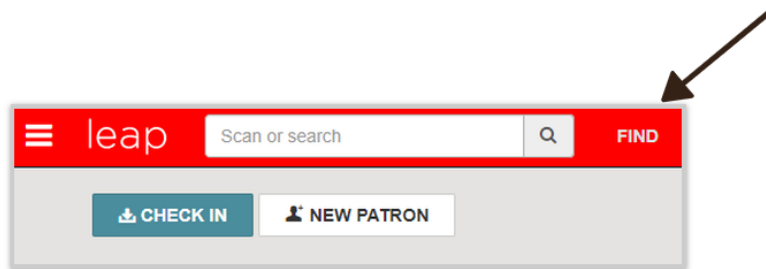




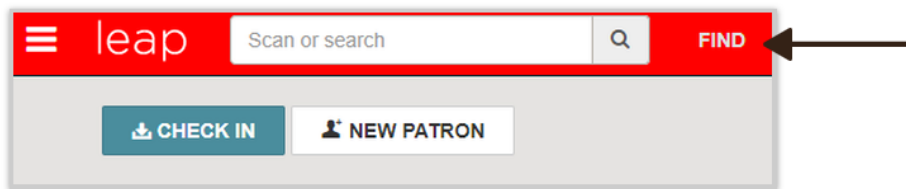
Checking Out & Modifying Due Dates in Leap

Checking Out

Locate a patron record. Scan the patron's library card, driver's license, or key their barcode into the Quick Search bar.



Or, if needed, click on Find to open the Find Tool.



In the Find tool, select Patron from the record type dropdown.





Select your search type and enter in your search criteria according to your local procedures.

Find Tool - Patron

Patron ▸ Basic Search ▸ Barcode ▾ Exact (*) ▸

Library-assigned block
Name (First Middle Last)
Name (Last, First Middle)
Notes
Parent/Guardian
Patron code
Patron record is secured
Patron's registered library

City ... Zip Birth Da... Library Patron C

Once you've entered in your search term, select the search icon to launch the search.

Find Tool - Patron

Patron ▸ Basic Search ▸ Name (Last, First Middle) ▸ Keyword (All) ▸

CCS Test User

Barcode Name Street City ... Zip Birth Da... Library Patron C

Select the correct user from your search results, and click Open.

Find Tool - Patron

Patron ▸ Basic Search ▸ Name (First Middle Last) ▸ Exact (*) ▸

CCS Test

Barcode	Name	Street	City	Zip	Birth Da...	Library	Patron C
CCSTEST3	Test, CCS	3355-J N. Arlington Heig...	ARLINGT...	IL 60...	Coopera...	GVK Ex	
ccstest1	Test, CCS	3355 N. Arlington Height...	ARLINGT...	IL 60...	Coopera...	CPL Pat	
29999916663216	NoLastName, CCS Test us...	3355 N. Arlington Height...	ARLINGT...	IL 60...	Coopera...	Recipro	

Ready 3 result(s)

Count Only ADD TO RECORD SET OPEN CANCEL



In the patron's account, select the Check Out tab.

The screenshot shows the 'leap' system interface for a patron named 'CCS TEST'. The 'Check Out (0)' tab is selected. An arrow points to the 'Scan or enter item barcode' input field.

Scan or key in item barcodes in the box that says, "Scan or enter item barcode."

The screenshot shows the 'leap' system interface for a patron named 'CCS TEST'. The 'Check Out (0)' tab is selected. An arrow points to the 'Scan or enter item barcode' input field.

Note: You can also use the Find Tool to locate items if you do not have the item barcode in hand.

A close-up of the 'Scan or enter item barcode' input field and the 'Find Tool' button. An arrow points to the 'Find Tool' button.

If the patron's account is blocked, a pop-up message will notify staff. From this view, staff can cancel the checkout and resolve the block or, depending on your permission levels, select "Continue" or have a supervisor enter an override to check the item out.



Patron is blocked

Do you want to continue with this operation?

Total overdue items: 14
Patron owes money. Amount due: \$51.98
Patron has 1 held items at registered branch of Cooperative Computer Services
Patron has 1 held items at branches other than registered branch of Cooperative Computer Services
Patron has exceeded maximum fees permitted. Amount due: \$51.98

CONTINUE **CANCEL**

As items are scanned, pop ups appear at the top of the screen confirming if the checkout was successful (shown below) or unsuccessful (a red pop up).

leap Scan or search **FIND** New Utilities

CHECK IN **NEW PAT** Check-out successful

CCS TEST **CCSTEST1** **COOPERATIVE COMPUTER SERVICES** **BLOCKS** **NOTES** **REGISTRATION** **ACTIONS**

Check Out (1) **Out (17)** / **Overdue (14)** **Account (\$51.98)** **Claims (1)** / **Lost (2)** **Holds (14)** / **Held (2)**

Scan or enter item barcode **Find Tool** **Reset Due Date** **Special**

If you cancelled the checkout, a yellow pop up appears confirming the transaction was cancelled. A running list of items checked out appears under the scan box.

leap Scan or search **FIND** New Utilities Help **ccsdwischmeyer (CCSD)**

CHECK IN **NEW PAT** Check-out procedure cancelled **PRINT**

CCS TEST **CCSTEST1** **COOPERATIVE COMPUTER SERVICES** **BLOCKS** **NOTES** **REGISTRATION** **ACTIONS** **COMPLETE**

Check Out (1) **Out (17)** / **Overdue (14)** **Account (\$51.98)** **Claims (1)** / **Lost (2)** **Holds (14)** / **Held (2)** **More**

Scan or enter item barcode **Find Tool** **Reset Due Date** **Special Loan**

TITLE	CALL NUMBER	BARCODE	DUE DATE	ACTION
The underground railroad : a novel	Fiction Whitehead, Colson	33090005491883	3/14/2018	Check Out



During checkout, you may also encounter items with blocks. After the item is scanned, a pop up will appear with a block alert. From this view, you can: cancel the checkout, view the item record to investigate further, or (depending on your permission levels), select “Continue” or have a supervisor enter an override to check the item out.

Item is blocked

Do you want to continue with this operation?

Dragons love tacos

Check Contents

ITEM RECORD CONTINUE CANCEL

Circulation of item is restricted

Patron (CCS Test) is restricted from borrowing Material type: Book. Do you want to continue?

CONTINUE CANCEL

When all items are checked out, select “Complete” to finish the transaction and close the patron’s record. If not, Leap will prevent the workform from closing until “Complete” is selected.

Once the transaction is complete, Leap closes the patron’s record and prints a checkout receipt (depending on your library’s settings, a receipt may automatically print or prompt you to print).

CCS TEST ⓘ

CCSTEST1

COOPERATIVE COMPUTER SERVICES

REGISTRATION ACTIONS ↕ ↺ ↻

COMPLETE

Check Out (3) In Out (19) / Overdue (14) Account (\$51.95) Claims (1) / Lost (2) Holds (14) / Held (2) More ▾

Scan or enter item barcode ↵ Find Tool

Reset Due Date Special Loan

Modifying Due Dates

Special Loan

There are two ways to change item due dates during a checkout transaction. The first method, using the Special Loan tool, is used for changing due dates BEFORE items are scanned.



To use, click on “Special Loan.” Use the calendar to select the new due date or enter a value in the Loan Period box. You can also opt to apply this due date only to the next item scanned or to all the items in this session. Click “OK” to apply the changes.

Remember: the new date will apply only to items scanned after the special loan date is set.

CCS TEST ⓘ
CCSTEST1
COOPERATIVE COMPUTER SERVICES

REGISTRATION ACTIONS ↕ C COMPLETE

BLOCKS NOTES

Check Out (1) Out (17) / Overdue (14) Account (\$51.98) Claims (1) / Lost (2) Holds (14) / Held (2) More ▾

Scan or enter item barcode ↵ Find Tool

Reset Due Date Special Loan

Loan period: 35 Days ▾

☒ Apply to next item only
☐ Apply to all items for this patron

OK CANCEL

Reset Due Date

The Reset Due Date tool is used to change due dates AFTER items are scanned.

To activate this tool, one or more items from the list of checkouts needs to be selected. You can select the items one at a time or click on the checkbox at the top of the list to select all. Once items are selected, click “Reset Due Date.” A calendar will open and you can select the appropriate date.

leap Scan or search FIND New ▾ Utilities ▾ Help ▾ ccswischnmeyer (CCSB) ▾

CHECK IN NEW PATRON PRINT

CCS TEST ⓘ
CCSTEST1
COOPERATIVE COMPUTER SERVICES

REGISTRATION ACTIONS ↕ C COMPLETE

BLOCKS NOTES

Check Out (3) Out (19) / Overdue (14) Account (\$51.98) Claims (1) / Lost (2) Holds (14) / Held (2) More ▾

Scan or enter item barcode ↵ Find Tool

Reset Due Date Special Loan

	TITLE	CALL NUMBER	BARCODE
<input checked="" type="checkbox"/>	The very hungry caterpillar	JT CARLE, E.	31170006094743
<input checked="" type="checkbox"/>	Dragons love tacos	JPicture Rubin, A.	31192020238455
<input checked="" type="checkbox"/>	The underground railroad : a novel	Fiction Whitehead, Colson	33090005491883

Mar 2018

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