you are done checking out items to the patron, click on the “Done” button to return to the “Patron Identification” page – which is the landing page for initiating a transaction with a patron.
After clicking “Done” you’ll arrive back at the Patron Identification page.

You can also reach this page via the Fulfillment drop down by clicking on “Manage Patron Services.”