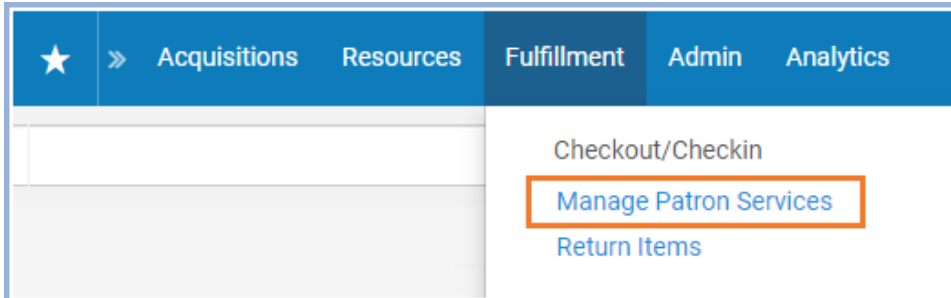


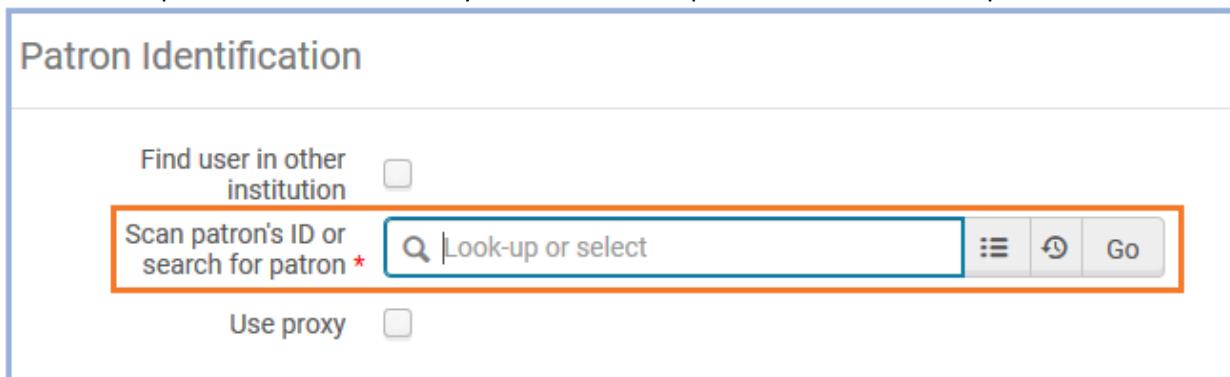
## Loan Items to Local Patrons (with Courtesy Cards or UIUC i-cards):

Alma video: [Working at the Circulation Desk](#)

1. Go to "Fulfillment" and select "Manage Patron Services".



2. Scan the patron's i-card or courtesy card in the "Scan patron's ID or search for patron" field.

A screenshot of the 'Patron Identification' form. The form has a white background and a blue border. At the top, the title 'Patron Identification' is displayed. Below the title, there are three search options, each with a checkbox: 'Find user in other institution', 'Scan patron's ID or search for patron \*', and 'Use proxy'. The 'Scan patron's ID or search for patron \*' option is selected. To the right of this option is a search input field with a magnifying glass icon and the placeholder text 'Look-up or select'. The input field is highlighted with an orange border. To the right of the input field are three buttons: a menu icon (three horizontal lines), a refresh icon (a circular arrow), and a 'Go' button.

3. Patron records open to the Loans tab by default.

Patron Services

Edit User Info Submit Request Refresh Blocks/Notes Done

Fish, Stackles

Active balance 0.00 USD Send Activity Report  
ID 20112000326602 Send Requests Report  
User group FACULTY

User Notes

- 1. User has 1 overdue item(s) in this library
- 2. User has 2 item(s) waiting for pickup at this desk.

Loans Returns Requests Network Activity

Scan item barcode \*

Loan Display : Loans of this session

No records were found.

4. Scan the item barcodes into the "Scan item barcode" field.

Loans Returns Requests Network Activity

Scan item barcode \*

Loan Display : Loans of this session

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.

Loans Returns Requests Network Activity

Scan item barcode \*

1 - 2 of 2 Change Due Date

Loan Display : Loans of this session ▾

<input type="checkbox"/>	Title	Due Date	Barcode	Fine	Loan Date	Loan Status	Item Policy	Library	Loan Notes
1 <input type="checkbox"/>	Books, books, books : a treasury of clip art / Darcie Clark Frohardt.	07/14/2020 22:00:00 CDT	30112018751112	-	03/24/2020	Normal	BOOK 16/4 WKS	Main Stacks	
2 <input type="checkbox"/>	50+ library services : innovation in action / Diantha Dow Schull.	07/14/2020 22:00:00 CDT	30112110638076	-	03/24/2020	Normal	BOOK 16/4 WKS	Main Stacks	

6. Click the “Done” button in the upper right corner when you are finished.

er Notes

ser has 1 overdue item(s) in this library