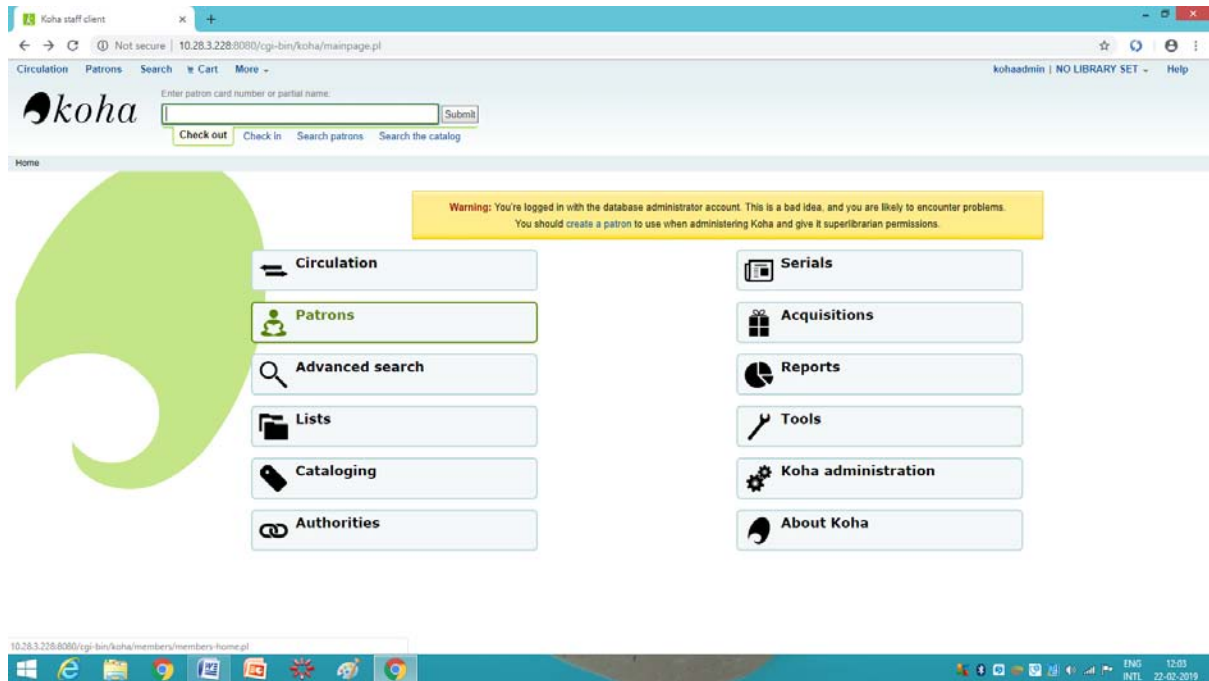
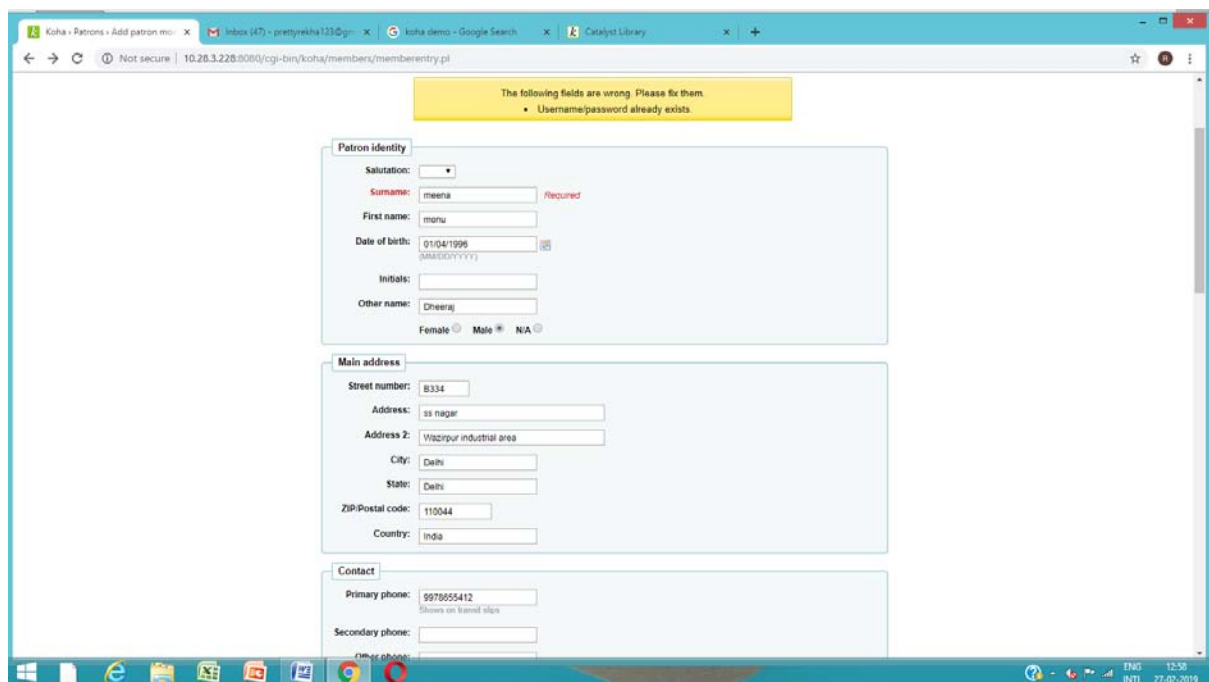


# KOHA Circulation 2: Check Out and Check In

## Koha Main Menu



## Step 1. Patron Identity



Koha - Patrons - Add patron mo x | Inbox (47) - prettyreka123@gmail.com x | koha demo - Google Search x | Catalyst Library x | +

Not secure | 10.20.3.228:9080/cgi-bin/koha/members/memberentry.pl

Country:

**Contact**

Primary phone:   
Shows on library signs

Secondary phone:

Other phone:

Primary email:   
Shows on library signs

Secondary email:

Fax:

**Alternate address**

Address:

Address 2:

City:

State:

ZIP/Postal code:

Country:

Phone:

Email:

Contact note:

**Alternate contact**

Surname:

First name:

Koha - Patrons - Add patron mo x | Inbox (47) - prettyreka123@gmail.com x | koha demo - Google Search x | Catalyst Library x | +

Not secure | 10.20.3.228:9080/cgi-bin/koha/members/memberentry.pl

Contact note:

**Alternate contact**

Surname:

First name:

Address:

Address 2:

City:

State:

ZIP/Postal code:

Country:

Phone:

**Library management**

Card number:  Required

Library:  Required

Category:  Required

Sort 1:

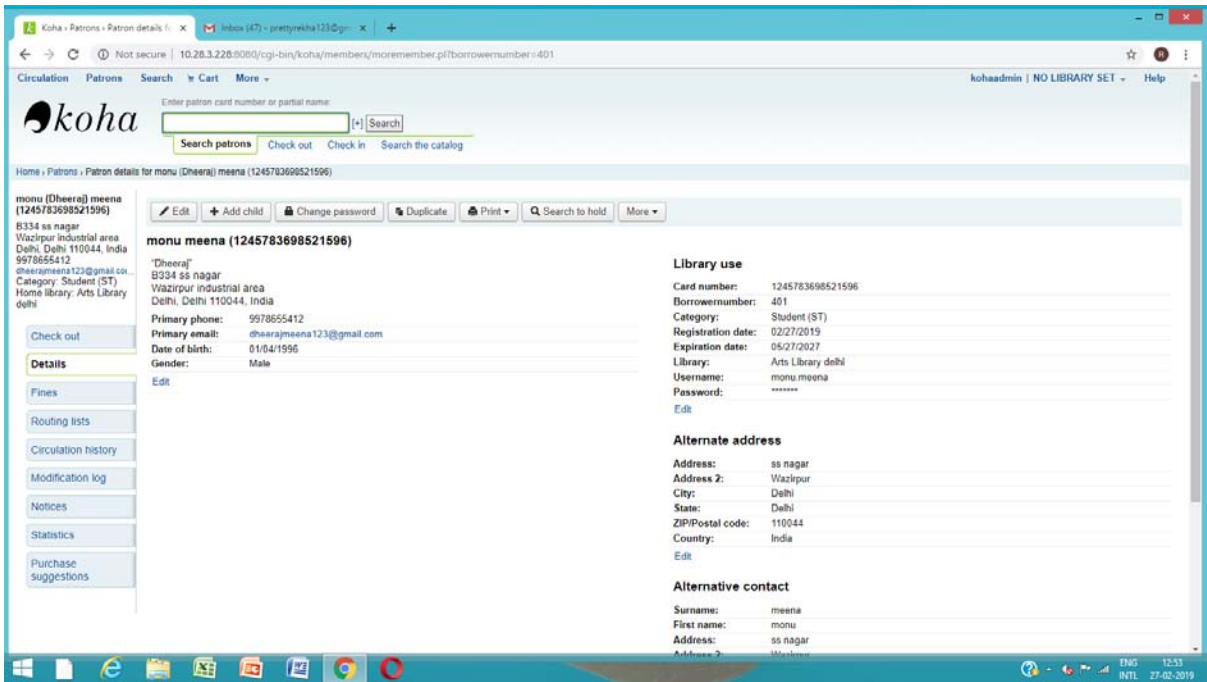
Sort 2:

**Library set-up**

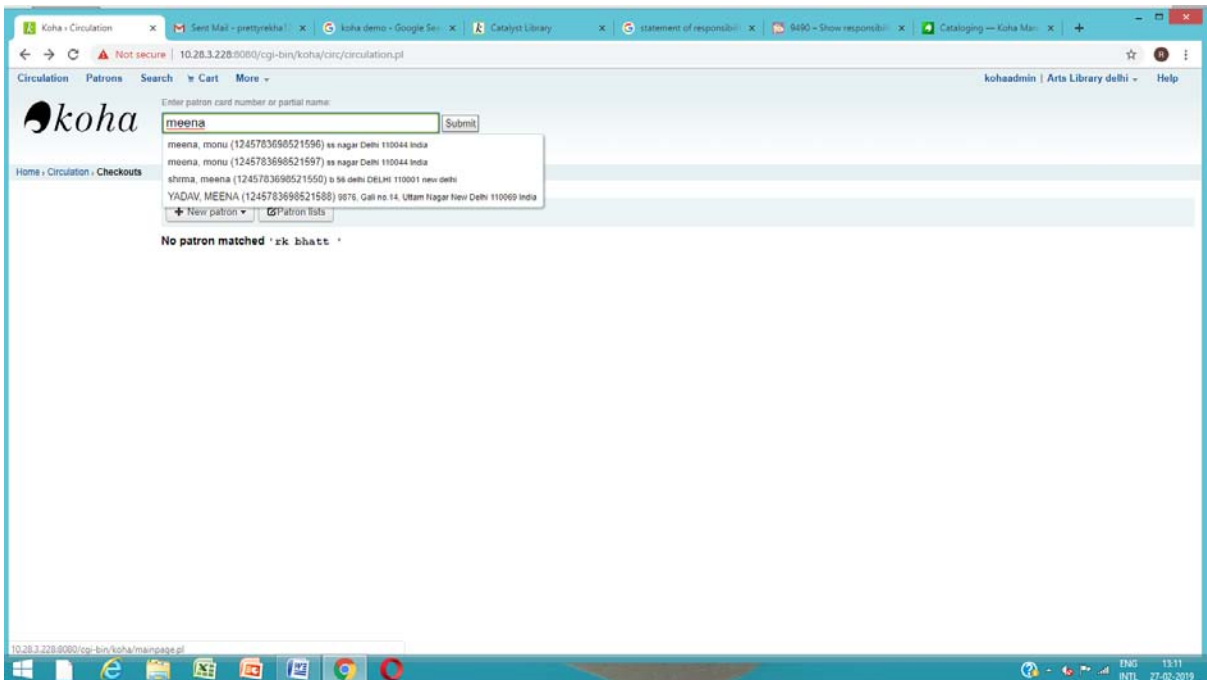
Registration date:   
MM/DD/YYYY

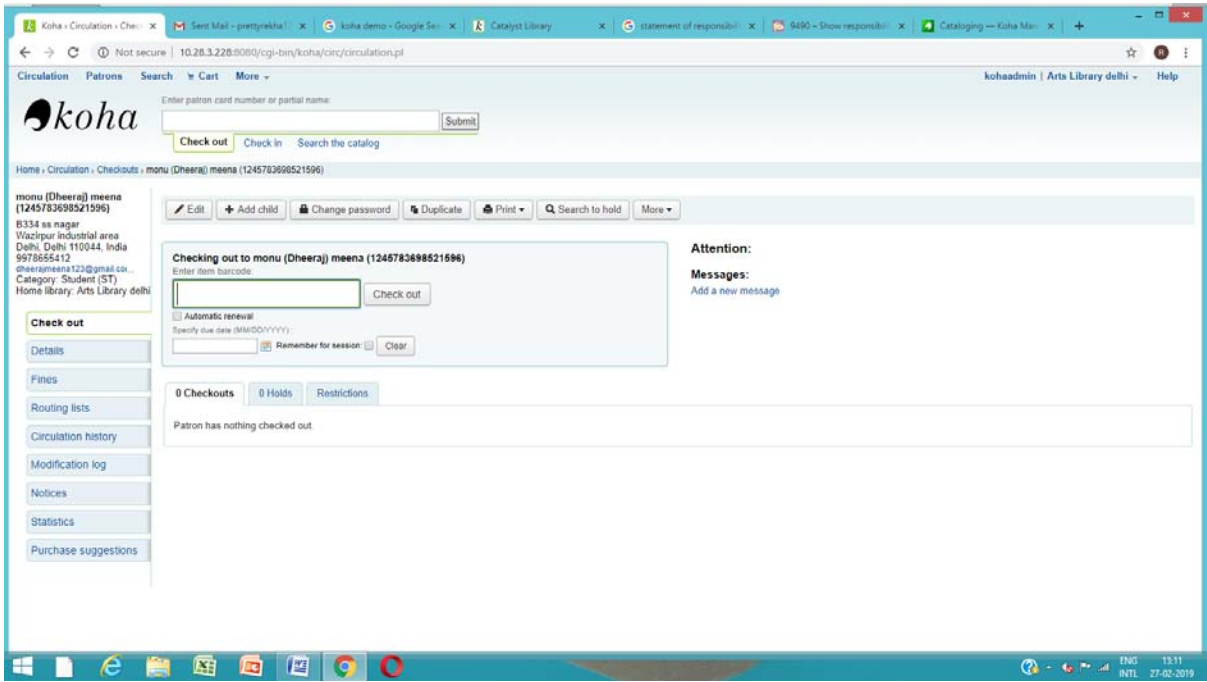
Expiry date (leave blank for auto calc):   
MM/DD/YYYY

Step 2. Patron as Meena

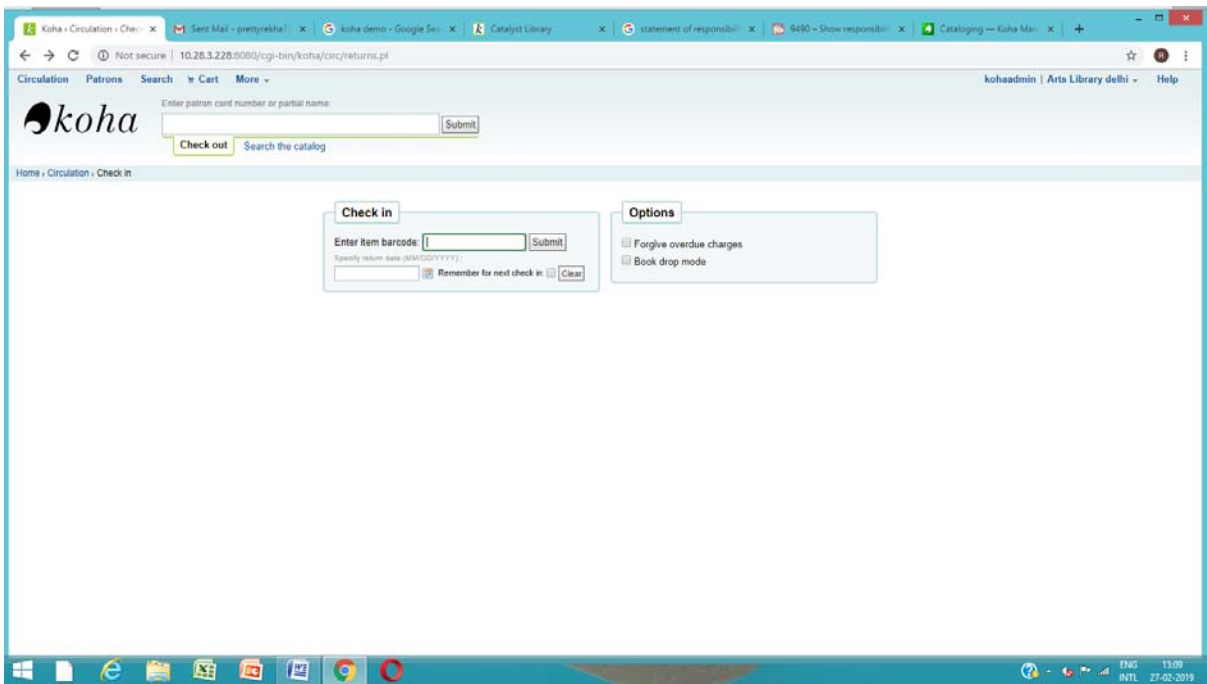


### Step 3. Check Out Book : Select Patron and Select Item Barcode





#### Step 4. Select Check In and Enter Item Barcode



## Step 5. Checked In Item

The screenshot displays the Koha library system's 'Checked in' interface. At the top, there are navigation tabs for 'Circulation', 'Patrons', 'Search', 'Cart', and 'More'. A search bar for patron numbers is visible. A prominent message reads: 'Please return libraries in India to british library (Print slip)'. The 'Check in' section includes a barcode input field, a return date field (MM/DD/YYYY), and checkboxes for 'Remember for next check in' and 'Clear'. An 'Options' box contains checkboxes for 'Forgive overdue charges' and 'Book drop mode'. Below this is a table of checked-in items.

Due date	Title	Author	Barcode	Home library	Holding library	Shelving location	Call number	Type	Patron	Note
05/31/2017 23:59 (overdue)	libraries in india	Shant R.K.	23081992	british library	british library			Books	pharma.rom (ST)	