***Over Dues:***

* *Check in materials from drop boxes first.*
* *If none are overdue, you can run the automatic over due’s UNDER* ***REPORTS-REPORT MANAGER-or- BACK OFFICE –JOB MANAGER***
* *To run a manual overdue report….*
* ***REPORTS-PATRON REPORTS-CIRCULATION-CURRENT CHECKOUTS/FINES***
* ***Unclick UNPAID LIBRARY FINES***
* ***Unclick UNPAID PATRON FINES***
* ***Continue at bottom click on MY PATRONS***
* ***Select PATRON TYPES UPDATE***
* ***Click on SELECT PATRON***
* ***Unclick LIBRARY USE –STAFF***
* ***Click OK***
* ***Go back to PATRONS-KEEP STATUS ACTIVE-RESTRICTED***
* ***Click on CONTINUE at bottom of page***
* ***Click START NEW PAGE FOR EACH GROUP***
* ***Click on under heading ALSO DISPLAY-click on PATRON INFO- PHONE NUMBER, leave check on BARCODE***
* ***RUN REPORT***
* ***Click on REFRESH***
* ***Renew Item on Patron Account***
* ***EXCEPT***
* ***1) IF ITEM IS ON HOLD***
* ***2)FINE OVER $1.00 FOR KID, $10.00 FAMILY OR JUST INDIVIDUAL***
* ***3)ITEM HAS BEEN RENEWED 3 TIMES ALREADY(either at the week or 3 week time frame)***
* ***4)VIDEOS RENEW ONLY ONCE***
* ***SOME PEOPLE HAVE A NO CALL REQUEST***

***MAGAZINES***

* *Periodical check in notebook is on top of black file cabinet under circulation computer.*
* *Record each issue received*
* *Note if a duplicate has been received(We will need to send a copy of the label to the Magazine Service, do not throw away bag label-card label-or any other label that may be included*
* *Make a note on the labels that aren’t on the magazine( the magazine name, issue, and the date, and make a note to SAVE FOR CATHY*
* *Remove loose items out of magazine*
* *Put the Library copy label on the front left side under Title without covering up anything important*
* *Stamp with BELL MEMORIAL LIBRARY at the top of the first inside page on the left, then randomly stamp other inside pages*

*TO CATALOG MAGAZINES*

* ***CATALOG***
* ***ADD TITLE***
* ***Drop down SERIALS***
* ***TITLE***
* ***These need to be consistently the same, 2 digit month, 2 digit year (The listing in the periodical notebook should have the way titles are on barcodes. If in doubt look at a few of the same issue to see how it is put in)***
* ***For weekly 2 digit month/2 digit day/2 digit year***
* ***The barcode goes in the upper right corner of the magazine. If in doubt check previous copies.***