



# Circulation Training Exercises

## Exercise #1 - Login

- username / password see <https://bc.libraries.coop/docs/sitka-training-server-access/> or contact Support

## Exercise #2 - Set Toolbars

- Add Bookmarks to the Chrome Bookmark Bar for Check Out, Check In, and Search the Catalog

## Exercise #3 - Search for Patron by name

- *Search -> Search for Patrons [F4]*
  - write down 1 patron barcode
    - \_\_\_\_\_

## Exercise #4 - Search for Patron by barcode

- *Circulation -> Check Out [F1]*
  - enter patron barcode from Exercise #3

## Exercise #5 - Checkout

- Check out some items
  - Item barcodes can be found here: <https://bc.libraries.coop/support/sitka/training-server/>

## Exercise #6 - Add a note to the patron account

- Note the "(See Notes)" note under the patron name

## Exercise #7 - Edit Patron record

- Add an email address

## Exercise #8 - Check In

- Your patron returns some of the items they had checked out. Check these items in

## Exercise #11 - Holds

- Search the catalogue for one of your favourite books. Place a title level hold for your patron
- Look under Holds in your patron's record. What is the status of the hold?

## Exercise #12 - Reset the patron's password

- *Search -> Search for Patrons [F4]*
- Retrieve the patron from Exercise #3 -> Click Edit
- Enter new "*Password*"
- Save