Loan Items to Local Patrons (with Courtesy Cards or UIUC i-cards):

Alma video: Working at the Circulation Desk

1. Go to “Fulfillment” and select “Manage Patron Services”.

![Fulfillment Menu]

2. Scan the patron’s i-card or courtesy card in the “Scan patron’s ID or search for patron” field.

![Patron Identification]

3. Patron records open to the Loans tab by default.
4. Scan the item barcodes into the “Scan item barcode” field.

5. The checked-out items will display in a list below the “Scan item barcode” field. The patron will receive a notification email once the items are checked out to them.
6. Click the “Done” button in the upper right corner when you are finished.