

Introduction

Understanding the basic components of the Millennium circulation environment and how each function works is key to efficiently using Millennium Circulation. Because there are often multiple ways of performing different tasks, this tutorial will introduce you to the various methods, and you will be able to decide which method is the most comfortable or most efficient for you or your staff. This tutorial starts with creating a patron record and then follows the steps used for most common circulation desk functions in an order in which you might normally encounter them. You'll walk through step-by-step instructions, examples, tips, and annotated illustrations of the Millennium Circulation environment. When you complete this tutorial, you will know and understand:

- The basic components of the Millennium patron record and how to create and edit a patron record
- How to check out and check in item records
- Different ways to search, display, create and modify a hold
- How to charge money, collect money and adjust fines

[close window](#)

Navigation & Requirements



NAVIGATION

- At the bottom of each page are links to the next and previous pages. We recommend you follow through the tutorial steps using the **Next Page** links.
- A menu bar near the top of each page lists each section in the tutorial, with your current location highlighted in red. You can select a different section from the menu bar.
- At any time you can select from the drop down menus on the navigation bar across the top of each page.
- Within pages there are links to other pages in the tutorial. Use your browser's **Back** button to return to your previous place in the tutorial.
- Links to pages outside the tutorial open in a separate browser window. To return to the tutorial, close the external link window, or click on the tutorial window to make it active.
- Hot Tips are used to highlight information that either illustrates or expands a point in the tutorial text. They can be recognized by the icon:



- Moving graphic examples are included on some pages. To view them you need the Flash plugin on your computer. You can download the latest Flash from this link



Use the  and  buttons to control the Flash movie. Review or Close when finished.

RECOMMENDED SOFTWARE AND HARDWARE SETTINGS

- Web browser: Netscape Communicator v.4.5 or above; Internet Explorer v.4.5 or above


For optimal viewing:

- Web browser: Netscape Communicator v.6.0 or above; Internet Explorer v.5.5 or above
- Monitor setting: 1024 x 768 resolution or higher, with browser window maximized
- Colors: at least 256 or higher

PRINTING

You can print individual tutorial pages and screens from within a Web browser using the '**Print this page**' icon



The complete tutorial can also be printed in [PDF format](#). To view and print it you need Adobe Acrobat Reader software which you can download from 

Customers who would like to mount this tutorial on a local server for the use of their staff, without having to allow them full access to CSDirect, may download the tutorial as a [ZIP file](#) (size 4.6Mb).

After the file has been downloaded and unzipped into the Local directory of choice you will see a list of individual html pages. Double click to open a page called [index.html](#) and the tutorial will be accessible.

Please contact us if you have [questions](#), [comments](#) or [problems](#).

[close window](#)

Using Millennium Circulation

Common Elements

In using Millennium you will find many elements to be common to all of the applications. Included within this tutorial and the User Manual are explanations and examples of these elements.

Using Java Components

The Millennium applications all use a Java-based, graphical interface. Java programs are very similar to Windows programs in that there are often multiple ways to access the same mode or function. For example, there may be a menu command, a keyboard command, or a screen button.

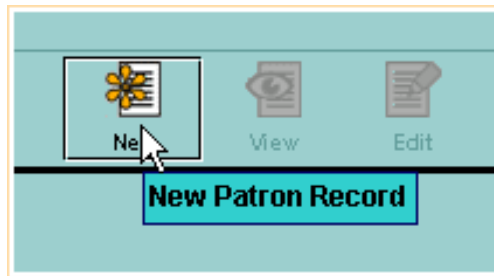
The tutorial is designed to be a self-guided introduction to the Circulation system, which can be taken before training, in order to introduce trainees to screens and concepts that they will be using. Note that the labels and values of fields are highly customizable and so may not match your system exactly. However, the concepts and capabilities should be true for all Millennium systems.

[close window](#)

Patron Registration & Editing

In Millennium Circulation, the process of registering a patron is the same as creating a Patron Record. In this tutorial two possible methods for creating a Patron Record are presented.

The first method is to create a full Patron Record at the time of registration, using the **New Patron Record** command.



The **Insert Patron Record** window will appear.

Insert Patron Record · New PATRON
✕

File Edit View

Insert
 Print

Select Template

- patron: patron records
- pubpatron: Public Library Patron
- suplierill: Supplying ILL (Inst)
- upatron: University Patron
- otfpatron: On the Fly Patron

New PATRON Last Updated: 04-04-2005 Created: 04-04-2005 Revisions:

Expiration Date	- -	Birth Date	- -	ILL Request	
Patron Code 1	-	Home Library	ep Emeryville Public Library	Current Item C	
Patron Code 2	-	Patron Message	- NO MESSAGE	Current Item D	
Patron Code 3		Manual Block	-	Patron Code 4	
Patron Type	0 Adult (eng)	Claims Returned		Patron Agency	
Total Checkouts		Money Owed	\$0.00	Last Circ Activity	- -
Total Renewals		Current Item A		LANG PREF	eng
Current Checkouts		Current Item B			

- Name
- Address

Street/PO Box	
City, State ZIP	
- Telephone
- Barcode
- Email Address

New PATRON Record
Record Creation Mode (OVR)

New PATRON Record

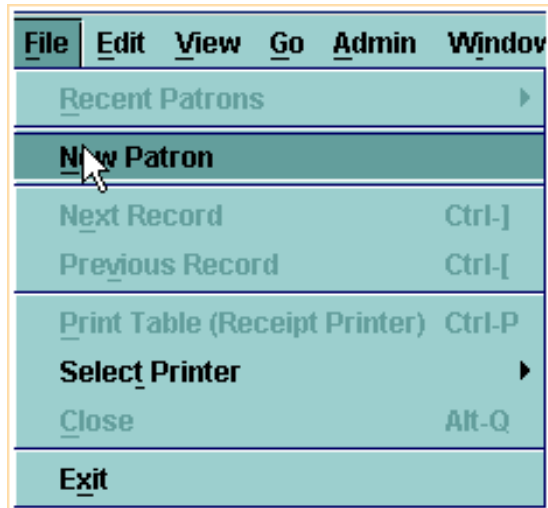
Record Creation Mode (OVR)

The second method allows you to save time at registration by creating a brief Patron Record, called an On-The-Fly Patron Record, then later editing the record to add additional information.

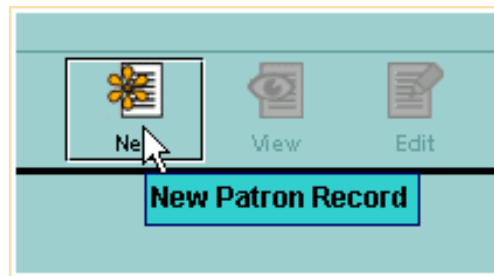
[close window](#)

Creating a Patron Record

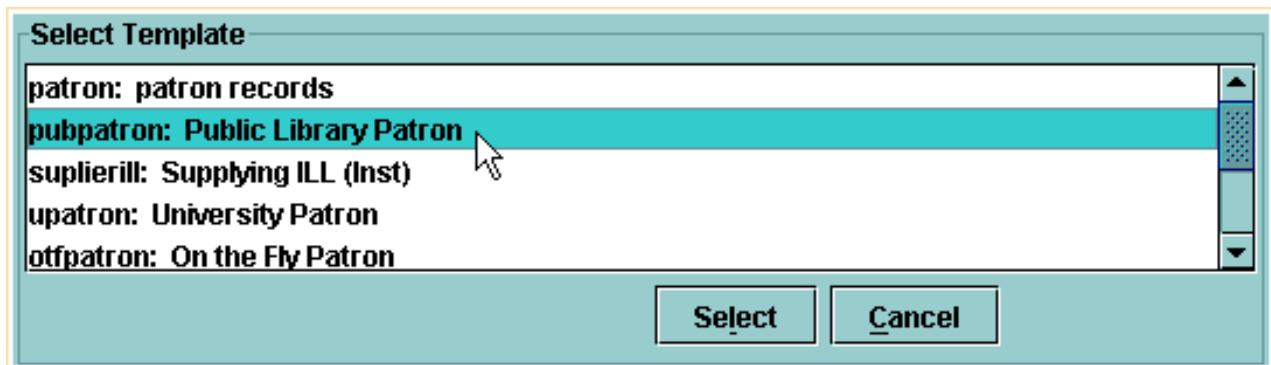
To create a new Patron Record from **Circulation Desk** mode, you can either select the **New Patron** command from the **File** menu,



or click on the **New** button on the toolbar.



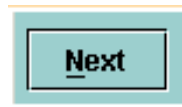
The first time you create a new record, the system may prompt you to select a *Patron Record template*, depending on whether your login has more than one template in its "Preferred" settings. Click on the name of the template you would like to use, and then choose the **Select** command. You can also double-click on the name of the template. If your login has been assigned only one template, the patron registration will begin without any prompt for template.



NOTE: If you choose an incorrect template, have your supervisor or system coordinator show you how to adjust the New Record Tab in Settings, available under the Admin menu.

Millennium Circulation offers a *Wizard*, or a series of dialogs, to assist you in entering patron information. For each field that appears in the selected template, Millennium Circulation prompts you to enter a value for that field.

After entering data for the displayed field, choose the **Next** button,



or use your keyboard Enter key to proceed to the next field in the wizard.



NOTE: If you make an error and have already chosen Next, you cannot correct it right away. Once you have responded to all of the wizard prompts, you will have the opportunity to edit the record you just created to make any corrections.

To exit from the wizard without creating the record, choose the **Cancel New Record Creation** button.





NOTE: In this tutorial, as the process of creating a Patron Record proceeds, some information about each field will be mentioned. For additional information, refer to the User Manual, Page # 103169: [Appendix|Fixed-length Fields|Patron Records](#) & Page # 103177: [Appendix|Variable-length Fields|Patron Records](#)
Also note that the order of the wizard fields in your template may be different than the template being used in this tutorial, which prompts for information in the order that it appears in the record.

[close window](#)

Date Fields

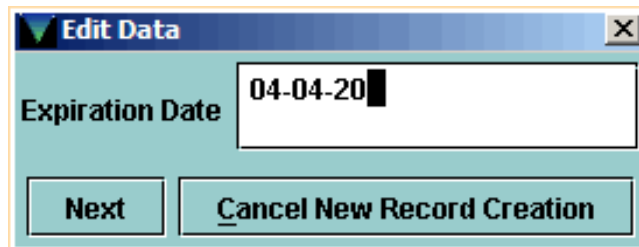
The first field in this template is **Expiration Date**, which is a *Fixed-length Field*. This field can be used to block a patron from checking out items if his or her registration has expired.



The screenshot shows a dialog box titled "Edit Data" with a close button (X) in the top right corner. Below the title bar, the text "Expiration Date" is followed by a text input field containing a hyphen "-" and a cursor. At the bottom of the dialog, there are two buttons: "Next" and "Cancel New Record Creation".

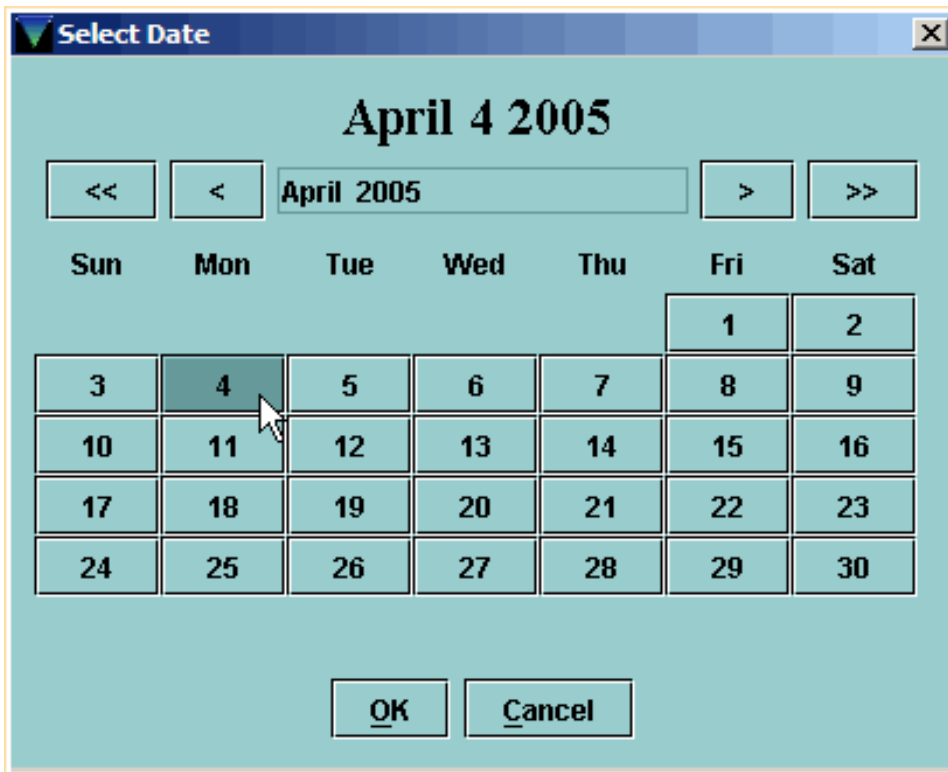
There are several ways to enter the date, which will work anytime you encounter a date field in Millennium Circulation:

- Enter the date in the format used by your library, e.g. type in two digits each for the month, day and year. As you begin to type, the system will fill in the first two digits of the year.



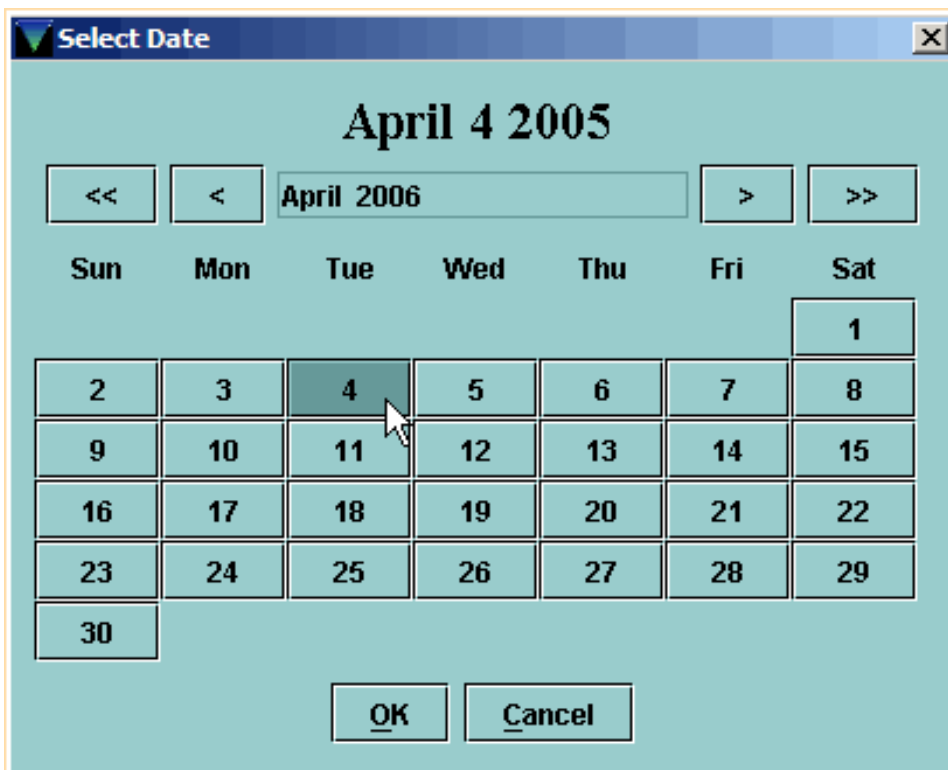
The screenshot shows the same "Edit Data" dialog box. The text input field now contains the date "04-04-20" followed by a cursor. The "Next" and "Cancel New Record Creation" buttons remain at the bottom.

- Double click in the white area of the date prompt, or type the letter **C** (the command to use the calendar).

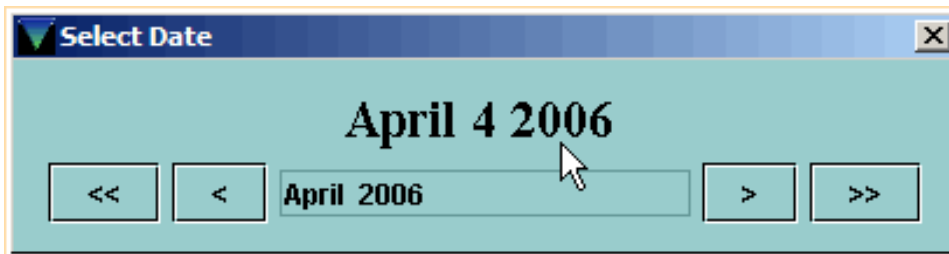


The **single arrow** buttons are used to move forward and back one month. The **double arrow** buttons are used to move forward and back one year. To select a date, it is important that you actually click on the date you want, so that the text at the top of the dialog box displays the correct date.

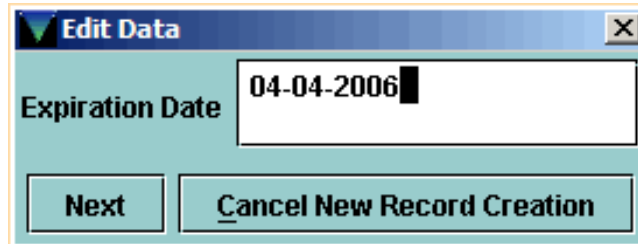
For example, to make the expiration date one year later, click on the double right arrow to move forward one year and then click on the date one year from today.



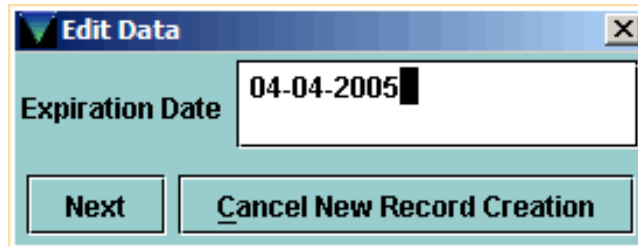
Note that the year has changed in the top date display.



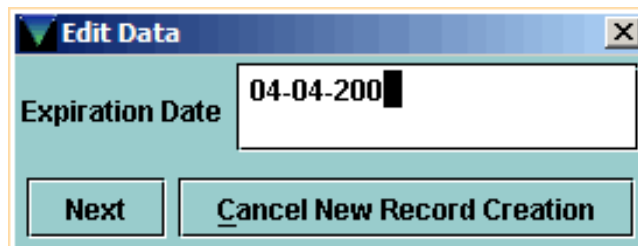
Click on the **OK** button to fill in the **Expiration Date** field.



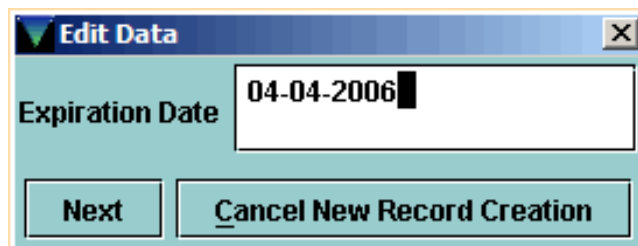
- If your patrons' registration expires one year from today, an easy way to enter the expiration date is to type the letter **T**, which is the command to enter today's date,



then backspace over the last digit of the year



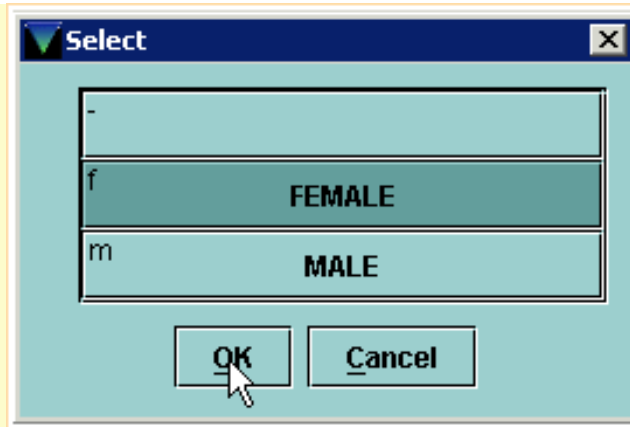
and enter next year.



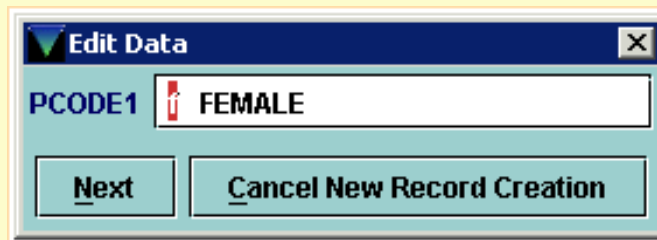


NOTE: To remove a date (i.e., to make the date field blank) type the letter **B**, which is the command to blank out a date field.

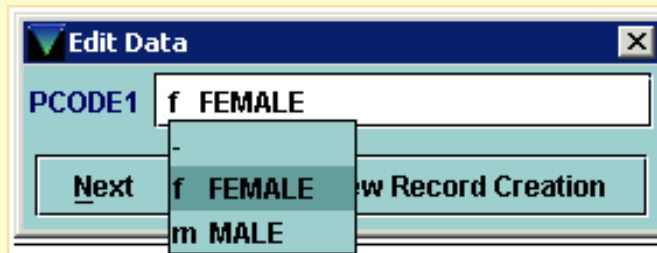
[close window](#)



Click on the desired code, then click OK.



- If you type an invalid code, Millennium Circulation offers a pop-up menu of valid codes. You can use the <space> bar to trigger this menu. Click on the code to select, or use the arrow keys to scroll through the list and press Enter to select.



If you know the code you would like to enter, you can also type in that code at the prompt.

It is important that you choose the correct **PTYPE**, or Patron Type, code when creating a new Patron Record.

New PATRON Last Updated: 04-04-2005 Created: 04-04-2005 Revisions:					
Expiration Date	04-04-2006	Birth Date	- -	ILL Request	
Patron Code 1	f FEMALE	Home Library		Current Item C	
Patron Code 2		Patron Message		Current Item D	
Patron Code 3		Manual Block		Patron Code 4	
Patron Type				Patron Agency	
Total Checkouts				Last Circ Activity	- -
Total Renewals				LANG PREF	
Current Checkouts					

Edit Data [X]

Patron Type

Next

- Unique ID No.
- Name
- Address
- Telephone

Street/PO Box	
City, State ZIP	

This numeric code is one of three elements, and the only one from the Patron Record, that determines the correct Loan Rule to use for this patron at the time of a circulation transaction. The *Loan Rule* is used to determine the correct due dates for items and other circulation parameters.

The **Birth Date** field functions like the **Expiration Date** field and other date fields on the system.

Edit Data [X]

BIRTH DATE

Next

You can type in the date or use the calendar. If you type in the birth date for patrons born in the 20th century, be sure to backspace over the first two digits of the year, the '20'.

Edit Data [X]

BIRTH DATE

Next

Replace them with '19'.



NOTE: When you type '1' in the year field, the system will fill in the '9', so you only need to type 1-7-9 for a birth year of 1979.

Edit Data

BIRTH DATE 03-15-1979

Next Cancel New Record Creation

The valid codes for **Home Library** are the same *Location Codes* used in all records on the system, such as Bibliographic and Item Records.

Edit Data

Home Library

Next Cancel New Record Creation

If you retrieve the list of codes, you may find that it is a very long list.

Select

none	eb Emeryville Branch Library
ebaf EBL Adult Fiction	eban EBL Adult Non-Fiction
ebav EBL Audio Visual	ebeq EBL Equipment
ebj EBL Juvenile	ebjr EBL Juvenile Reference
ebmr EBL Meeting Room	ebper EBL Periodicals
ebref EBL Reference	ebres EBL Reserves
ebweb EBL Internet Resource	eill Emeryville ILL
ep Emeryville Public Library	epaf EPL Adult Fiction
epan EPL Adult Non-Fiction	epav EPL Audio Visual
epj EPL Juvenile	epjr EPL Juvenile Reference

OK Cancel

It is probably easier to type in the appropriate home library code for your patrons, or the correct code may have been set in the default template.

The **PMESSAGE**, or Patron Message field, is an optional field that adds a generic message to the Patron Record.

If you enter a value, the message will display each time the Patron Record is retrieved. Here is a list of some sample PMESSAGES:

-	NO MESSAGE	f	ON THE FLY
a	CHECK ADDRESS	e	CHECK EMAIL
b	BIRTHDATE	d	NEED ID#
p	PARENT SIGN	r	ADULT REG
m	MISSING PIECES	i	DAMAGED ITEM
c	CKO NO CARD	u	INTERNET USE
n	PHONE#		

If you want no message to appear, you would choose the *null*, or *hyphen*, value.

[close window](#)

Variable-Length Fields

The next group of wizard prompts are for *Variable-length Fields*. Remember that the fields and/or field labels on your system may be different than this example.

The **ID** field is the unique identifying number for this patron, such as driver's license or state ID number in a public library, or the student's registration number in an academic library.

Insert a non-MARC field

u Unique ID No. EBL12345678

Next Cancel New Record Creation

For **Patron Name**, be sure to enter the patron's last name first, followed by a comma, space, then first name and middle initial. Notices to patrons will be addressed to the patron name in first name, last name order, with the comma used as the indicator of where the last name ends.

Insert a non-MARC field

n Name Bishop, Robin

Next Cancel New Record Creation

Note that there are multiple lines provided for mailing address; in this example, the first line is for street or PO box, and the second is for city, state and zip.

If you need additional lines, press Shift+Enter, or right-click and select **Insert Line** from the pop-up menu.

Insert a field

a ADDRESS

402 SYDNEY STREET
HOLLAND, MI 49423

Next Cancel New Record Creation

If applicable, enter the patron's telephone number

Insert a non-MARC field

t Telephone 510-555-1212

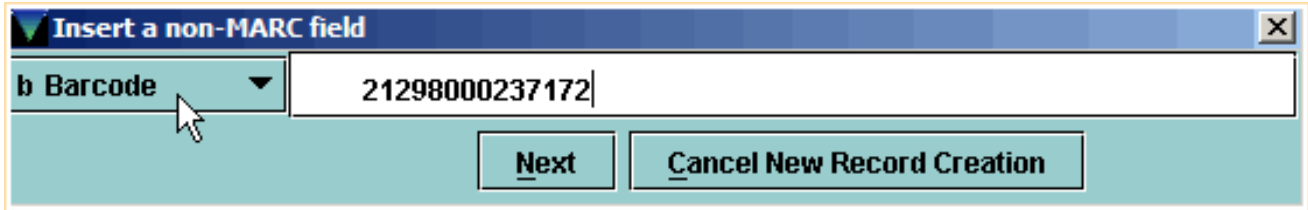
Next Cancel New Record Creation

and complete email address.



The screenshot shows a dialog box titled "Insert a non-MARC field" with a close button (X) in the top right corner. On the left, a dropdown menu is set to "z Email Address". The main text area contains the email address "rbishop@123.com". At the bottom, there are two buttons: "Next" and "Cancel New Record Creation".

The patron's barcode can either be scanned or keyed in.



The screenshot shows the same "Insert a non-MARC field" dialog box. The dropdown menu is now set to "b Barcode". The main text area contains the barcode number "21298000237172". The "Next" and "Cancel New Record Creation" buttons are still present at the bottom.






[close window](#)

Completing the Record

After you have completed all of the wizard prompts, Millennium Circulation allows you to edit the Patron Record you just created to make any corrections.

Insert Patron Record · New PATRON
✕

File Edit View

New PATRON Last Updated: 04-20-2005 Created: 04-20-2005 Revisions:

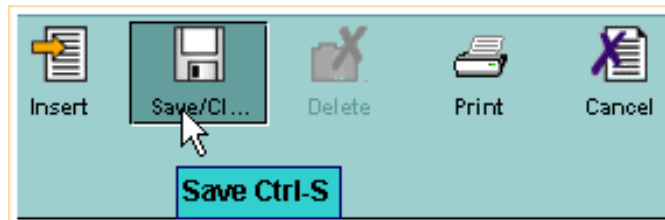
Expiration Date	04-04-2006	Birth Date	04-04-1980	ILL Request	
Patron Code 1	f FEMALE	Home Library	eb Emeryville Branch Library	Current Item C	
Patron Code 2		Patron Message	- NO MESSAGE	Current Item D	
Patron Code 3		Manual Block		Patron Code 4	
Patron Type	0 Adult (eng)	Claims Returned		Patron Agency	
Total Checkouts		Money Owed	\$0.00	Last Circ Activity	- -
Total Renewals		Current Item A		LANG PREF	
Current Checkouts		Current Item B			

- **Unique ID No.** EBL12345678
- **Name** Bishop, Robin
- **Address**

Street/PO Box	123 Library Lane
City, State ZIP	Emeryville, CA 94608
- **Telephone** 510-555-1212
- **Email Address** rbihsop@123.com
- **Barcode** 21298000237172

New PATRON Record
Record Creation Mode (INS)

When you are finished, be sure to save your record by clicking on the **Save** button on the toolbar, or using the **Ctrl+S** keyboard shortcut.



At this point, the record is ready to be used to check out items for the patron, or you can close out of the record if you are finished.

Circulation Desk

New View Edit Messages Browse Print Close

Millennium

Circulation Desk

Key or Scan Item or Patron Barcode

Search

Name	Bishop, Robin
Barcode	21298000237172
Address	Street/PO Box 123 Library Lane
	City, State ZIP Emeryville, CA 94608
Telephone	510-555-1212
Patron Type	0 Adult (eng)
Patron Code 4	0
Claims Returned	0
Expiration Date	04-04-2006

For additional information, refer to the User Manual, Page # 100272: [Creating a Patron Record](#)

[close window](#)

Duplicate Checking

There is an additional system feature you may encounter when creating Patron Records.

The Patron ID index, and/or the Barcode index, can be checked for duplicate entries to prevent the creation of a duplicate record for the same patron.

For example, after entering the data in the **ID** wizard prompt, and clicking on the **Next** button or using the Enter key, the system searches the index of patron IDs.

If the system finds a duplicate record, it will display in a separate window. If the system finds more than one duplicate record, the system will display a browse list of the records.

Duplicate record(s) found · p10011936

File Edit View Go Tools Help

Duplicate record(s) found

Insert View Summary Browse

Use Patron Record

p10011936 Last Updated: 04-04-2005 Created: 04-04-2005

Expiration Date	04-04-2006	Birth Date	04-04-1980	ILL Request	0
Patron Code 1	f FEMALE	Home Library	eb Emeryville Branch Library	Current Item C	0
Patron Code 2		Patron Message	- NO MESSAGE	Current Item D	0
Patron Code 3	0	Manual Block		Patron Code 4	0
Patron Type	0 Adult (eng)	Claims Returned	0	Patron Agency	0
Total Checkouts	0	Money Owed	\$0.00	Last Circ Activity	- -
Total Renewals	0	Current Item A	0	LANG PREF	
Current Checkouts	0	Current Item B	0		

Name Bishop, Robin

Address

Street/PO Box	123 Library Lane
City, State ZIP	Emeryville, CA 94608

Telephone 510-555-1212

Unique ID No. EBL12345678

Barcode 21298000237172

Email Address rbishop@123.com

To replace the record you are creating with the entry that has been found, choose the **Use Patron Record** button.

Millennium Circulation then retrieves the Patron Record to use for checkout or other functions.

[close window](#)

Creating Patron Records "On-The-Fly"






On-The-Fly records can be used when there is a line of patrons waiting to be served and the library has chosen to create brief records to be completed at a later time. It is important to understand that unless fixed fields are entered in the original template, statistics will be lost for items that have been checked out to an On-The-Fly patron.


To create a Patron Record On-The-Fly, be sure the current mode is set to **Circulation Desk** and then scan a new, unused patron barcode.





NOTE: Some libraries do not allow On-The-Fly patron records. If this is the case, the ability to create them can be turned off.

Circulation Desk

 New
  View
  Edit
  Messages
  Browse


Millennium


Circulation Desk



Key or Scan Patron Barcode

21288000113338





Search

Name	
Barcode	
Address	Street/PO Box
	City, State ZIP
Telephone	
Note	
Patron Type	
Patron Code 4	
Claims Returned	
Expiration Date	- -

Rather than having to choose a template, Millennium Circulation can be configured to default to your library's own on-the-fly template. You can then enter the data in each of the wizard prompts.

Patron On-Fly · New PATRON

File Edit View

 Insert
 Save/Cl...
 Delete
 Print

Barcode: b21288000113338

New PATRON Last Updated: 05-11-2005 Created: 05-11-2005 Revisions:

Expiration Date	- -	Birth Date	- -	ILL Request	
Patron Code 1	-	Home Library	ep Emeryville Public Library	Current Item C	
Patron Code 2	-	Patron Message	f ON THE FLY	Current Item D	
Patron Code 3				Patron Code 4	
Patron Type	0 Adult (eng)			Patron Agency	
Total Checkouts				Last Circ Activity	- -
Total Renewals				LANG PREF	eng
Current Checkouts					

Edit Data
X

Expiration Date

- **Name**
- **Address**

Street/PO Box	
City, State ZIP	
- **Telephone**

When you are finished entering the data, Millennium Circulation allows you to edit the Patron Record you just created to make any corrections. Note that the barcode you scanned is automatically included in the Patron Record.

Patron On-Fly · New PATRON

File Edit View

Insert Save/Cl... Delete Print

Save Ctrl-S

Barcode: b21288000113338

New PATRON Last Updated: 04-20-2005 Created: 04-20-2005 Revisions: 0

Expiration Date	04-04-2006	Current Checkouts	0	Current Item A	0
Patron Code 1	-	Birth Date	- -	Current Item B	0
Patron Code 2	-	Home Library	ep Emeryville Public Library	ILL Request	0
Patron Code 3	0	Patron Message	f ON THE FLY	Current Item C	0
Patron Type	0 Adult (eng)	Manual Block	-	Current Item D	0
Total Checkouts	0	Claims Returned	0	Last Circ Activity	- -
Total Renewals	0	Money Owed	\$0.00		

➤ **Name** Mogilivets, Ruslan

➤ **Address**

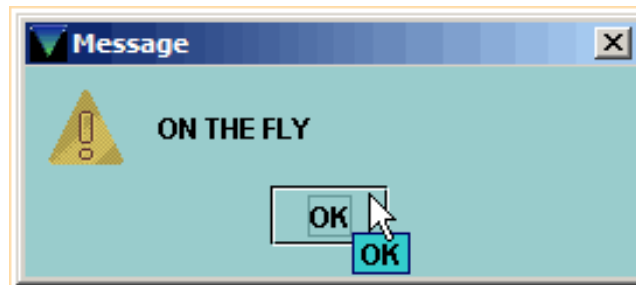
Street/PO Box	456 Library Lane
City, State ZIP	Emeryville, CA 94608

➤ **Telephone** 510-555-1212

➤ **Barcode** 21288000113338

Be sure to save your record by clicking on the **Save** button on the toolbar, or using the **Ctrl+S** keyboard shortcut.

Note that in on-the-fly records, the **PMESSAGE** field is automatically filled in with the *On-the-fly* message. This message will appear each time this Patron Record is retrieved. It alerts the operator that further editing of the Patron Record may be required.



Click **OK** and the record is now ready to be used to check out items for the patron.

For additional information, refer to the User Manual, Page # 100273: [Creating Patron Records On-The-Fly](#) & Page # 100274: [Indicating a Patron Record was Created On-The-Fly](#)

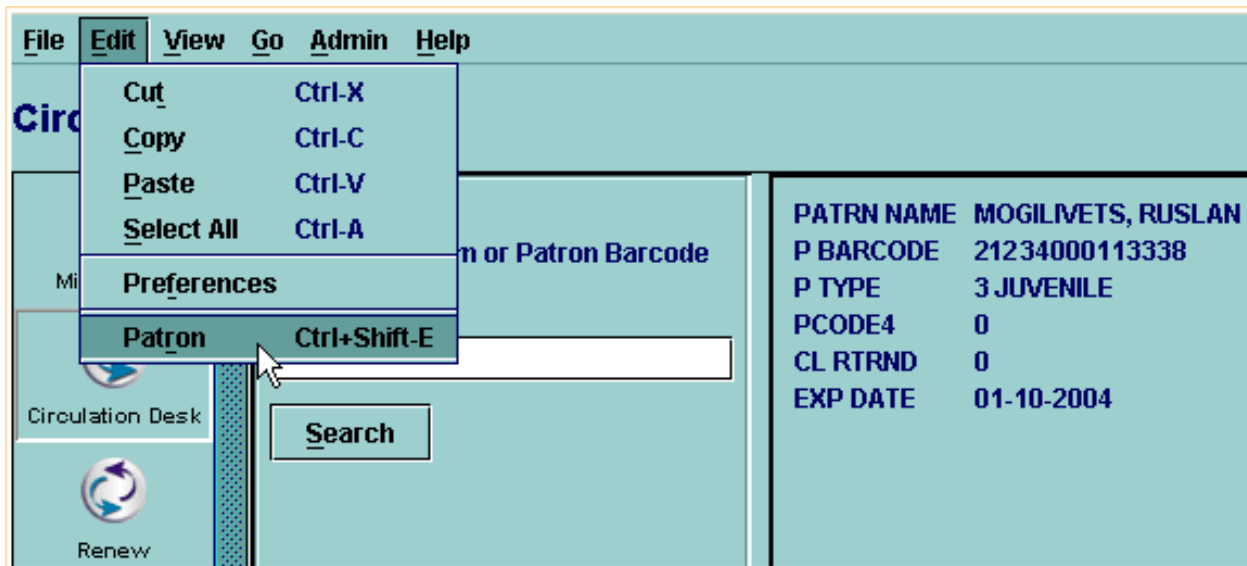
[close window](#)

Editing a Patron Record

To edit a Patron Record in **Circulation Desk** mode, first retrieve the Patron Record. After retrieving it, you can open the record for editing by clicking on the **Edit** button on the toolbar,



or, use the Edit|Patron command from the **Edit** menu or the keyboard command **Ctrl+Shift+E**.



If you are authorized for editing, Millennium Circulation opens an editing window displaying the contents of the Patron Record. You can modify the fixed-length and variable-length fields in the record in the editing window.

Edit Patron Record · p10000112

File Edit View

Insert Save/Cl... Delete Print Close

p10000112 Last Updated: 01-12-2005 Created: 06-11-2004 Revisions: 15

Expiration Date	12-30-2006	Birth Date	- -	ILL Request	0
Patron Code 1	-	Home Library	eb Emeryville Branch Library	Current Item C	0
Patron Code 2	-	Patron Message	- NO MESSAGE	Current Item D	0
Patron Code 3	0 Emeryville	Manual Block	-	Patron Code 4	0
Patron Type	0 Adult	Claims Returned	0	Patron Agency	0 PUBLIC LIBRARY
Total Checkouts	2	Money Owed	\$0.00	Last Circ Activity	07-16-2004
Total Renewals	0	Current Item A	0	LANG PREF	
Current Checkouts	0	Current Item B	0		

Name Davis, Emily

Address 1 Tower Road
Emeryville, CA 94608

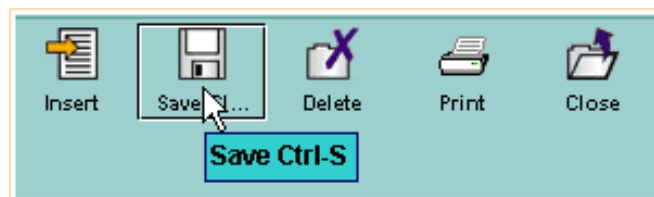
Telephone 510-555-1212

Barcode 20102000198655

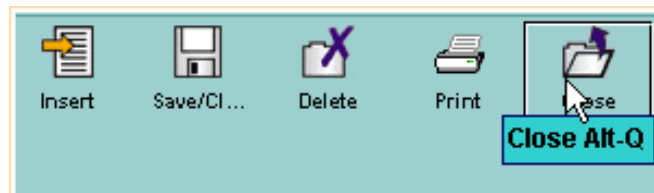
Email Address emily_davis@iii.com

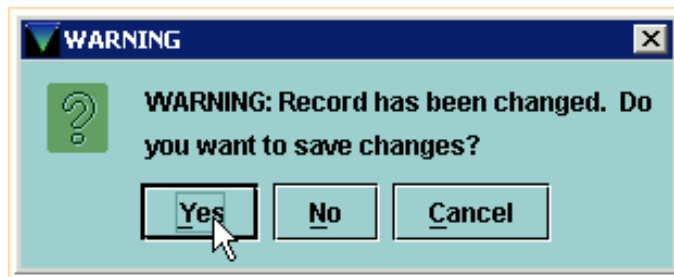
Edit Mode (INS)

To save your changes and close the editing window, choose the **Save/Close (Save/Cl...)** button on the toolbar, or use the keyboard command **Ctrl+S**.



If you choose the **Close** button (or the keyboard shortcut **Alt+Q**) Millennium Circulation asks you if you want to save changes to the record before closing it.





The following pages will explain in detail how to edit a record.

[close window](#)

Fixed-Length Fields

When you first open a Patron Record for editing, the cursor will appear in the first fixed-length field, in this case the Expiration Date. You can use the tab key to move through the codes and values in the fixed-length fields.

10000112 Last Updated: 01-12-2005 Created: 06-11-2004 Revisions: 15					
Expiration Date	12-30-2006	Birth Date	- -	ILL Request	0
Patron Code 1	-	Home Library	eb Emeryville Branch Library	Current Item C	0
Patron Code 2	-	Patron Message	- NO MESSAGE	Current Item D	0
Patron Code 3	0 Emeryville	Manual Block	-	Patron Code 4	0
Patron Type	0 Adult	Claims Returned	0	Patron Agency	0 PUBLIC LIBRARY
Total Checkouts	2	Money Owed	\$0.00	Last Circ Activity	07-16-2004
Total Renewals	0	Current Item A	0	LANG PREF	
Current Checkouts	0	Current Item B	0		

Name	Davis, Emily
Address	1 Tower Road Emeryville, CA 94608
Telephone	510-555-1212
Barcode	20102000198655
Email Address	emily_davis@iii.com

When you reach the last fixed-length field, the cursor will move to the first variable-length field, and you can tab through the field labels and data.

10000112 Last Updated: 01-12-2005 Created: 06-11-2004 Revisions: 15					
Expiration Date	12-30-2006	Birth Date	- -	ILL Request	0
Patron Code 1	-	Home Library	eb Emeryville Branch Library	Current Item C	0
Patron Code 2	-	Patron Message	- NO MESSAGE	Current Item D	0
Patron Code 3	0 Emeryville	Manual Block	-	Patron Code 4	0
Patron Type	0 Adult	Claims Returned	0	Patron Agency	0 PUBLIC LIBRARY
Total Checkouts	2	Money Owed	\$0.00	Last Circ Activity	07-16-2004
Total Renewals	0	Current Item A	0	LANG PREF	
Current Checkouts	0	Current Item B	0		

Name	Davis, Emily
Address	1 Tower Road Emeryville, CA 94608
Telephone	510-555-1212
Barcode	20102000198655
Email Address	emily_davis@iii.com

You can also single-click in the code or value area of the field, if you prefer to type in a code. For example, click in the Patron Agency field and type in the correct value.

10000112 Last Updated: 01-12-2005 Created: 06-11-2004 Revisions: 15					
Expiration Date	12-30-2006	Birth Date	- -	ILL Request	0
Patron Code 1	-	Home Library	eb Emeryville Branch Library	Current Item C	0
Patron Code 2	-	Patron Message	- NO MESSAGE	Current Item D	0
Patron Code 3	0 Emeryville	Manual Block	-	Patron Code 4	0
Patron Type	0 Adult	Claims Returned	0	Patron Agency	0 PUBLIC LIBRARY
Total Checkouts	2	Money Owed	\$0.00	Last Circ Activity	07-16-2004
Total Renewals	0	Current Item A	0	LANG PREF	
Current Checkouts	0	Current Item B	0		

Name Davis, Emily
Address
 1 Tower Road
 Emeryville, CA 94608
Telephone 510-555-1212
Barcode 20102000198655
Email Address emily_davis@iii.com

To display the wizard prompt for a field for editing, double-click on the label or name of the field. For example, choose a validated field such as Patron Message, and the wizard prompt displays a list of valid codes. Click on the code you wish to enter, and then choose **OK**.

10000112 Last Updated: 01-12-2005 Created: 06-11-2004 Revisions: 15					
Expiration Date	12-30-2006	Birth Date	- -	ILL Request	0
Patron Code 1	-	Home Library	eb Emeryville Branch Library	Current Item C	0
Patron Code 2	-	Patron Message	NO MESSAGE	Current Item D	0
Patron Code 3	0 Emeryville	Manual Block	-	Patron Code 4	0
Patron Type	0 Adult	Claims Returned	0	Patron Agency	0 PUBLIC LIBRARY
Total Checkouts	2	Money Owed	\$0.00	Last Circ Activity	07-16-2004
Total Renewals	0	Current Item A	0	LANG PREF	
Current Checkouts	0	Current Item B	0		

Name Davis, Emily
Address
 1 Tower Road
 Emeryville, CA 94608
Telephone 510-555-1212
Barcode 20102000198655
Email Address emily_davis@iii.com

For a non-validated field, such as Birth Date, you can either click on the field label to display the calendar, or you can key the date into the field directly.

In Millennium, dates are stored with a 4 digit year and the date prompt is hard-coded to be "20yr" for the year portion, e.g. "mo-dy-20yr" if you use U.S. date format. So there are two types of behavior depending on whether the date needed is after January 1, 2000, or whether it is before.

10000112 Last Updated: 01-12-2005 Created: 06-11-2004 Revisions: 15					
Expiration Date	12-30-2006	Birth Date	- -	ILL Request	0
Patron Code 1	-	Home Library	eb Emeryville Branch Library	Current Item C	0
Patron Code 2	-	Patron Message	- NO MESSAGE	Current Item D	0
Patron Code 3	0 Emeryville	Manual Block	-	Patron Code 4	0
Patron Type	0 Adult	Claims Returned	0	Patron Agency	0 PUBLIC LIBRARY
Total Checkouts	2	Money Owed	\$0.00	Last Circ Activity	07-16-2004
Total Renewals	0	Current Item A	0	LANG PREF	
Current Checkouts	0	Current Item B	0		

Name Davis, Emily
Address

1 Tower Road
Emeryville, CA 94608

Telephone 510-555-1212
Barcode 20102000198655
Email Address emily_davis@iii.com

[close window](#)

Variable-Length Fields

There are several ways to choose the command for inserting a variable-length field into the Patron Record:

- **Edit** menu - **Insert Field** command
- Keyboard command, **Ctrl+I**

File	Edit	View
	Cut	Ctrl-X
	Copy	Ctrl-C
	Paste	Ctrl-V
	Insert Field	Ctrl-E
	Delete Field	Ctrl-D
	Substitution phrases	
	Undo	Ctrl-Z
	Redo	Ctrl-Y
	Move to top of group	
	Move to bottom of group	
	Move up	
	Move down	

Created: 01-10-2003		Revisions: 3		
EXP	CUR CHKOUT	2	CUR ITEMA	0
PCO	BIRTH DATE	10-13-1991	CUR ITEM B	0
PCO	HOME LIBR	eb Emeryville Branch Library	ILL REQUES	0
PCO	PMESSAGE	u INTERNET USE	CUR ITEM C	0
P TY	MBLOCK	-	CUR ITEM D	0
TOT	CL RTRND	0	PCODE4	0
TOT	MONEY OWED	\$0.00	PAT AGENCY	2

- Right-click in variable-length field, select **Insert Field**

File Edit View

Insert Save/Cl... Delete Print Close

p10000197 Last Updated: 01-15-2003 Created: 01-10-2003 Revisions: 3

EXP DATE	01-10-2004	Cut		CUR ITEM A	0
PCODE1	m MALE	Copy		CUR ITEM B	0
PCODE2	j JUVENILE	Paste		ILL REQUES	0
PCODE3	0	Edit Field		INTERNET USE	0
P TYPE	3 JUVENILE	Insert Field		CUR ITEM D	0
TOT CHKOUT	2	Delete Field		PCODE4	0
TOT RENWAL	0	Move to top of group		PAT AGENCY	2
PATRN NAME MOGILVETS, UNIQ ID M849309584 P BARCODE 1234800011		Move to bottom of group			
		Move up			
		Move down			

- **Insert** button on the toolbar

File Edit View

Insert Save/Cl... Delete Print Close

Insert Field Ctrl-I

p10000197 Last Updated: 01-15-2003 Created: 01-10-2003 Revisions: 3

EXP DATE	01-10-2004	CUR CHKOUT	2	CUR ITEM A	0
PCODE1	m MALE	BIRTH DATE	10-13-1991	CUR ITEM B	0
PCODE2	j JUVENILE	HOME LIBR	eb Emeryville Branch Library	ILL REQUES	0
PCODE3	0	PMESSAGE	u INTERNET USE	CUR ITEM C	0
P TYPE	3 JUVENILE	MBLOCK	-	CUR ITEM D	0
TOT CHKOUT	2	CL RTRND	0	PCODE4	0
TOT RENWAL	0	MONEY OWED	\$0.00	PAT AGENCY	2
PATRN NAME MOGILVETS, RUSLAN UNIQ ID M849309584391 P BARCODE 12348000113338					

Any of these methods will cause Millennium Circulation to display the wizard prompt for variable-length fields, which has a drop-down menu to choose the appropriate type of field. The letters on the left of this list of field names are called *Field Group Tags*.

File Edit View

Insert a field [X]

n PATRN NAME

n PATRN NAME

a ADDRESS

h ALT ADDR

t TELEPHONE

p ALT PHONE

u MICH ID

m MESSAGE

x NOTE

b P BARCODE

TOT RENWAL 0

OK Cancel

-2004	CUR CHKOUT	2	CUR ITEM A	0
MALE	BIRTH DATE	10-13-1991	CUR ITEM B	0
JUVENILE	HOME LIBR	eb Emeryville Branch Library	ILL REQUES	0
	PMESSAGE	u INTERNET USE	CUR ITEM C	0
JUVENILE	MBLOCK	-	CUR ITEM D	0
	CL RTRND	0	PCODE4	0
	MONEY OWED	\$0.00	PAT AGENCY	2

PATRN NAME MOGILVETS, RUSLAN
 UNIQ ID M849309584391
 P BARCODE 12348000113338

After selecting the field you wish to enter, you can then key in the data. Then click **OK** or use the **Enter** key.

File Edit View

Insert a field [X]

a ADDRESS






37 ST. JOHN'S PARKWAY
 GRAND RAPIDS, MI 49507

OK Cancel

PCODE1	m MALE	BIRTH DATE	10-13-1991	CUR ITEM B	0
PCODE2	j JUVENILE	HOME LIBR	eb Emeryville Branch Library	ILL REQUES	0
PCODE3	0	PMESSAGE	u INTERNET USE	CUR ITEM C	0
P TYPE	3 JUVENILE	MBLOCK	-	CUR ITEM D	0
TOT CHKOUT	2	CL RTRND	0	PCODE4	0
TOT RENWAL	0	MONEY OWED	\$0.00	PAT AGENCY	2

PATRN NAME MOGILVETS, RUSLAN
 UNIQ ID M849309584391
 P BARCODE 12348000113338

A new field may be inserted out of order. The fields will be arranged in standard order when you save the record.

File Edit View							
							
		Insert	Save/Cl...	Delete	Print	Close	
p10000197 Last Updated: 01-15-2003 Created: 01-10-2003 Revisions: 3							
EXP DATE	01-10-2004	CUR CHKOUT	2	CUR ITEMA	0		
PCODE1	m MALE	BIRTH DATE	10-13-1991	CUR ITEM B	0		
PCODE2	j JUVENILE	HOME LIBR	eb Emeryville Branch Library	ILL REQUES	0		
PCODE3	0	PMESSAGE	u INTERNET USE	CUR ITEM C	0		
P TYPE	3 JUVENILE	MBLOCK	-	CUR ITEM D	0		
TOT CHKOUT	2	CL RTRND	0	PCODE4	0		
TOT RENWAL	0	MONEY OWED	\$0.00	PAT AGENCY	2		
PATRN NAME MOGILVETS, RUSLAN UNIQ ID M849309584391 P BARCODE 21288000113338 ADDRESS <table border="1" data-bbox="292 808 1550 903"> <tr> <td>37 ST. JOHN'S PARKWAY</td> </tr> <tr> <td>GRAND RAPIDS, MI 49507</td> </tr> </table>						37 ST. JOHN'S PARKWAY	GRAND RAPIDS, MI 49507
37 ST. JOHN'S PARKWAY							
GRAND RAPIDS, MI 49507							

You have the ability to insert a new line within an existing address field. Be sure the cursor is in the line above where you want to insert the new line, then either right-click and choose the **Insert Line** command, or use the keyboard command **Shift+Enter**. This is useful for adding apartment numbers, business names, in care of, etc. If you need to delete one line of the address, do not use the **Delete Field** command, as this will delete the entire address field. Use the **Delete Line** command instead.

An alternate method for inserting a variable-length field is to press **Enter** from anywhere in the bottom section of the record. Millennium Circulation waits for you to enter a Field Group Tag for the type of field you want to enter (for example 't' for telephone number). The field name is filled in, and you can then proceed to enter the data.

It doesn't matter where the cursor is in the record for you to insert a new field. After saving the record, the fields will be re-arranged so that the display is in a standard order.

You can also re-order the fields by choosing the **Refresh** command from the **View** Menu.

File	Edit	View
Refresh		
p10000197 Last Updated: 01-15-2003 Created: 01-10-2003		
EXP DATE	01-10-2004	CUR CHKOUT
PCODE1	m MALE	BIRTH DATE
PCODE2	j JUVENILE	HOME LIBR
PCODE3	0	PMESSAGE
P TYPE	3 JUVENILE	MBLOCK
TOT CHKOUT	2	CL RTRND
TOT RENWAL	0	MONEY OWED
PATR N NAME	MOGILVETS, RUSLAN	
EMAIL ADDR	ruslan@email.com	
ADDRESS	37 ST. JOHN'S PARKWAY	
	GRAND RAPIDS, MI 49507	
UNIQ ID	M849309584391	
P BARCODE	12344000113338	
TELEPHONE	616-559-1212	

To correct typographical errors, you can select some or all of the data in a field to change. For example, click and drag the mouse to select one or more letters and then type in the correction. You can also select an entire word by double-clicking on it.

The Millennium Editor also uses the normal menu/keyboard editing commands (Cut, Copy, and Paste) as well as having **Undo** and **Redo** commands.

File	Edit	View
	Cut	Ctrl-X
	Copy	Ctrl-C
	Paste	Ctrl-V
p1000	Edit Field	Ctrl-E
EXP	Insert Field	Ctrl-I
PCO	Delete Field	Ctrl-D
PCO	Substitution phrases	
PCO	Undo	Ctrl-Z
P TY	Redo	Ctrl-Y
TOT	Move to top of group	
TOT	Move to bottom of group	
	Move up	
	Move down	
PAT	Created: 01-10-2007	
ADD	Grand Total: \$, ml 45307	
TELEPHONE	616-559-1212	
UNIQ ID	M849309584391	
P BARCODE	12344000113338	
EMAIL ADDR	ruslan@email.com	

[close window](#)

Additional Editing Functions

To delete a field from a Patron Record, be sure the cursor is in the field you want deleted first, then choose the **Delete Field** command. You can choose it from the right-click menu,

File Edit View			
p10000185		Last Updated: 01-15-2003	Created: 01-10-2003 R
EXP DATE	01-10-2004	CUR CHKOUT	0
PCODE1	f FEMALE	BIRTH DATE	03-15-
PCODE2	a ADULT	HOME LIBR	eb Emc
PCODE3	0	PMESSAGE	- NO I
P TYPE	4 ADULT	MBLOCK	-
TOT CHKOUT	0	CL RTRND	0
TOT RENWAL	0	MONEY OWED	\$0.00
PATRN NAME	WILSON, KATHERINE		
ADDRESS	402 SYDNEY STREET		
	HOLLAND, MI 49423		
TELEPHONE	616-555-1212	Cut Copy Paste Edit Field Insert Field Delete Field Move to top of group Move to bottom of group Move up Move down	
UNIQ ID	W3892059482		
P BARCODE	123440023717		
EMAIL ADDR	kwilson@email		
PIN	34oH3FPMQffo		

or from the **Edit** menu, or use the keyboard shortcut, **Ctrl+D**.

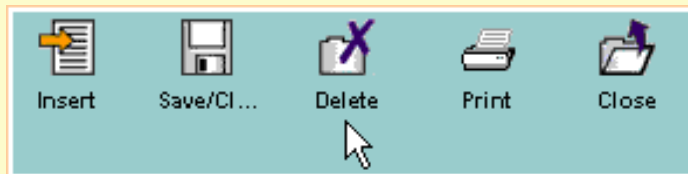
File	Edit	View
	Cut	Ctrl-X
	Copy	Ctrl-C
	Paste	Ctrl-V
p1000	Edit Field	Ctrl-E
EXP	Insert Field	Ctrl-I
PCO	Delete Field	Ctrl-D
PCO	Substitution phrases	
PCO	Undo	Ctrl-Z
P TY	Redo	Ctrl-Y
TOT	Move to top of group	
TOT	Move to bottom of group	
PAT	Move up	
ADD	Move down	

Created: 01-10-2003	R
CUR CHKOUT	0
BIRTH DATE	03-15-
HOME LIBR	eb Eme
PMESSAGE	- NO I
MBLOCK	-
CL RTRND	0
MONEY OWED	\$0.00

TELEPHONE	616-555-1212
UNIQ ID	W389205948234
P BARCODE	21234002371727
EMAIL ADDR	kwilson@email.com
PIN	34oH3FPMQffow



NOTE: Do not use the **Delete** button in the toolbar - this is used for deleting entire Patron Records.



In this example, if a patron forgets his or her PIN, which allows access to patron functions in the Web OPAC, you can delete the PIN from the Patron Record. The next time these functions are accessed by the patron, the patron will be prompted to enter a new PIN.

File	Edit	View
	Cut	Ctrl-X
	Copy	Ctrl-C
	Paste	Ctrl-V
p1000	Edit Field	Ctrl-E
EXP	Insert Field	Ctrl-I
PCO	Delete Field	Ctrl-D
PCO	Substitution phrases	
PCO	Undo	Ctrl-Z
P TY	Redo	Ctrl-Y
TOT	Move to top of group	
TOT	Move to bottom of group	
PAT	Move up	
ADD	Move down	

Created: 01-10-2003	R
CUR CHKOUT	0
BIRTH DATE	03-15-
HOME LIBR	eb Eme
PMESSAGE	- NO I
MBLOCK	-
CL RTRND	0
MONEY OWED	\$0.00

TELEPHONE	616-555-1212
UNIQ ID	W389205948234
P BARCODE	21234002371727
EMAIL ADDR	kwilson@email.com
PIN	34oH3FPMQffow

File	Edit	View
p10000185	Last Updated: 01-15-2003	Created: 01-10-2003 R
EXP DATE	01-10-2004	CUR CHKOUT 0
PCODE1	f FEMALE	BIRTH DATE 03-15-
PCODE2	a ADULT	HOME LIBR eb Eme
PCODE3	0	PMESSAGE - NO I
P TYPE	4 ADULT	MBLOCK -
TOT CHKOUT	0	CL RTRND 0
TOT RENWAL	0	MONEY OWED \$0.00

PATRN NAME	WILSON, KATHERINE
ADDRESS	402 SYDNEY STREET
	HOLLAND, MI 49423
TELEPHONE	616-555-1212
UNIQ ID	W389205948234
P BARCODE	12344002371727
EMAIL ADDR	kwilson@email.com

If you accidentally delete the incorrect field in a Patron Record, you can use the **Undo** command in the **Edit** menu or **Ctrl+Z** from the keyboard to restore the field.

File	Edit	View
	Cut	Ctrl-X
	Copy	Ctrl-C
	Paste	Ctrl-V
p1000	Edit Field	Ctrl-E
EXP	Insert Field	Ctrl-I
PCO	Delete Field	Ctrl-D
PCO	Substitution phrases	
PCO	Undo	Ctrl-Z
P TY	Redo	Ctrl-Y
TOT	Move to top of group	
TOT	Move to bottom of group	
PAT	Move up	
ADD	Move down	

Created:	01-10-2003	R
CUR CHKOUT	0	
BIRTH DATE	03-15-	
HOME LIBR	eb Eme	
PMESSAGE	- NO F	
MBLOCK	-	
CL RTRND	0	
MONEY OWED	\$0.00	

TELEPHONE	616-555-1212
UNIQ ID	W389205948234
P BARCODE	12344002371727
EMAIL ADDR	kwilson@email.com

File	Edit	View
p10000185	Last Updated: 01-15-2003	Created: 01-10-2003 R
EXP DATE	01-10-2004	CUR CHKOUT 0
PCODE1	f FEMALE	BIRTH DATE 03-15-
PCODE2	a ADULT	HOME LIBR eb Eme
PCODE3	0	PMESSAGE - NO F
P TYPE	4 ADULT	MBLOCK -
TOT CHKOUT	0	CL RTRND 0
TOT RENWAL	0	MONEY OWED \$0.00

PATRN NAME	WILSON, KATHERINE
ADDRESS	402 SYDNEY STREET
	HOLLAND, MI 49423
TELEPHONE	616-555-1212
UNIQ ID	W389205948234
P BARCODE	12344002371727
EMAIL ADDR	kwilson@email.com
PIN	34oH3FPMQffow



NOTE: PINs are encrypted in Patron Records so you will not be able to tell them to patrons.

In addition to the **PMESSAGE**, or **Patron Message** fixed field, which can be used to add generic messages to a Patron Record, there is a variable-length **Message** field that allows you to add specific text messages to a Patron Record.

File Edit View			
p10000185		Last Updated: 01-15-2003	Created: 01-10-2003 R
EXP DATE	01-10-2004	CUR CHKOUT	0
PCODE1	f FEMALE	BIRTH DATE	03-15-
PCODE2	a ADULT	HOME LIBR	eb Emc
PCODE3	0	PMESSAGE	- NO P
P TYPE	4 ADULT	MBLOCK	-
TOT CHKOUT	0	CL RTRND	0
TOT RENWAL	0	MONEY OWED	\$0.00
PATRN NAME	WILSON, KATHERINE		
ADDRESS	402 SYDNEY STREET		
	HOLLAND, MI 49423		
TELEPHONE	616-555-1212		
UNIQ ID	W389205948234		
P BARCODE	12344002371727		
EMAIL ADDR	kwilson@email.com		
PIN	34oH3FPMQffow		
MESSAGE	REMINDER: BOOK SALE MTG 1/29		

The **Message** field also displays whenever you retrieve a Patron Record.

<p><u>Key</u> or Scan Item or Patron Barcode</p> <input type="text"/> <p><input type="button" value="Search"/></p>	<p>PATRN NAME WILSON, KATHERINE P BARCODE 12344000113338 ADDRESS 402 SYDNEY STREET HOLLAND, MI 49423 TELEPHONE 616-555-1212 P TYPE 4 ADULT CL RTRND 0 EXP DATE 01-10-2004</p>
<p>Check Out (0) Checked-Out Items(0) Holds(0) Fines(\$0.00) Check In (0) Linked Patrons(0)</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>Message X</p> <p> REMINDER: BOOK SALE MTG 1/29</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>	

You can add more than one **Message** field to a Patron Record, but only the first field in the group will display when you retrieve the record.

<u>F</u> ile <u>E</u> dit <u>V</u> iew			
p10000185		Last Updated: 01-15-2003	
		Created: 01-10-2003	
EXP DATE	01-10-2004	CUR CHKOUT	0
PCODE1	f FEMALE	BIRTH DATE	03-15-
PCODE2	a ADULT	HOME LIBR	eb Eme
PCODE3	0	PMESSAGE	- NO I
P TYPE	4 ADULT	MBLOCK	-
TOT CHKOUT	0	CL RTRND	0
TOT RENWAL	0	MONEY OWED	\$0.00
PATRN NAME WILSON, KATHERINE			
ADDRESS			
402 SYDNEY STREET			
HOLLAND, MI 49423			
TELEPHONE	616-555-1212		
MICH ID	W389205948234		
MESSAGE	REMINDER: BOOK SALE MTG 1/29		
MESSAGE	LOST WALLET		
P BARCODE	12344002371727		
EMAIL ADDR	kwilson@email.com		
PIN	34oH3FPMQffow		

You can reorder the fields by first clicking in one of the **Message** fields, then using one of the commands **Move To Top of Group**, **Move To Bottom of Group**, or **Move Up** or **Move Down** commands, from either the **Edit** menu or right-click menu.

p10000185				Last Updated: 01-15-2003		Created: 01-10-2003		R
EXP DATE	01-10-2004		CUR CHKOUT	0				
PCODE1	f FEMALE		BIRTH DATE	03-15-				
PCODE2	a ADULT		HOME LIBR	eb Emc				
PCODE3	0		PMESSAGE	- NO I				
P TYPE	4 ADULT		MBLOCK	-				
TOT CHKOUT	0		CL RTRND	0				
TOT RENWAL	0		MONEY OWED	\$0.00				
PATR N	NAME WILSON, KATHERINE							
ADD	RESS 402 SYDNEY STREET							
	HOLLAND, MI 49423							
TELE	PHONE 616-555-1212							
UNI	Q ID W389205948234							
MESS	AGE REMINDER: BOOK SALE MTC 400							
MESS	AGE LOST WALLET							
P BAR	CODE 123440023717							
EMAIL	ADDR kwilson@email							
PIN	34oH3FPMQffo							

Cut

Copy

Paste

Edit Field

Insert Field

Delete Field

Move to top of group


Move to bottom of group

Move up

Move down

This will reorder the **Message** fields so that the first one is the one that will display when the Patron Record is retrieved.

File Edit View			
p10000185		Last Updated: 01-15-2003	Created: 01-10-2003 R
EXP DATE	01-10-2004	CUR CHKOUT	0
PCODE1	f FEMALE	BIRTH DATE	03-15-
PCODE2	a ADULT	HOME LIBR	eb Emc
PCODE3	0	PMESSAGE	- NO I
P TYPE	4 ADULT	MBLOCK	-
TOT CHKOUT	0	CL RTRND	0
TOT RENWAL	0	MONEY OWED	\$0.00
PATR N NAME	WILSON, KATHERINE		
ADDRESS	402 SYDNEY STREET		
	HOLLAND, MI 49423		
TELEPHONE	616-555-1212		
UNIQ ID	W389205948234		
MESSAGE	LOST WALLET		
MESSAGE	REMINDER: BOOK SALE MTG 1/29		
P BARCODE	12344002371727		
EMAIL ADDR	kwilson@email.com		
PIN	34oH3FPMQffow		

Key or Scan Item or Patron Barcode	PATR N NAME WILSON, KATHERINE P BARCODE 12344000113338 ADDRESS 402 SYDNEY STREET HOLLAND, MI 49423 TELEPHONE 616-555-1212 CL RTRND 0 EXP DATE 01-10-2004						
<input type="text"/>							
<input type="button" value="Search"/>							
<table border="1"> <tr> <td>Check Out (0)</td> <td>Checked-Out Items(0)</td> <td>Holds(0)</td> <td>Fines(\$0.00)</td> <td>Check In (0)</td> <td>Linked Patrons(0)</td> </tr> </table>		Check Out (0)	Checked-Out Items(0)	Holds(0)	Fines(\$0.00)	Check In (0)	Linked Patrons(0)
Check Out (0)	Checked-Out Items(0)	Holds(0)	Fines(\$0.00)	Check In (0)	Linked Patrons(0)		
Barcode	<div style="border: 1px solid black; padding: 5px;"> <p>Message [X]</p> <p> LOST WALLET</p> <p><input type="button" value="OK"/></p> </div>						

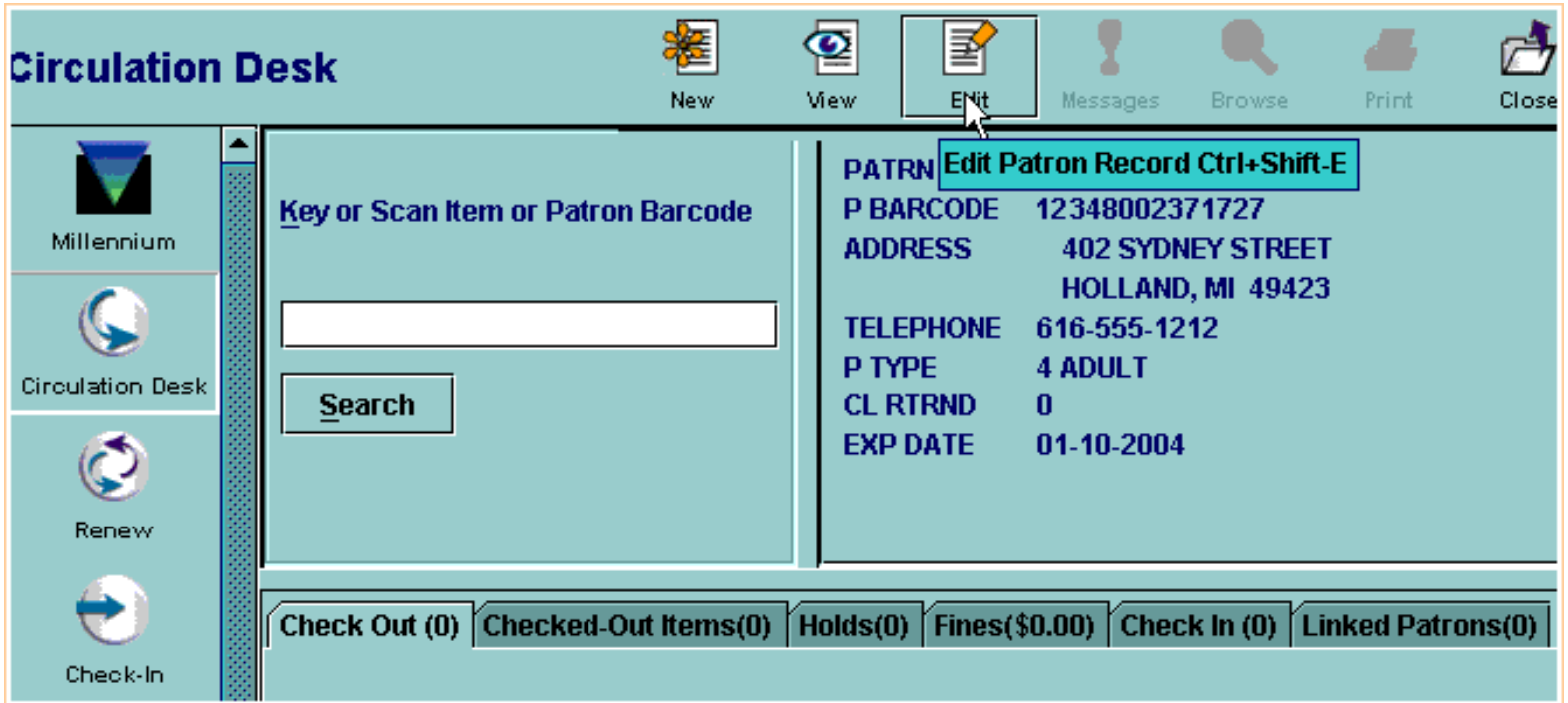
For additional information, refer to the User Manual, Page # 100685: [Maintaining Records](#)

[close window](#)

Deleting a Patron Record

If you are authorized, you can delete Patron Records in Millennium Circulation.






In **Circulation Desk** mode, retrieve the Patron Record and select the **Edit** option.



You can choose the **Delete Patron Record** command from the **File** menu,

Edit Patron Record · p10000185
Last Updated: 01-15-2003 Created: 01-10-2003 Revisions: 6

File
Edit View

 Insert
  Save/Cl...
  Delete
  Print
  Close

Delete Patron Record
Ctrl-S

Print (Standard Printer)
Alt-Q

EXP DATE	01-10-2004	CUR CHKOUT	0	CUR ITEM A	0
PCODE1	f FEMALE	BIRTH DATE	03-15-1979	CUR ITEM B	0
PCODE2	a ADULT	HOME LIBR	eb Emeryville Branch Library	ILL REQUES	0
PCODE3	0	PMESSAGE	- NO MESSAGE	CUR ITEM C	0
P TYPE	4 ADULT	MBLOCK	-	CUR ITEM D	0
TOT CHKOUT	0	CL RTRND	0	PCODE4	0 Alameda
TOT RENWAL	0	MONEY OWED	\$0.00	PAT AGENCY	3

PATR N NAME WILSON, KATHERINE

ADDRESS

402 SYDNEY STREET
HOLLAND, MI 49423

TELEPHONE 616-555-1212

UNI Q ID W389205948234

P BARCODE 12348002371727

EMAIL ADDR kwilson@email.com

PIN 34oH3FPMQFfow

or click the **Delete** button on the toolbar.

Edit Patron Record · p10000185 Last Updated: 01-15-2003 Created: 01-10-2003 Revisions: 6

File Edit View

Insert Save/CI... **Delete** Print Close

p10000185 Last Updated: 01-15-2003 Created: 01-10-2003 Revisions: 6

EXP DATE	01-10-2004	CUR CHKOUT	0	CUR ITEM A	0
PCODE1	f FEMALE	BIRTH DATE	03-15-1979	CUR ITEM B	0
PCODE2	a ADULT	HOME LIBR	eb Emeryville Branch Library	ILL REQUES	0
PCODE3	0	PMESSAGE	- NO MESSAGE	CUR ITEM C	0
P TYPE	4 ADULT	MBLOCK	-	CUR ITEM D	0
TOT CHKOUT	0	CL RTRND	0	PCODE4	0 Alameda
TOT RENWAL	0	MONEY OWED	\$0.00	PAT AGENCY	3

PATRN NAME WILSON, KATHERINE
ADDRESS
 402 SYDNEY STREET
 HOLLAND, MI 49423

TELEPHONE 616-555-1212
UNIQ ID W389205948234
P BARCODE 12348002371727
EMAIL ADDR kwilson@email.com
PIN 34oH3FPMQffow

Millennium Circulation prompts you to verify that you really want to delete the Patron Record. Choosing **Yes** will delete the record; if you choose **No** the record will remain on the system.

Edit Patron Record · p10000185 Last Updated: 01-15-2003 Created: 01-10-2003 Revisions: 6

File Edit View

Insert Save/CI... Delete Print Close

p10000185 Last Updated: 01-15-2003 Created: 01-10-2003 Revisions: 6

EXP DATE	01-10-2004	CUR CHKOUT	0	CUR ITEMA	0
PCODE1	f FEMALE	BIRTH DATE	03-15-1979	CUR ITEM B	0
PCODE2	a ADULT	HOME LIBR	eb Emeryville Branch Library	ILL REQUES	0
PCODE3	0	PMESSAGE	- NO MESSAGE	CUR ITEM C	0
P TYPE	4 ADULT	MBLOCK	-	CUR ITEM D	0
TOT CHKOUT	0	CL RTRND	0	PCODE4	0 Alameda
TOT RENWAL	0			AT AGENCY	3

PATRN NAME WILSON, KATHERINE
ADDRESS 402 SYDNEY STREET
 HOLLAND, MI 49423
TELEPHONE 616-555-1212
UNIQ ID W389205948234
P BARCODE 12348002371727
EMAIL ADDR kwilson@email.com
PIN 34oH3FPMQffow

Delete record

Delete PATRON record p10000185?

NOTE: Once you have deleted a Patron Record there is not any way to restore it.

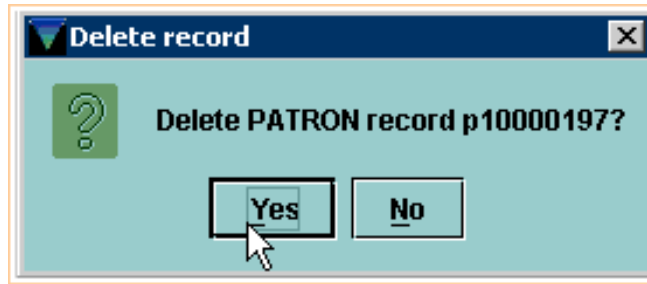
You cannot delete a Patron Record if the patron has items currently checked out or other outstanding circulation transactions.

Key or Scan Item or Patron Barcode

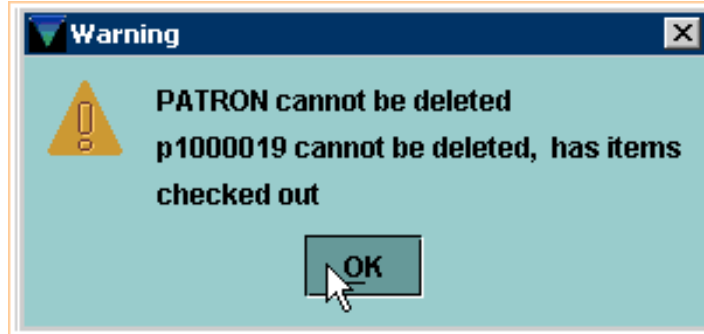
PATRN NAME MOGILEVETS, RUSLAN
P BARCODE 12348000113338
ADDRESS 37 ST. JOHN'S PARKWAY
 GRAND RAPIDS, MI 49507
TELEPHONE 616-559-1212
P TYPE 3 GR JUVENILE
PCODE4 0
CL RTRND 0
EXP DATE 01-10-2004

Check Out (0)
Checked-Out Items(2)
Holds(0)
Fines(\$0.00)
Check In (0)
Linked Patrons(0)

After Millennium Circulation prompts you to verify that you really want to delete the Patron Record, and you choose **Yes**,



a warning message will be displayed that you cannot delete the record.



For additional information, refer to the User Manual, Page # 105543: [Deleting Records](#)

[close window](#)

Linking Patron Records

Millennium Circulation offers the optional capability to create a Family Record Group, which consists of several linked Patron Records. The feature enables library staff to link two or more related Patron Records and then quickly view the checked-out items, fines, and bills associated with a household or other group. The feature can assist libraries that hold parents responsible for their children's circulation activity. Staff can access the children's records from the parents' records during check out.

Once you have retrieved a Patron Record belonging to a family group in Millennium Circulation, the **Linked Patrons** tab displays the group to which the patron belongs.

In this example, the currently displayed patron belongs to a family group consisting of the three patrons listed in the table.

<p><u>Key or Scan Item or Patron Barcode</u></p> <input type="text"/> <p><input type="button" value="Search"/></p>	<p>PATRN NAME KOVALENKO, HELENA ADDRESS 37 ST. JOHN'S PARKWAY GRAND RAPIDS, MI 49507 TELEPHONE 616-559-1212 P TYPE 1 ADULT PCODE4 0 CL RTRND 0 EXP DATE 01-16-2004</p>	
<p> <input type="button" value="Check Out (0)"/> <input type="button" value="Checked-Out Items(3)"/> <input type="button" value="Holds(0)"/> <input type="button" value="Fines(\$0.00)"/> <input type="button" value="Check In (0)"/> <input type="button" value="Linked Patrons(3)"/> </p> <p style="text-align: right;"> <input type="button" value="Link"/> <input type="button" value="Unlink"/> <input type="button" value="Go To Patron"/> </p>		
<p>All</p> <input type="checkbox"/>	<p>PATRN NAME</p>	<p>ADDRESS</p>
<input type="checkbox"/>	KOVALENKO, HELENA	37 ST. JOHN'S PARKWAY\$GRAND RAPIDS, MI 49507
<input type="checkbox"/>	KOVALENKO, IRINA	37 ST. JOHN'S PARKWAY\$GRAND RAPIDS, MI 49507
<input type="checkbox"/>	MOGILEVETS, RUSLAN	37 ST. JOHN'S PARKWAY\$GRAND RAPIDS, MI 49507

To link Patron Records to each other, be sure you are in **Circulation Desk** mode. Retrieve one of the Patron Records you want to link, then click on the **Linked Patrons** tab. Choose the **Link** button.

<p><input type="button" value="Check Out (0)"/> <input type="button" value="Checked-Out Items(3)"/> <input type="button" value="Holds(0)"/> <input type="button" value="Fines(\$0.00)"/> <input type="button" value="Check In (0)"/> <input type="button" value="Linked Patrons(0)"/></p> <p style="text-align: right;"> <input type="button" value="Link"/> <input type="button" value="Unlink"/> <input type="button" value="Go To Patron"/> </p>

Millennium Circulation opens a Patron Record search window. Select an index for your search from the clickable drop-down menu. In this example, select the patron Name index. Key in your search. If Millennium Circulation does not find an exact match, you can select the correct patron in the browse list, and then choose the **Select** button.

The patron is added to the family group and the **Linked Patrons** tab is updated.

Check Out (0)	Checked-Out Items(3)	Holds(0)	Fines(\$0.00)	Check In (0)	Linked Patrons(2)
			Link	Unlink	Go To Patron
All	PATR N NAME	ADDRESS			
<input type="checkbox"/>	KOVALENKO, HELENA	37 ST. JOHN'S PARKWAY\$GRAND RAPIDS, MI 49507			
<input type="checkbox"/>	KOVALENKO, IRINA	37 ST. JOHN'S PARKWAY\$GRAND RAPIDS, MI 49507			

While viewing a family group in a patron's **Linked Patrons** tab, you can retrieve any of the other patrons in the group. To do this, select the patron from the table and choose the **Go To Patron** button.

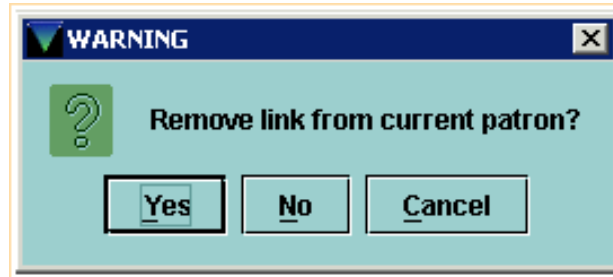
Check Out (0)	Checked-Out Items(3)	Holds(0)	Fines(\$0.00)	Check In (0)	Linked Patrons(3)
		Link	Unlink	Go To Patron	
All	PATR N NAME	ADDRESS			
<input type="checkbox"/>	KOVALENKO, HELENA	37 ST. JOHN'S PARKWAY\$GRAND RAPIDS, MI 49507			
<input type="checkbox"/>	KOVALENKO, IRINA	37 ST. JOHN'S PARKWAY\$GRAND RAPIDS, MI 49507			
<input checked="" type="checkbox"/>	MOGILEVETS, RUSLAN	37 ST. JOHN'S PARKWAY\$GRAND RAPIDS, MI 49507			

Millennium Circulation retrieves the selected Patron Record. Note that the **Linked Patrons** tab will be identical in all Patron Records belonging to a group.

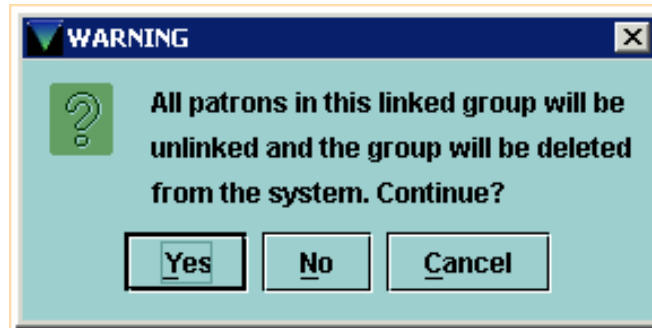
To remove a patron from its family group, select the patron you want to remove. Note that you can select more than one Patron Record to remove from the group. Choose the **Unlink** button.

Check Out (0)	Checked-Out Items(2)	Holds(0)	Fines(\$0.00)	Check In (0)	Linked Patrons(3)
<input type="button" value="Link"/> <input type="button" value="Unlink"/> <input type="button" value="Go To Patron"/>					
All	PATRN NAME				ADDRESS
<input type="checkbox"/>	KOVALENKO, HELENA				37 ST. JOHN'S PARKWAY\$GRAND RAPIDS, MI 49507
<input type="checkbox"/>	KOVALENKO, IRINA				37 ST. JOHN'S PARKWAY\$GRAND RAPIDS, MI 49507
<input checked="" type="checkbox"/>	MOGILEVETS, RUSLAN				37 ST. JOHN'S PARKWAY\$GRAND RAPIDS, MI 49507

The patron will be deleted from the group. In case you selected the currently retrieved Patron Record, Millennium Circulation prompts: *Remove link from current patron?* Choose **Yes** to remove the patron from the family group.



If you select all or all but one of the group members and then click **Unlink**, Millennium Circulation prompts: *All patrons in this linked group will be unlinked and the group will be deleted from the system. Continue?* Choose **Yes** to delete the family group from the system.



For additional information, refer to the User Manual, beginning on Page # 100281: [Linking Patron Records](#)

[close window](#)

Checking Out Items

To start checking out items, be sure you are in **Circulation Desk** mode, and that the **Check Out** tab is selected.

Millennium Circulation · TRAIN Training Machine

File Edit View Go Tools Admin Help

Circulation Desk

New View Edit Messages Browse Print Close

Millennium

Circulation Desk

Check-In

Search / Holds

Clear Holdshelf

Key or Scan Patron Barcode

Search

Name
Barcode
Address Street/PO Box
City, State ZIP

Telephone
Note
Patron Type
Patron Code 4
Claims Returned
Expiration Date - -

Fines(\$0.00) Check In (0) Linked Patrons(0) Bookings(0) ILL(0)

Check Out (0) Checked-Out Items(0) Holds(0)

Add Message Change Due Date

Barcode	Title	Due Date
---------	-------	----------

If it is not already displaying, the first step is to retrieve the patron's record. The easiest way is to key or scan the patron's barcode at the barcode prompt.

Key or Scan Patron Barcode

Search

NOTE: The Search button (or Alt+S command) displays a Search/Browse screen that allows you to search by any Patron Record Index, e.g., Name, Unique ID, Barcode.

After Millennium Circulation has successfully retrieved the patron record, a brief display of the record appears in the upper right section of the screen.

Name	Davis, Emily
Barcode	20102000198655
Address	Street/PO Box 1 Tower Road
	City, State ZIP North Medford OR 11161
Patron Type	0 Adult (eng)
Patron Code 4	0
Claims Returned	0
Expiration Date	12-30-2005

Then, retrieve the item record by keying or scanning the item barcode at the barcode prompt.

Key or Scan Item or Patron Barcode

31298002202748

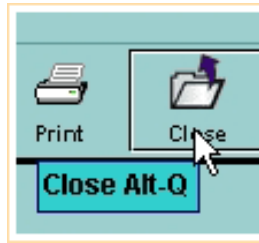
Search

When you successfully retrieve an item record, Millennium Circulation determines the Loan Rule to apply to the check out, which determines the appropriate due date for the item. On the **Check Out** tab, the system displays the item barcode, title, and due date.

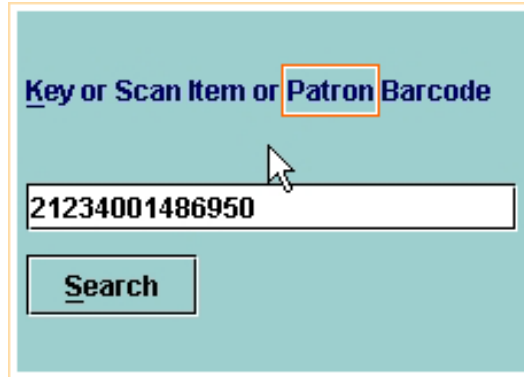
Fines(\$0.00)	Check In (0)	Linked Patrons(0)	Bookings(0)	ILL(0)
Check Out (1)		Checked-Out Items(0)		Holds(0)
			Add Message	Change Due Date
Barcode	Title	Due Date		
31298002202748	The best American essays 2001 / edited and ...	May 10 2005		

When you are finished with a patron record it is important that you close the record, so that the transactions are fully processed. This can be done in a number of ways:

- Click the **Close** button on the toolbar, or use the keyboard shortcut for the Close command, **ALT+Q**

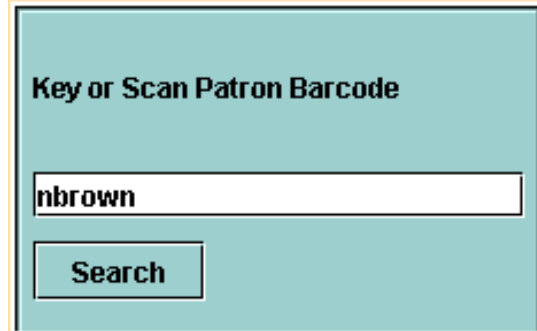


- Key or scan a different patron barcode at the barcode prompt. This will close the current patron record and retrieve the next patron record.



An alternate method to retrieve a patron record is to search by patron name.

At the barcode prompt, key the letter 'n' (which is the index tag for Patron Name) followed immediately (no spaces) by the search string (i.e., all or part of the patron name), then press the Enter key.



NOTE: The Search button (or Alt+S command) displays a Search/Browse screen that allows you to search by any Patron Record Index, e.g., Name, Unique ID, Barcode.

If the search does not result in a direct hit, Millennium Circulation will show a Browse Display based on the search.

<p>Key or Scan Patron Barcode</p> <input type="text" value="nbrown"/> <input type="button" value="Search"/>	<p>Name</p> <p>Barcode</p> <p>Address Street/PO Box City, State ZIP</p> <p>Telephone</p> <p>Note</p> <p>Patron Type</p> <p>Patron Code 4</p> <p>Claims Returned</p> <p>Expiration Date - -</p>
---	--

Index: b BARCODE ▼	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Expand All"/>	<input type="button" value="Select"/>
----------------------------------	----------------------	---------------------------------------	---	---------------------------------------

#	NAME	# ENTRIES
1	Brown, Jennifer	1
2	Brown, Stefan	1
3	Browne, Bredan	1
4	Browne, Richard	1

To view more information about the entries in the browse list, click on the **Expand All** button.



#	NAME	# ENTRIES
1	Brown, Jennifer	1
2	↳ 20102220052419 · 15 Stoneleigh Lane London NW5 1VN · Innovative Univ. Library	
3	Brown, Stefan	1
4	↳ 20102221529043 · 33 Stone Street Memphis Hill TN 12161 · Millennium High School	
5	Browne, Bredan	1
6	↳ 20102220032965 · 152 Portnall Street Thornton Heath Surrey · Innovative Univ. Medical	
7	Browne, Richard	1
8	↳ 20102222018277 · 5 Glenderloch Avenue Claredale Str E2 6PM · Silver Art Museum	

To return to the original display, click on the **Collapse All** button.



The line of any patron in the Browse Display can be highlighted by single-clicking with the mouse or using the keyboard arrow keys. Note that the brief display in the upper right frame changes based on the patron that is highlighted:

<p>Key or Scan Item or Patron Barcode</p> <input type="text" value="nbrown"/> <input type="button" value="Search"/>	<p>Name Brown, Stefan Barcode 20102221529043 Address Street/PO Box 33 Stone Street City, State ZIP Memphis Hill TN 12161 Patron Type 16 9-12 student Patron Code 4 0 Claims Returned 0 Expiration Date 12-30-2004</p>
---	---

Index: b BARCODE ▼	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Expand All"/>
---------------------------	----------------------	---------------------------------------	---

#	NAME
1	Brown, Jennifer
2	Brown, Stefan
3	Browne, Bredan
4	Browne, Richard

<p>Key or Scan Item or Patron Barcode</p> <input type="text" value="nbrown"/> <input type="button" value="Search"/>	<p>Name Browne, Richard Barcode 20102222018277 Address Street/PO Box 5 Glenderloch Avenue City, State ZIP Claredale Str E2 6PM Patron Type 25 Art Museum Visitor Patron Code 4 0 Claims Returned 0 Expiration Date 12-30-2004</p>
---	---

Index: b BARCODE ▼	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Expand All"/>
---------------------------	----------------------	---------------------------------------	---

#	NAME
1	Brown, Jennifer
2	Brown, Stefan
3	Browne, Bredan
4	Browne, Richard

To retrieve the highlighted patron record double-click with the mouse, press the Enter key, or click on the **Select** button.



When the **Check Out** tab and the other tabs - AND the brief patron record in the upper right frame - are displayed, the patron record has been selected.

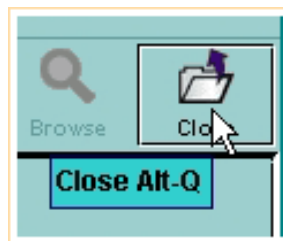
Key or Scan Item or Patron Barcode <input type="text"/> <input type="button" value="Search"/>	Name Browne, Richard
	Barcode 20102222018277
	Address Street/PO Box 5 Glenderloch Avenue City, State ZIP Claredale Str E2 6PM
	Patron Type 25 Art Museum Visitor
	Patron Code 4 0
	Claims Returned 0
	Expiration Date 12-30-2004

Fines(\$0.00)	Check In (0)	Linked Patrons(0)	Bookings(0)	ILL(0)
Check Out (0)		Checked-Out Items(0)		
<input type="button" value="Add Message"/>				<input type="button" value="Chan"/>
Barcode	Title	Due D:		

To return to the browse display, click on the **Browse** button on the toolbar.



To close out of the browse display, click on the **Close** button on the toolbar.



For additional information, refer to the User Manual, Page # 100042: [Checking Out Items](#) & Page # 100043: [How Millennium Circulation Calculates the Due Date for a Check-Out](#)

[close window](#)

Overriding The Calculated Due Date

If you are authorized, Millennium Circulation allows you to override the system-calculated due date for the current check out. Immediately after checking out an item, choose the **Change Due Date** button.

Check Out (1)	Checked-Out Items(3)	Holds(0)	Fines(\$0.00)	Check In (0)	Linked Patrons(0)	Change Due Date
Barcode	Title	Due Date				
31234012928984	The cartoon guide to the environment / Larry Gonick and Alice...	Dec26 2002				

Millennium Circulation displays the **Change Due Date** dialog. Using the calendar, you may choose a date up to 365 days from the current date.

Change Due Date
X

December 26 2002

<<
<

December 2002

>
>>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Use this date in rest of check-outs for this patron

OK
Cancel

To move forward one month, click on the **single right arrow (>)**. To move forward one year, click on the **double right arrow (>>)**.



NOTE: Only days the library is open are available to choose.

To select a date, it is important that you actually click on the date you would like and have the text at the top of the dialog box change. For example, to make the due date one month later:

- click on the **single right arrow (>)**
- click on the date you want to choose

- be sure it's changed at the top of the dialog
- then click **OK**.

The new due date will display on the **Check Out** tab.

Barcode	Title	Due Date
31234012928984	The cartoon guide to the environment / Larry Gonick and Alice...	Jan 27 2003

If you would like to apply the selected date to all subsequent checkouts for the current patron, after choosing the **Change Due Date** button, you can choose the **Use this date in rest of check-outs for this patron** box.



NOTE: This box appears only when you choose the **Change Due Date** button from the **Check Out** tab. Millennium Circulation will not apply this due date to the check outs that are performed for subsequent patrons.

Alternately, once you have checked out several items to a particular patron, you can select some of the items, and change the due date only on those selected items. In the following example, the due date will be changed only for the videorecordings being checked out:

Check Out (4)	Checked-Out Items(4)	Holds(0)	Fines(\$0.00)	Check In (0)	Linked Patrons(0)	Change Due Date
Barcode	Title	Due Date				
31234013498201	Honky tonk [videorecording].	Dec 07 2002				
31234013498219	Idioterne [videorecording]= The idiots.	Dec 07 2002				
31234012929719	Windows Me Millennium edition simplified / [author, Ruth Mar...	Dec 26 2002				
31234012929446	Supernutrients handbook / Lyndel Costain.	Dec 26 2002				

Change Due Date X

December 14 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Use this date in rest of check-outs for this patron

Check Out (4)	Checked-Out Items(4)	Holds(0)	Fines(\$0.00)	Check In (0)	Linked Patrons(0)	Change Due Date
Barcode	Title	Due Date				
31234013498201	Honky tonk [videorecording].	Dec 14 2002				
31234013498219	Idioterne [videorecording]= The idiots.	Dec 14 2002				
31234012929719	Windows Me Millennium edition simplified / [author, Ruth Mar...	Dec 26 2002				
31234012929446	Supernutrients handbook / Lyndel Costain.	Dec 26 2002				

For additional information, refer to the User Manual, Page # 100044: [Overriding the Calculated Due Date](#)

[close window](#)

Printing Date Due Slips

To print date due slips for checked out items, be sure the **Print Slip** check box on the **Check Out** tab is selected. If your library normally prints date due slips, the default setting will be that the box is checked.



The screenshot shows a software interface with two tabs: 'Check Out' and 'Checked-Out Item'. The 'Check Out' tab is active. Below the tabs, there is a checkbox labeled 'Print slip' which is checked. The interface has a light blue background and a white border.

Depending on how the system is configured, it will either print a date due slip for each item immediately after it is checked out, or it will print a single slip with all items for the patron when you close the current record or retrieve another patron record.

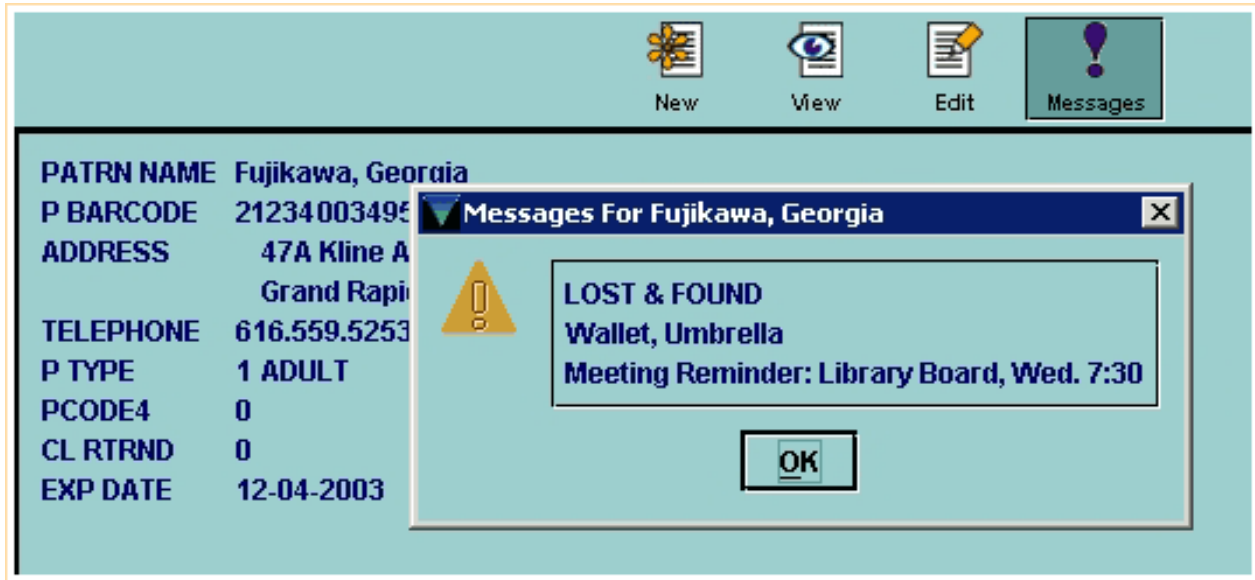


NOTE: The **Print Slip** check box may not appear at all if your library does not normally print date due slips.

For additional information, refer to the User Manual, Page # 100045: [Printing Date Due Slips](#)

[close window](#)

to see this dialog box:



If a patron record has multiple messages, this would be the easiest way to view all the messages.



NOTE: The **Messages** button may be disabled on your library system.

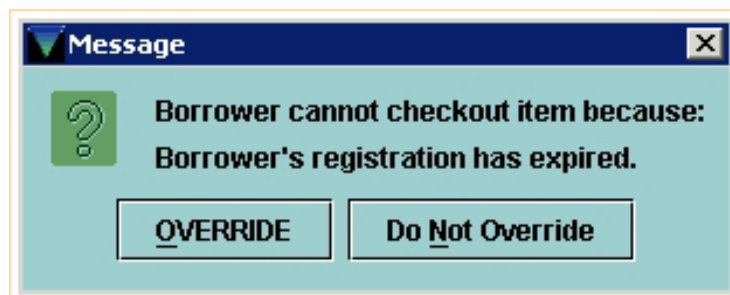
The second type of messages are Patron Blocks and other warnings that will display as you attempt to check out items to a patron.



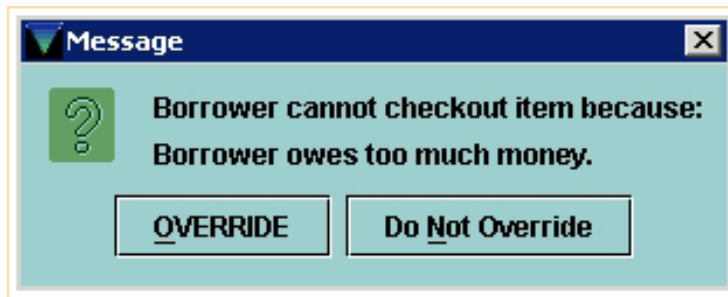
NOTE: These blocks may require authorization to override.

Following are several examples of patron blocks:

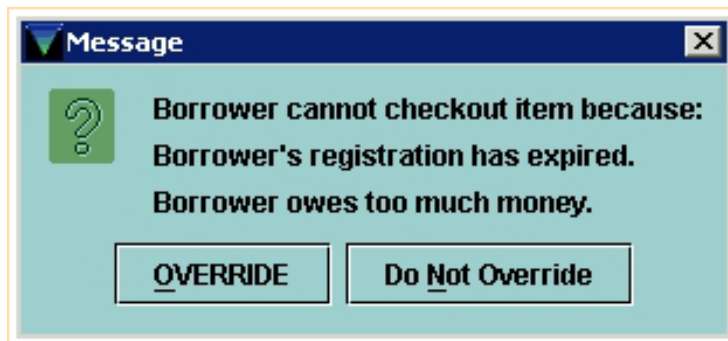
- If a patron's registration has expired, this is the type of message that will display if today's date is later than the date in the patron's Expiration Date field in the patron record. Note that you can Override (if authorized) or choose not to override this block.



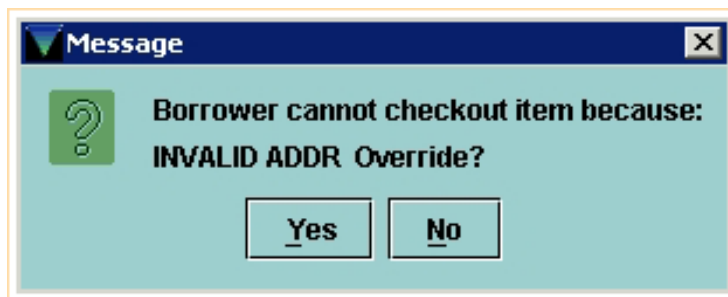
- If a patron owes too much money, this is the type of message that will display. The maximum amount owed may vary depending on the type of patron.



- Sometimes a patron will have more than one block. Here's an example of a patron that is blocked both because the registration has expired AND too much money is owed.

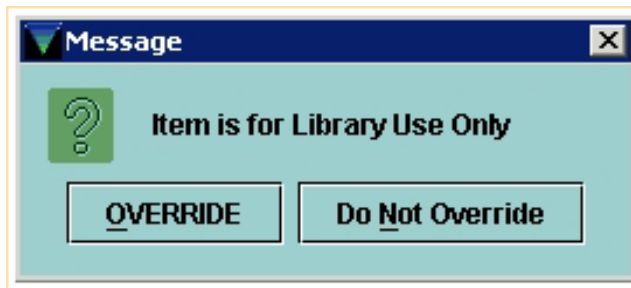


- If a Manual Block was assigned to a patron record, Millennium Circulation displays the message associated with the value of the **MBLOCK**, or **Manual Block**, field in the patron record. For example, in this case the **MBLOCK** indicates the patron has an invalid address.

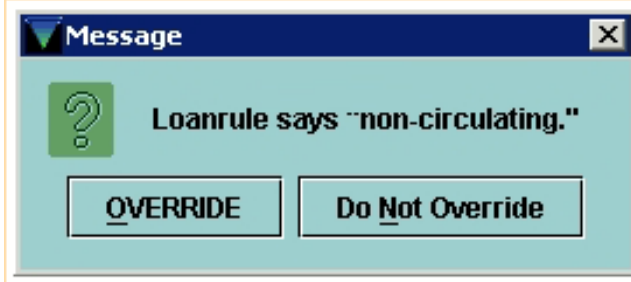


- Millennium Circulation can notify you if an item is for library use only and/or the item is non-circulating.

If the STATUS code in the Item Record is set to Library Use Only, then the following dialog will display:

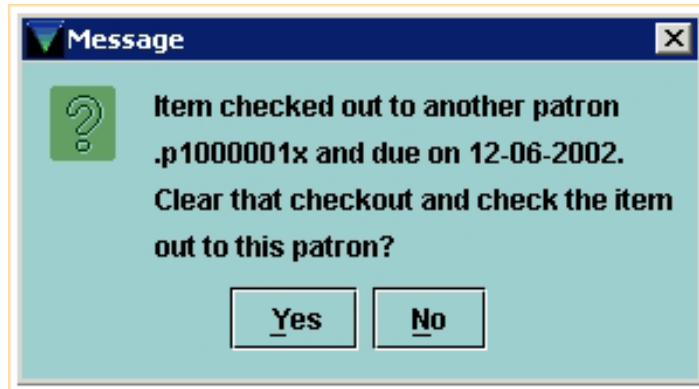


If the Loan Rule specifies that an item is non-circulating, the following dialog will display:



NOTE: If you get a "non-circulating" message for an item that should be allowed to circulate, it may mean that there is a problem with either the Item Record or Patron Record fields used to determine the Loan Rule.

- If the item you are trying to check out is checked out to another patron (for example, if the previous patron returned the item and the item was re-shelved without having been checked in), Millennium Circulation warns you and offers to automatically check in the item ('clear that checkout').

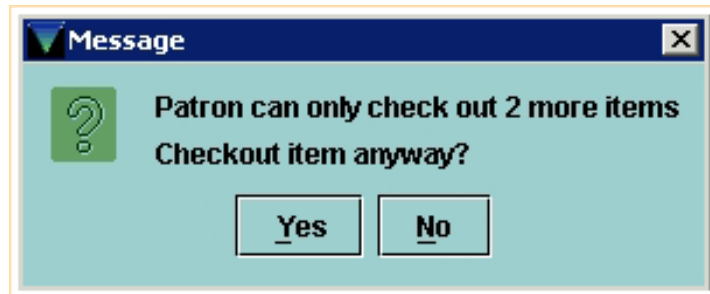


If you answer **Yes**, Millennium Circulation first checks in the item before checking it out to the current patron.

- Millennium Circulation notifies you if the patron has checked out more items than the MAX ITEMS element in the Automatic Patron Blocks table. The message indicates that the patron has exceeded a certain number of items limit.



Additionally, Millennium Circulation warns you if the patron is close to reaching the MAX ITEMS Limit of checked out items. If MAX ITEMS is greater than 25, the system produces a warning message whenever the patron is within 5 items of the maximum. If MAX ITEMS is less than or equal to 25, the warning message displays whenever the patron is within 2 items of the maximum.



For additional information, refer to the User Manual, Page # 100047: [Possible Messages \(Checking Out an Item\)](#) & Page # 100025: [Displaying Patron Messages](#)

[close window](#)

Checking In Items

There are two ways to check in items, depending on whether or not you want to be able to perform other functions for the patron once you check in the items. In either case, when you check an item back in to the library system, Millennium Circulation unlinks the item record from the patron record and checks for holds on the item or title.

The two methods of checking in items are called **Check In (Patron Present)**, accessed from **Circulation Desk** mode, **Check In** tab:

Millennium Circulation - Lakeland Library Cooperative

File Edit View Go Admin Help

Circulation Desk

Millennium
Circulation Desk
Renew
Check-In
Search / Holds
Count Use

Key or Scan Item Barcode

PATRN NAME Zinky, Gloria
P BARCODE 21234001486950
ADDRESS 3272 E. 120th Drive
 Holland, MI 49423
TELEPHONE (616) 355-1400
P TYPE 4 ADULT
PCODE4 0
CL RTRND 0
EXP DATE 12-04-2003

Check Out (0) | Checked-Out Items(9) | Holds(0) | Fines(\$0.00) | **Check In (0)** | Linked Patrons(0)

Check-In Date
 Thu Dec 05 2002

Print receipt

Fines
 Total:
 Amount selected:


All	Barcode	Patron Name
-----	---------	-------------

and **Check In (No Patron)**, which has its own Navigation Bar icon:


Millennium Circulation - Lakeland Library Cooperative

File Edit View Go Addmin Help


Check-In (No Patron)




Millennium




Circulation Desk



Renew



Ch



Search / Holds

Key or Scan Item Barcode

Search

Check-In Date 05 2002 **Backdate**

Fines

Total:

Using either method, you can optionally backdate check ins, and/or deal with patron financial functions.

For additional information, refer to the User Manual, Page # 100080: [Checking In Items](#)

[close window](#)

Check Out (0)	Checked-Out Items(8)	Holds(0)	Fines(\$0.00)	Check In (1)	Linked Patrons(0)
Check-In Date Thu Dec 05 2002 <input type="button" value="Backdate"/>			Fines Total: <input type="text" value="\$0.00"/> <input type="button" value="Collect Money"/> Amount selected: <input type="text" value="\$0.00"/> <input type="button" value="Waive Charges"/>		
<input type="checkbox"/> Print receipt					
All	Barcode	Patron Name	Amount Due	Status	
<input type="checkbox"/>	31234000847481	Zinky, Gloria	\$0.00		

You can also choose the **Check In** tab *before* you retrieve a patron record.

Key or Scan Item Barcode <input type="text"/> <input type="button" value="Search"/>	PATRN NAME P BARCODE ADDRESS TELEPHONE NOTE P TYPE PCODE4 CL RTRND EXP DATE - -																								
<table border="1"> <tr> <td>Check Out (0)</td> <td>Checked-Out Items(0)</td> <td>Holds(0)</td> <td>Fines(\$0.00)</td> <td>Check In (0)</td> <td>Linked Patrons(0)</td> </tr> <tr> <td colspan="3"> Check-In Date Thu Dec 05 2002 <input type="button" value="Backdate"/> </td> <td colspan="3"> Fines Total: <input type="text"/> Amount selected: <input type="text"/> </td> </tr> <tr> <td colspan="6"> <input type="checkbox"/> Print receipt </td> </tr> <tr> <td>All</td> <td>Barcode</td> <td colspan="4">Patron Name</td> </tr> </table>		Check Out (0)	Checked-Out Items(0)	Holds(0)	Fines(\$0.00)	Check In (0)	Linked Patrons(0)	Check-In Date Thu Dec 05 2002 <input type="button" value="Backdate"/>			Fines Total: <input type="text"/> Amount selected: <input type="text"/>			<input type="checkbox"/> Print receipt						All	Barcode	Patron Name			
Check Out (0)	Checked-Out Items(0)	Holds(0)	Fines(\$0.00)	Check In (0)	Linked Patrons(0)																				
Check-In Date Thu Dec 05 2002 <input type="button" value="Backdate"/>			Fines Total: <input type="text"/> Amount selected: <input type="text"/>																						
<input type="checkbox"/> Print receipt																									
All	Barcode	Patron Name																							

In this case, you would key or scan the item barcode first.

Key or Scan Item Barcode

31234013493210

Search

Millennium Circulation retrieves and displays the associated patron record, as well as checking in the item.

Key or Scan Item Barcode

Search

PATR NNAME Fujikawa, Georgia
P BARCODE 21234003495839
ADDRESS 47A Kline Avenue
 Grand Rapids, MI 49507
TELEPHONE 616.559.5253
P TYPE 1 ADULT
PCODE4 0
CL RTRND 0
EXP DATE 11-25-2003

Check Out (0) | Checked-Out Items(1) | Holds(0) | Fines(\$0.00) | Check In (1) | Linked Patrons(0)

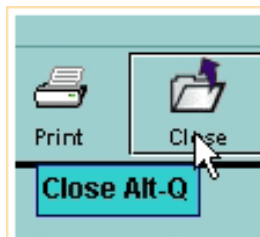
Check-In Date
 Thu Dec 05 2002 **Backdate**

Fines
Total: \$0.00
Amount selected: \$0.00

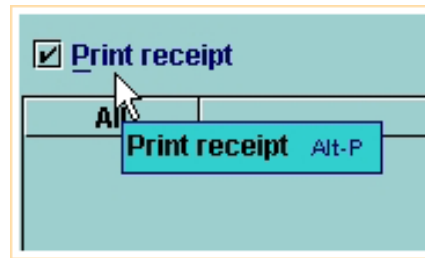
Print receipt

All	Barcode	Patron Name	Amount Due
<input type="checkbox"/>	31234013493210	Fujikawa, Georgia	\$0.00

Be sure to close the patron record when you are done.



If your library allows patrons to request a check in receipt, be sure the **Print Receipt** check box is selected before checking in any items for this patron. If your library normally prints check in receipts, the default setting will be that the box is checked.



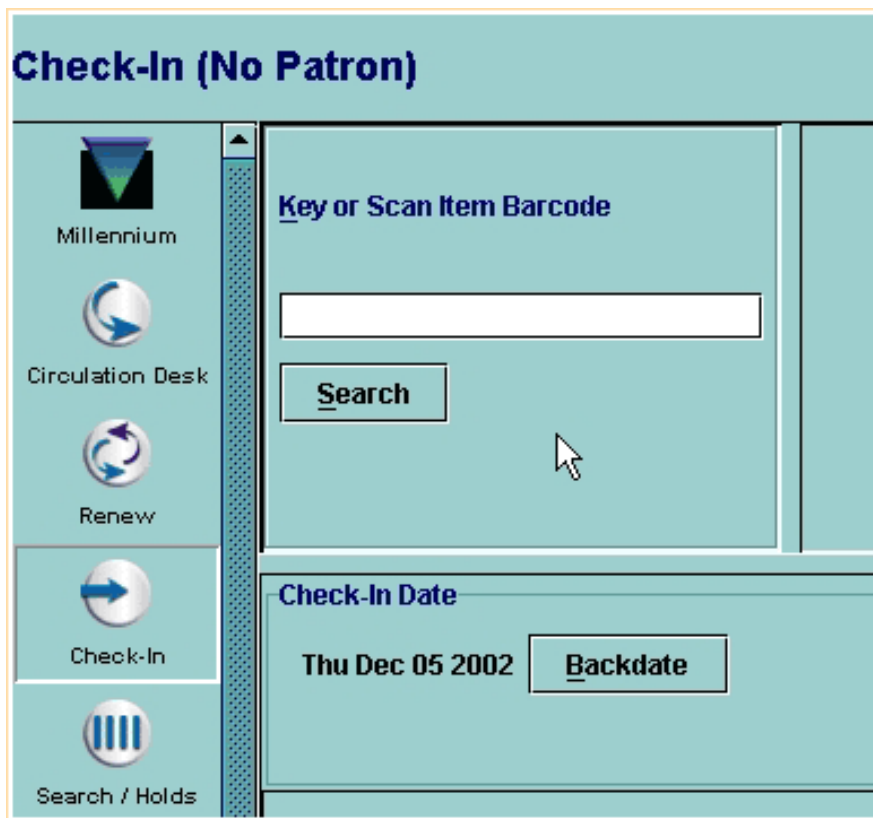
For additional information, refer to the User Manual, Page # 100082: [Checking In Items - Patron Present](#)

[close window](#)

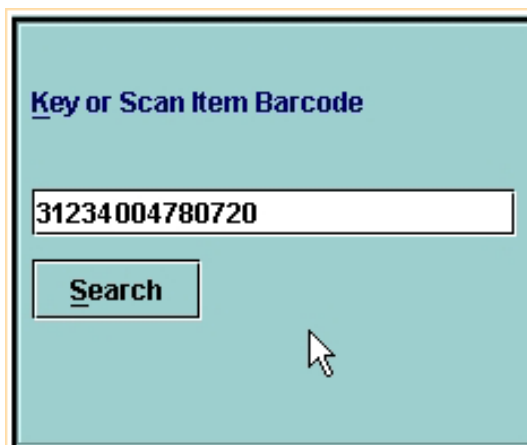
Checking In Items - No Patron

To check in items without the patron being present (for example, when emptying the book drop):

1. Change the mode to **Check-In (No Patron)**.



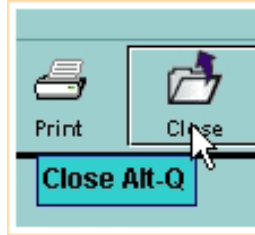
2. Key or scan the Item barcode(s) to retrieve the item record(s) from your Innovative database.



For each item you check-in, the system will display the item barcode, the patron name, and, if applicable, any fine amount due and the status of the item.

Check-In Date Thu Dec 05 2002 <input type="button" value="Backdate"/>		Fines Total: <input type="text" value="\$0.00"/>	
Barcode	Patron Name	Amount Due	Status
31234004780720	Zinky, Gloria		
31234000628477	Zinky, Gloria		

Clicking on **Close** will clear the display.



For additional information, refer to the User Manual, Page # 100081: [Checking In Items - No Patron](#)

[close window](#)

Backdating Checked In Items

Using either **Check In (Patron Present)** or **Check-In (No Patron)**, Millennium Circulation allows you to enter any date previous to today to be used as the check in date. Backdating the check in has the effect of reducing or eliminating fines for items that would otherwise be considered overdue.

Millennium Circulation records today's date in the item record, but shows the backdated date in any fine displays. This function is often used to check in items that have been left in the book drop overnight, or if the library was closed due to unusual circumstances.

To backdate an item:

1. Before checking in the item, choose the **Backdate** button.



2. Millennium Circulation displays the Backdate calendar dialog. To move back to the previous month, click on the **single left arrow (<)**. Note that only previous days are available to choose.



3. To select a date, it is important that you actually click on the date you want, so that the text at the top of the dialog box displays the correct date. For example, to make the due date yesterday, click on the appropriate box, make sure the date is changed at the top, then click OK.



Millennium Circulation then updates the *Check-In Date* box and you can begin checking in items.



To quickly clear that date after you have finished checking in the backdated items, switch to another mode or, if you are using **Circulation Desk** mode, you could also click on another tab.

For additional information, refer to the User Manual, Page # 100096: [Backdating Checked-in Items](#)

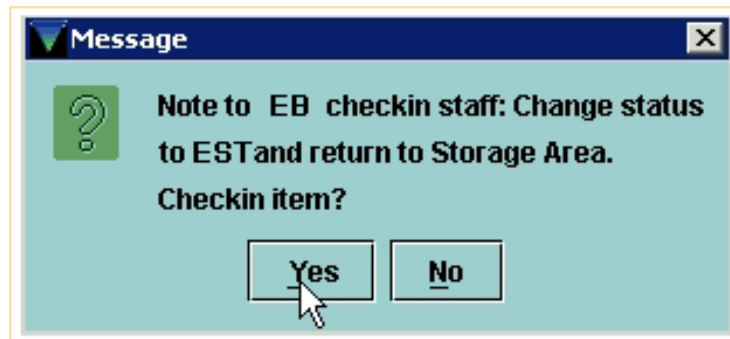
[close window](#)

Checking In Items That Have Special Conditions

Millennium Circulation informs you if it encounters any situations that require user intervention. Note that you must acknowledge every message before the item is checked back into the system.

There are two types of special conditions that you may see when checking in item records. In Millennium Circulation, these will display on the screen in a small dialog box.

The first type of message will display when you retrieve an item record during check in. These will be generic or specific messages that were previously added to an item record. Here is an example of an item record with a message that the item needs to be returned to a special storage area. Click on the **Yes** button to acknowledge the message and proceed with the check in.



The second type of message is warnings that will display as you attempt to check in items that have a system generated condition.

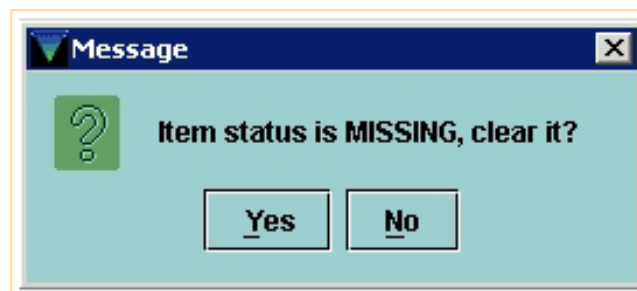
Following are several examples of these check in messages.

- If you check in an item whose status is not On Shelf (*see note below*), Millennium Circulation asks if you want to clear the Item record's status (that is, it sets the status back to On Shelf).



NOTE: The system does not change the STATUS field of an item when it is checked out - it remains as the ON SHELF or AVAILABLE value - but it does update other fields in the item record, including the Due Date field.

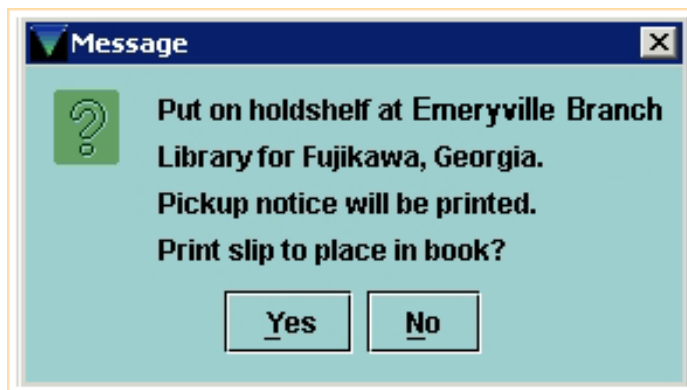
For example, if the item you are checking in has been marked as Missing, Millennium Circulation asks if you want to clear the status. Choose **Yes** to have Millennium Circulation check in the item and change its status back to On Shelf. If you choose **No**, Millennium Circulation still checks in the item, but does not alter its status.



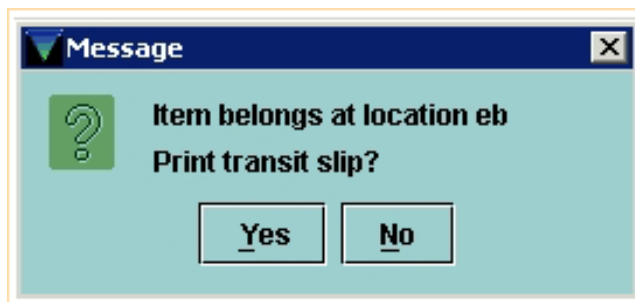
- If an item's status has been designated Library Use Only, Millennium Circulation does not alter the

status when the item is checked in. No message will display.

- If you check in an item that satisfies a hold request, Millennium Circulation alerts you that the item should be placed on the hold shelf along with patron information. The system sets the item's status to 'On Holdshelf.' You can print a hold slip to accompany the item if you answer **Yes** to the question "Print slip to place in book?" Also, the system may be set to generate a pickup notice for the hold, generated in the same manner as regular overdue and other notices, which can be sent to a patron or used to call the patron.



- When you check in an item that belongs at another location, Millennium Circulation can automatically set the item status to In Transit. Additionally, the system inserts a *Transit note* in the item record that indicates when and where the transit status was set. This note is removed when the item is checked in at the correct location. After checking in the item, you may be prompted to print a Transit Slip.



- If the item was previously set to In Transit at another location and you are checking the item in at its owning location, Millennium Circulation clears the item's status, that is, it sets the status back to On Shelf. Additionally, Millennium Circulation removes the Transit note from the item record. No message will display.

For additional information, refer to the User Manual, Page # 100083: [Checking In Items that have Special Conditions](#)

[close window](#)

Waiving Fines And Collecting Money At Check-In

Millennium Circulation allows you to collect money or waive fines at the time of check in, using **Check In - Patron Present**.

Scan in the items you wish to check in. The system retrieves the patron record and checks in the items. Select the items for which you will be collecting money or waiving charges, then click either the **Collect Money** or **Waive Charges** button, as appropriate.

Check Out (0)	Checked-Out Items(7)	Holds(0)	Fines(\$4.50)	Check In (2)	Linked Patrons(0)
---------------	-----------------------------	----------	---------------	--------------	-------------------

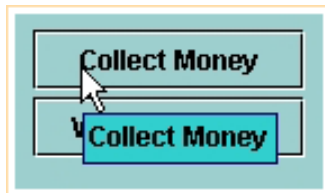
Check-In Date
 Mon Dec 09 2002

Print receipt

Fines
 Total:
 Amount selected:
 Waive charges on items being checked

All	Barcode	Patron Name	Amount Due	Status
<input checked="" type="checkbox"/>	31234004780076	O'Brien, Michele	\$1.50	3 days overdue.
<input checked="" type="checkbox"/>	31234004781991	O'Brien, Michele	\$1.50	3 days overdue.

If you click on the **Collect Money** button,



you will be allowed to specify the amount to collect.

Collect Money [X]

Amount to Collect:

If you enter less than the total amount due, you will be asked if you want to waive the remaining fines.

Question [X]

Waive remaining fines?



NOTE: You cannot specify the specific amount to be waived, so you should always choose **Collect Money** for both partial and full payments. If you choose the **Waive Charges** button, it will always waive the total amount selected.

A receipt dialog will display. You can print the receipt, or click **OK** to close the dialog without printing.

Print Fines
✕

Emeryville Branch Library
 Mon Dec 09 04:19:04 PST 2002
 RECEIPT

Name	Inv #	Status	Description	Amount Paid
O'Brien, Michele	106	OVERDUE	Powerpuff Girls. Boogie frights [videorecording] / Cartoon Network.	\$1.50
O'Brien, Michele	107	WAIVED	Scooby-Doo goes to Hollywood [videorecording] = Scooby-Doo va a Hollywood / Hanna-Barbera Productions, Inc.	\$0.50
Total				\$2.00

Print

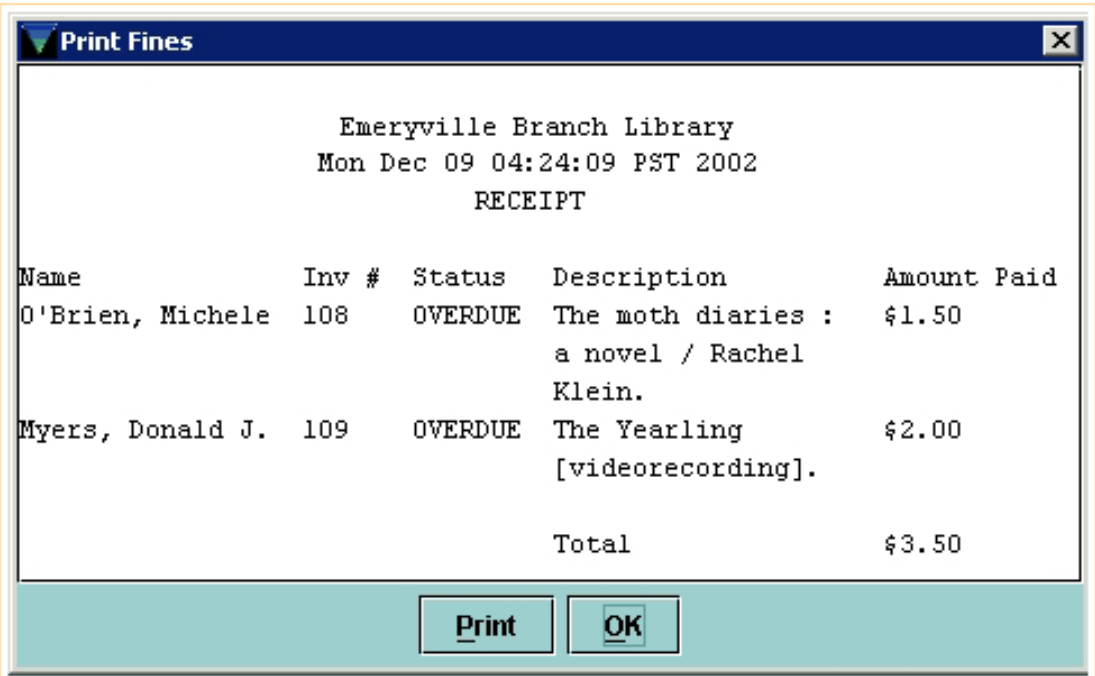
OK

After checking in items for one patron, if you check in an item for another patron, by default Millennium Circulation clears the *Total* box of any fines the previous patron accumulated.

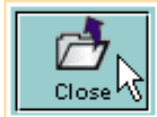
However, if the *Collect Money For Multiple Patrons* option is enabled on your system, Millennium Circulation continues to display the fines accumulated by previous patrons. This allows you to collect fines for multiple patrons.

Check Out (0)	Checked-Out Items(4)	Holds(0)	Fines(\$2.50)	Check In (2)	Linked Patrons(0)
Check-In Date Mon Dec 09 2002 <input type="button" value="Backdate"/>			Fines Total: <input type="text" value="\$3.50"/> <input type="button" value="Collect Money"/> Amount selected: <input type="text" value="\$0.00"/> <input type="button" value="Waive Charges"/> <input type="checkbox"/> Waive charges on items being checked in		
<input type="checkbox"/> Print receipt					
All	Barcode	Patron Name	Amount Due	Status	
<input type="checkbox"/>	31234004752851	O'Brien, Michele	\$1.50	3 days overdue.	
<input type="checkbox"/>	31234006238242	Myers, Donald J.	\$2.00	4 days overdue.	

After selecting the items you want, you can collect money or waive charges. Note that the receipt will show all money collected for all patrons.



If you want to clear the *Total* box before you scan an item for a different patron, choose the **Close** icon. Otherwise the checked in items, and any fines accumulated, for all patrons will continue to display.



Millennium Circulation adds all fines to the patron record when you check in an item. The *Waive charges on items being checked in* box is an optional feature that allows you to waive all fines that would have been assessed during the check in session.



By default, the *Waive charges on items being checked in* check box is present but not selected. This feature is available in both **Check In - Patron Present** and **Check In - No Patron**.

If the *Waive charges on items being checked in* box is selected before you check in any items, Millennium Circulation does not assess any fines for those overdue items that are checked in. Note that the status column will show any amount waived.

Check-In Date		Fines	
Mon Dec 09 2002	<input type="button" value="Backdate"/>	Total:	\$0.00
		<input checked="" type="checkbox"/> Waive charges on items being checked in	
Barcode	Patron Name	Amount Due	Status
31234002716739	O'Brien, Michele	\$0.00	\$2.00 fine waived
31234012929560	Myers, Donald J.	\$0.00	\$2.00 fine waived

For additional information, refer to the User Manual, Page # 100095: [Collecting Money at Check-in](#) & Page # 100094: [Waiving Fines at Check-in](#)

[close window](#)

Circulation Desk Mode

In **Circulation Desk** mode, the bottom half of the main window consists of *Patron Information Tabs*. These tabs display circulation specific information for the current patron. Each tab contains a table of information. For example, the table in the **Checked Out Items** tab displays the items currently checked out to the patron.

Key or Scan Item or Patron Barcode <input type="text"/> <input type="button" value="Search"/>		Name Davis, Emily Barcode 20102000198655 Address Street 1 Tower Road City, State Emeryville, CA 94608 Patron Type 0 Adult Expiration Date 12-31-2007 Money Owed \$0.00					
<input type="button" value="Fines(\$0.00)"/> <input type="button" value="Check In (0)"/> <input type="button" value="Linked Patrons(0)"/> <input type="button" value="Bookings(0)"/> <input type="button" value="ILL(0)"/>		<input type="button" value="Check Out (0)"/> <input type="button" value="Checked-Out Items(17)"/> <input type="button" value="Holds(0)"/>					
<input type="button" value="Renew"/> <input type="button" value="Claim Returned"/> <input type="button" value="Mark Lost Items"/> <input type="button" value="Change Due Date"/>		<input type="button" value="All"/>					
All	#	Barcode	Call Num	Location	Title	Due Date	Status
<input type="checkbox"/>	1	31307012986651	Compact Dis...	ebav	Diver down [sound recording] ...	03-24-2005	
<input type="checkbox"/>	2	31298002748062	VHS 796 WIL	epav	Wild world of sports. Best of b...	03-31-2005	
<input type="checkbox"/>	3	31298001810210	613.262 COS	epan	Supernutrients handbook / Ly...	04-12-2005	
<input type="checkbox"/>	4	31307012721157	917.97782 F...	eban	Hiking Mount Rainier National ...	04-14-2005	
<input type="checkbox"/>	5	31298001755829	CASS 299.78...	epav	Medicine woman [sound reco...	03-24-2005	
<input type="checkbox"/>	6	31307012779395	615.32 G823h	eban	The herbal medicine-makers' ...	04-14-2005	
<input type="checkbox"/>	7	31307012766871	Cassette Fic...	ebav	Scarlet feather [sound recordi...	03-31-2005	
<input type="checkbox"/>	8	31307013207586	Mystery Cen...	ebaf	A century of great suspense s...	04-14-2005	
<input type="checkbox"/>	9	31298002372475	LP CORNWE...	epaf	Isle of dogs / Patricia Cornwell.	03-24-2005	
<input type="checkbox"/>	10	31298002947987	CD SL BRA	epav	The cat who could read back...	03-31-2005	
<input type="checkbox"/>	11	31298002785213	PALMER	epaf	Fatal / Michael Palmer.	04-14-2005	
<input type="checkbox"/>	12	31307012984730	VHS 508.696...	ebav	Garden of Eden [videorecordin...	03-31-2005	
<input type="checkbox"/>	13	31307012603835	797.124 R81...	eban	Royce's sailing illustrated : th...	04-14-2005	

To view a tab, you can:

- Click on the tab
- Choose the corresponding menu option from the **Go** menu

The screenshot shows the Millennium Control Bar interface. The 'Circulation Desk' menu is open, displaying options like 'Check Out', 'Checked-Out', 'Holds', 'Fines', 'Check In', 'Linked Patrons', 'Bookings', and 'ILL'. A mouse cursor is over the 'Check Out' option. The main area shows a patron's profile for 'Davis, Emily' with ID '102000198655' and address '1 Tower Road, Emeryville, CA 94608'. Below the profile are tabs for 'Linked Patrons(0)', 'Bookings(0)', and 'ILL(0)'. The 'Checked-Out Items(17)' tab is active, showing a table of items with columns for 'Call Num', 'Location', 'Title', and 'Due'.

Call Num	Location	Title	Due
Compact Dis...	ebav	Diver down [sound recording] ...	03-24-2
/HS 796 WIL	epav	Wild world of sports. Best of b...	03-31-2
\$13.262 COS	epan	Supernutrients handbook / Ly...	04-12-2
917.97782 F...	eban	Hiking Mount Rainier National ...	04-14-2
CASS 299.78...	epav	Medicine woman [sound reco...	03-24-2
\$15.32 G823h	eban	The herbal medicine-makers' ...	04-14-2
Cassette Fic...	ebav	Scarlet feather [sound recordi...	03-31-2

- Use function keys to switch tabs. For example, some default function keys are: F1=Check Out, F6=Checked Out Items, F7=Holds, F9=Check In



NOTE: Password authorization may be required to access some of the information displayed and functions available on the patron tabs.

For additional information, refer to the User Manual, Page # 100026: [Patron Information Tabs](#)

[close window](#)

Renewing Items

In general, the *Loan Rule* for the transaction (specified in the item record's **Loanrule** field) determines whether the patron can renew the item, and how long to extend the loan period.


There are several ways to renew items. It can either be done from **Circulation Desk** mode, or from the **Renew** mode.

Starting from a patron's record in **Circulation Desk** mode, there are three methods you can use:

- If the patron brings you the items for renewal, you can scan those items in the **Check Out** tab
- From the **Checked Out Items** tab you can select the items that the patron wants to renew and choose the **Renew** button
- From the same tab, you can use the **Change Due Date** button.

A. Renew items by scanning them from the patron record

1. Retrieve the patron record and be sure the **Check Out** tab is selected. Scan the item barcode. The system will prompt you to confirm the item should be renewed.

<p>Key or Scan Item or Patron Barcode</p> <input type="text"/> <p><input type="button" value="Search"/></p>	<p>Name Boxwell, David</p> <p>Barcode 20102120038161</p> <p>Address Street 7 Bulwer Street City, State Medford OR 1167</p> <p>Patron Type 0 Adult</p> <p>Expiration Date 12-29-2006</p> <p>Money Owed \$0.00</p>
<p>Fines(\$0.00) Check In (0) Linked Patr</p> <p>Check Out (0)</p> <p>Barcode</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Message ✕</p> <p> This item is currently checked out to this patron. Renew item?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p> </div> <p>Holds(0)</p> <p><input type="button" value="Change Due Date"/></p> <p>Due Date</p>

2. Click **Yes**. If the item is eligible for renewal, the system will display the new due date. Millennium Circulation uses the relevant *Loan Rule* to calculate the due date for the renewal.

Key or Scan Item or Patron Barcode <input type="text"/> <input type="button" value="Search"/>	Name Boxwell, David Barcode 20102120038161 Address Street 7 Bulwer Street City, State Medford OR 1167 Patron Type 0 Adult Expiration Date 12-29-2006 Money Owed \$0.00
--	--

Fines(\$0.00)	Check In (0)	Linked Patrons(0)	Bookings(0)	ILL(0)
Check Out (1)		Checked-Out Items(4)		Holds(0)
<input type="button" value="Add Message"/>				<input type="button" value="Change Due Date"/>
Barcode	Title	Due Date		
31298002395278	Still I rise / Maya Angelou ; art by Diego Rivera...	Apr 14 2005		

If you'd like to change the Due Date for an item that you just scanned, Millennium Circulation allows you to modify the due date for that renewal, using the **Change Due Date** button. Make sure you do it before processing the transaction by closing out of the patron record. For instructions on how to use the **Change Due Date** button, see below.

B. Renew items using the Renew button

1. Retrieve the patron record and switch to the **Checked Out Items** tab.

Fines(\$9.00)	Check In (0)	Linked Patrons(0)	Bookings(0)	ILL(0)			
Check Out (0)		Checked-Out Items(4)		Holds(0)			
<input type="button" value="Renew"/> <input type="button" value="Claim Returned"/> <input type="button" value="Mark Lost Items"/> <input type="button" value="Change Due Date"/>				All ▼			
All	#	Barcode	Call Num	Location	Title	Due Date	Status
<input type="checkbox"/>	1	31307012929313	650.14 W892...	eban	Work abroad : the complete gu...	04-14-2005	
<input type="checkbox"/>	2	31307013438314	DVD Pulp	ebav	Pulp fiction [videorecording].	03-31-2005	
<input type="checkbox"/>	3	31307012564755	797.32 D564s	eban	Surfing : in search of the perfe...	04-14-2005	
<input type="checkbox"/>	4	31298002395278	811.54 ANG	epan	Still I rise / Maya Angelou ; art b...	04-14-2005	

2. Select the items to renew by checking the appropriate boxes in the **All** column.

Fines(\$0.00)	Check In (0)	Linked Patrons(0)	Bookings(0)	ILL(0)			
Check Out (0)		Checked-Out Items(4)		Holds(0)			
<input type="button" value="Renew"/> <input type="button" value="Claim Returned"/> <input type="button" value="Mark Lost Items"/> <input type="button" value="Change Due Date"/>				All ▼			
All	#	Barcode	Call Num	Location	Title	Due Date	Status
<input checked="" type="checkbox"/>	1	31307012929313	650.14 W892...	eban	Work abroad : the complete gu...	04-14-2005	
<input type="checkbox"/>	2	31307013438314	DVD Pulp	ebav	Pulp fiction [videorecording].	03-31-2005	
<input checked="" type="checkbox"/>	3	31307012564755	797.32 D564s	eban	Surfing : in search of the perfe...	04-14-2005	
<input type="checkbox"/>	4	31298002395278	811.54 ANG	epan	Still I rise / Maya Angelou ; art b...	04-14-2005	


3. Choose the **Renew** button.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(4)				Holds(0)	
<input type="button" value="Renew"/>		<input type="button" value="Claim Returned"/>		<input type="button" value="Mark Lost Items"/>		<input type="button" value="Change Due Date"/>		All ▼	
All	#	Barcode	Call Num	Location	Title	Due Date	Status		
<input checked="" type="checkbox"/>	1	31298002395278	811.54 ANG	epan	Still I rise / Maya Angelou ; art by...	04-14-2005			
<input checked="" type="checkbox"/>	2	31307012564755	797.32 D564s	eban	Surfing : in search of the perfect...	03-03-2005	OVERDUE		
<input checked="" type="checkbox"/>	3	31307012929313	650.14 W892...	eban	Work abroad : the complete gui...	03-03-2005	OVERDUE		
<input type="checkbox"/>	4	31307013438314	DVD Pulp	ebav	Pulp fiction [videorecording].	03-03-2005	1 HOLD(S)		

Millennium Circulation attempts to renew each of the items that you have selected using the *Loan Rule* for the transaction.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(4)				Holds(0)	
<input type="button" value="Renew"/>		<input type="button" value="Claim Returned"/>		<input type="button" value="Mark Lost Items"/>		<input type="button" value="Change Due Date"/>		All ▼	
All	#	Barcode	Call Num	Location	Title	Due Date	Status		
<input type="checkbox"/>	1	31307012929313	650.14 W892...	eban	Work abroad : the complete gu...	04-14-2005	* RENEWED		
<input type="checkbox"/>	2	31307013438314	DVD Pulp	ebav	Pulp fiction [videorecording].	03-31-2005			
<input type="checkbox"/>	3	31307012564755	797.32 D564s	eban	Surfing : in search of the perfe...	04-14-2005	* RENEWED		
<input type="checkbox"/>	4	31298002395278	811.54 ANG	epan	Still I rise / Maya Angelou ; art b...	04-14-2005			

Results [X]

 2 of 2 items were renewed.

If you'd like to change the Due Date for an item that you just renewed, Millennium Circulation allows you to modify the due date for that renewal, using the **Change Due Date** button. It is important to do so before closing out of the patron record, while the *Status* column still indicates that the items have just been renewed.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(4)				Holds(0)	
<input type="button" value="Renew"/>		<input type="button" value="Claim Returned"/>		<input type="button" value="Mark Lost Items"/>		<input type="button" value="Change Due Date"/>		All ▼	
All	#	Barcode	Call Num	Location	Title	Due Date	Status		
<input type="checkbox"/>	1	31307012929313	650.14 W892...	eban	Work abroad : the complete gu...	04-14-2005	* RENEWED		
<input type="checkbox"/>	2	31307013438314	DVD Pulp	ebav	Pulp fiction [videorecording].	03-31-2005			
<input type="checkbox"/>	3	31307012564755	797.32 D564s	eban	Surfing : in search of the perfe...	04-14-2005	* RENEWED		
<input type="checkbox"/>	4	31298002395278	811.54 ANG	epan	Still I rise / Maya Angelou ; art b...	04-14-2005			

Otherwise, using the **Change Due Date** button will count as an additional renewal. For instructions on how to use the **Change Due Date** button, see below.

C. Renew items using the Change Due Date button

If you use the **Change Due Date** button, Millennium Circulation allows you to specify the due date for the renewals, instead of using the *Loan Rule* to determine the date.

1. Select the items to renew, or the already renewed items whose due dates you want to change. Choose the **Change Due Date** button.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(4)				Holds(0)	
<u>R</u> enew		<u>C</u> laim Returned		<u>M</u> ark Lost Items		<u>C</u> hange <u>D</u> ue Date		All	
All	#	Barcode	Call Num	Location	Title	Due Date	Status		
<input checked="" type="checkbox"/>	1	31298002395278	811.54 ANG	epan	Still I rise / Maya Angelou ; art...	03-03-2005	OVERDUE		
<input checked="" type="checkbox"/>	2	31307012564755	797.32 D564s	eban	Surfing : in search of the perfect...	03-03-2005	OVERDUE		
<input checked="" type="checkbox"/>	3	31307012929313	650.14 W892...	eban	Work abroad : the complete gui...	03-03-2005	OVERDUE		
<input type="checkbox"/>	4	31307013438314	DVD Pulp	ebav	Pulp fiction [videorecording].	03-03-2005	1 HOLD(S)		

2. Millennium Circulation displays the **Change Due Date** dialog. You may choose a date up to 365 days from the current date. To move forward one month, click on the **single right arrow** (>). To move forward one year, click on the **double right arrow** (>>).

April 14 2005

<< < April 2005 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

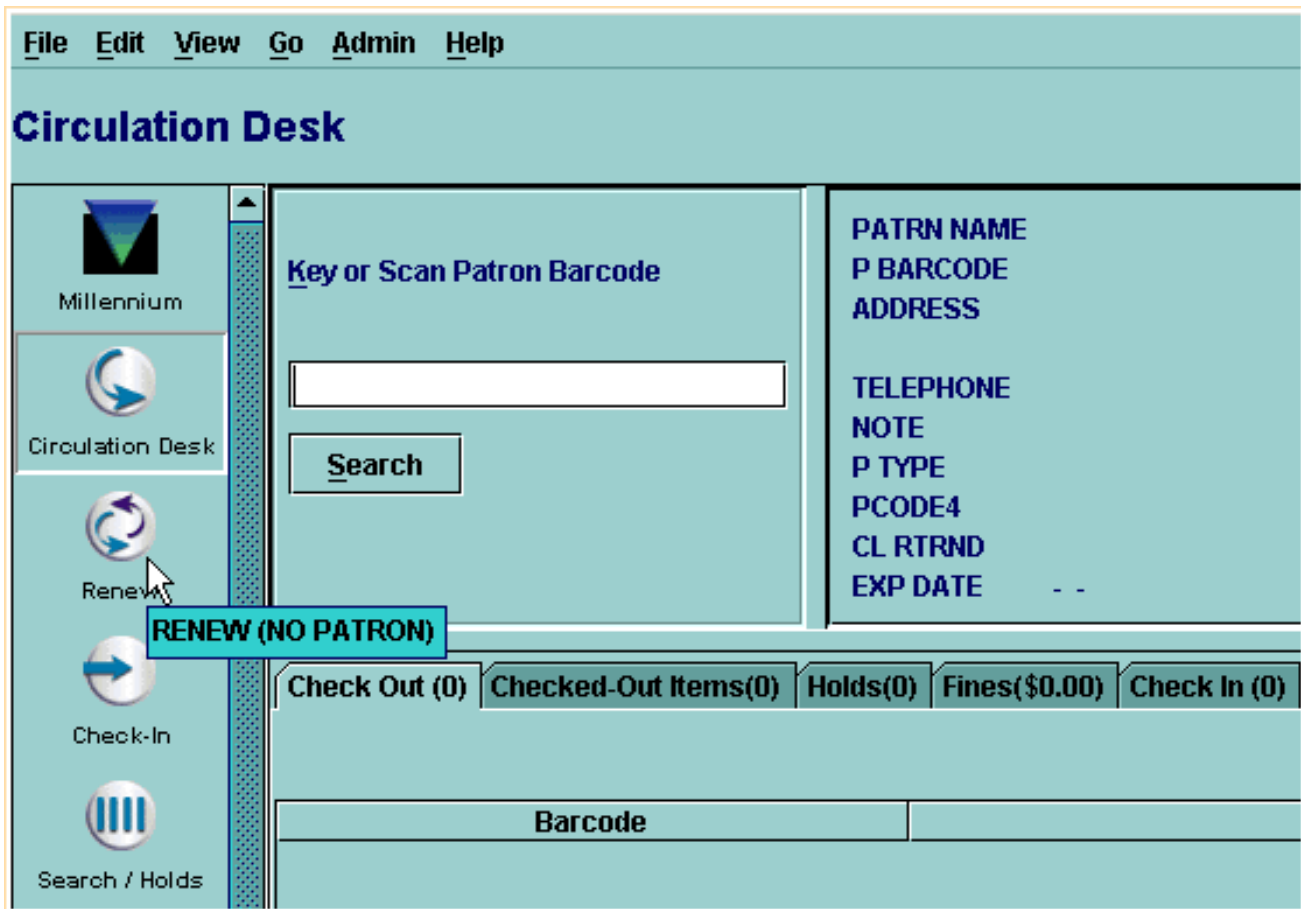
OK Cancel

OK Alt-O

3. To select a date, it is important that you actually click on the date you would like and have the text at the top of the dialog box change. Then click **OK**.

D. Renew items from the Renew mode

Change to **Renew** mode on the Navigation Bar.




This is **Renew - No Patron** mode, which allows you to renew books without retrieving a patron's record. Simply scan in the item barcode, and Millennium Circulation will attempt to renew the item as previously discussed.


Millennium Circulation uses the relevant *Loan Rule* to calculate the due date for the renewal. There is no possibility to set the date manually.


File Edit View Go Admin Help


Renew (No Patron)


Clear Holds

 View Holds

 Transfer Paged It...


 Renew

 Notices

 Overdues Report

Key or Scan Item Barcode

Barcode	Title
---------	-------

 **Renew item checked out to Boxwell, David, item barcode 31307013438314**

File Edit View Go Tools Admin Help

Renew (No Patron)

View Print

Millennium

Circulation Desk

Check-In

Search / Holds

Key or Scan Item Barcode


Search

Barcode	Title	Date
31307013438314	Pulp fiction [videorecording].	Apr 14 2005

Regardless of the method you use, you may sometimes encounter messages, depending upon the status of the item you try to renew.

When you attempt to renew an *overdue* item, the behavior of Millennium Circulation depends on whether the patron has been fined. Note that if you are renewing an overdue item, Millennium Circulation will always calculate the due date from the date of the renewal, even if your system is set to renew from the original due date.

When the patron owes a fine, Millennium Circulation displays the money owed by the patron and offers three options:

 The selected item is 15 day(s) overdue.
Fine is \$7.50.

Don't renew

Renew and add fine

Renew with no fine

Cancel


- **Don't renew.** Millennium Circulation does not renew the item.
- **Renew and add fine.** If the item was not billed, the system adds the fine to the patron record. If the item was billed, the system reduces the **Money Owed** field to reflect the new bill.
- **Renew with no fine.** Millennium Circulation renews the item and cancels the entire fine or bill.

When you renew multiple items Millennium Circulation tries to renew each item you selected in the order that it appears in the table. If Millennium Circulation prompts you to make a decision for an item, it will put the

focus on that item's row.

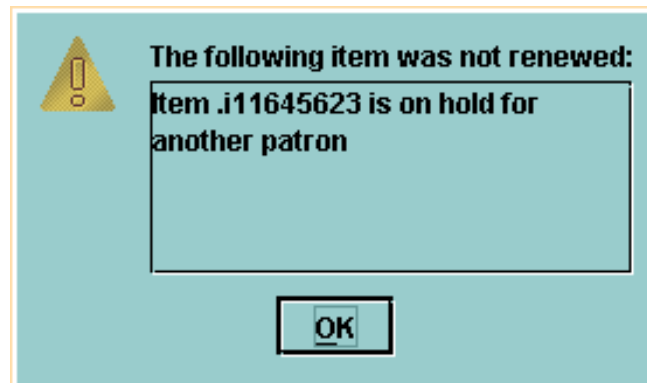
Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(4)				Holds(0)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All ▼	
All	#	Barcode	Call Num	Location	Title	Due Date	Status		
<input type="checkbox"/>	1	31298002395278	811.54 ANG	epan	Still I rise / Maya Angelou ; art by...	04-14-2005			
<input checked="" type="checkbox"/>	2	31307012564755	797.32 D564s	eban	Surfing : in search of the perfect...	03-03-2005	OVERDUE		
<input type="checkbox"/>	3	31307012929312	650.44 M002	eban	Mark ahead : the complete gui...	03-03-2005	OVERDUE		
<input type="checkbox"/>	4	313070134383			ording].	03-03-2005	1 HOLD(S)		

Millennium Circulation Warning

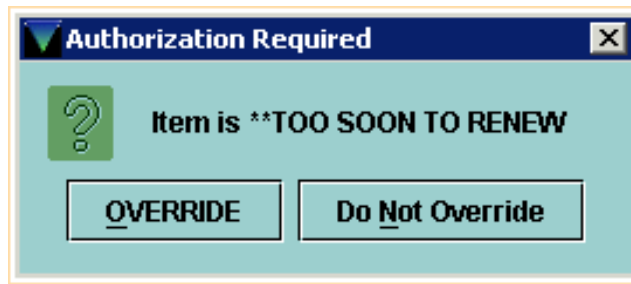
 The selected item is 15 day(s) overdue.
Fine is \$7.50.

There are some other messages you may encounter when attempting to renew items:

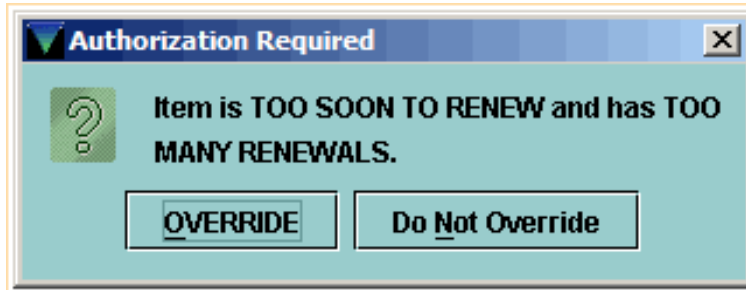
- You will see this message and not be allowed to renew the item if it is on hold for another patron.



- If a patron tries to renew an item too soon after it has been checked out (according to the *Loan Rule*), you will see a message indicating that the item is too soon to renew.



- Also, if the number of renewals has exceeded the maximum number of renewals allowed you will see a message that this person has too many renewals on this item.



For additional information, refer to the User Manual:

Page # 100060: [Renewing Items](#)

Page # 100062: [Renewing Items from a Patron's Record](#)

Page # 100063: [Calculating the New Due Date for a Renewal](#)

Page # 100064: [Changing Due Dates for Renewed Items](#)

Page # 100065: [Renewing an Overdue Item](#)

Page # 100066: [Possible Messages \(Renewing Items\)](#)

Page # 100061: [Renewing Items Without a Patron's Record](#)

[close window](#)

Checked Out Items

The **Checked Out Items** tab displays the items currently checked out to the patron, but does not include any items that have just been checked out. (They are listed in the [Check Out](#) tab until you close the patron record). The total number of items that a patron has checked out displays in parentheses in the tab's title. In this example, the patron has fourteen items checked out.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(14)				Holds(1)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All	
All	#	Barcode	Call Num	Location	Title	Due Date	Status		
<input type="checkbox"/>	1	31298001755829	CASS 299.78...	epav	Medicine woman [sound record...	03-24-2005			
<input type="checkbox"/>	2	31307013207586	Mystery Cent...	ebaf	A century of great suspense st...	04-14-2005			
<input type="checkbox"/>	3	31298002372475	LP CORNWE...	epaf	Isle of dogs / Patricia Cornwell.	03-24-2005			
<input type="checkbox"/>	4	31298002947987	CD SL BRA	epav	The cat who could read backwa...	03-31-2005			

If the patron has any overdue items, the system displays the tab's title in an alert color [the default color is red].

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(8)				Holds(0)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All	
All	#	Barcode	Call Num	Location	Title	Due Date	Status		
<input type="checkbox"/>	1	31298001755829	CASS 299.78...	epav	Medicine woman [sound recor...	04-01-2005			
<input type="checkbox"/>	2	31307013207586	Mystery Cent...	ebaf	A century of great suspense st...	04-15-2005			
<input type="checkbox"/>	3	31298002372475	LP CORNWE...	epaf	Isle of dogs / Patricia Cornwell.	03-25-2005			
<input type="checkbox"/>	4	31298002947987	CD SL BRA	epav	The cat who could read backw...	03-31-2005			
<input type="checkbox"/>	5	31307012603835	797.124 R81...	eban	Royce's sailing illustrated : the ...	03-04-2005	OVERDUE		
<input type="checkbox"/>	6	31307013035037	917.13 UL9g ...	eban	Hiking in Ontario.	03-04-2005	OVERDUE		
<input type="checkbox"/>	7	31298001645590	448.2421 HER	epan	French, a self-teaching guide / ...	03-04-2005	OVERDUE		
<input type="checkbox"/>	8	31307012986651	Compact Dis...	ebav	Diver down [sound recording] /...	03-04-2005	OVERDUE		

You have the ability to limit and sort the items in the **Checked Out Items** table.

If the **Limit to Overdue** option is set in the drop-down list

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(8)				Holds(0)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All	
All	#	Barcode	Call Num	Location	Title	Due Date	Status		
<input type="checkbox"/>	1	31298001755829	CASS 299.78...	epav	Medicine woman [sound recor...				
<input type="checkbox"/>	2	31307013207586	Mystery Cent...	ebaf	A century of great suspense st...				
<input type="checkbox"/>	3	31298002372475	LP CORNWE...	epaf	Isle of dogs / Patricia Cornwell.	03-25-2005			
<input type="checkbox"/>	4	31298002947987	CD SL BRA	epav	The cat who could read backw...	03-31-2005			
<input type="checkbox"/>	5	31307012603835	797.124 R81...	eban	Royce's sailing illustrated : the ...	03-04-2005	OVERDUE		
<input type="checkbox"/>	6	31307013035037	917.13 UL9g ...	eban	Hiking in Ontario.	03-04-2005	OVERDUE		
<input type="checkbox"/>	7	31298001645590	448.2421 HER	epan	French, a self-teaching guide / ...	03-04-2005	OVERDUE		
<input type="checkbox"/>	8	31307012986651	Compact Dis...	ebav	Diver down [sound recording] /...	03-04-2005	OVERDUE		

and the patron has fines for overdue items, Millennium Circulation displays the amount owed in the **Status** column.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(14)				Holds(0)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		Limit to overdue ▼	
All	#	Barcode	Call Num	Location	Title	Due Date	Status (\$52.95)		
<input type="checkbox"/>	8	31307012986651	Compact Dis...	ebav	Diver down [sound reco...	03-03-2005	\$7.50		
<input type="checkbox"/>	9	31298002748062	VHS 796 WIL	epav	Wild world of sports. Be...	03-03-2005	\$4.95		
<input type="checkbox"/>	10	31298001810210	613.262 COS	epan	Supernutrients handboo...	03-03-2005	\$9.00		
<input type="checkbox"/>	11	31307012721157	917.97782 F...	eban	Hiking Mount Rainier Na...	03-03-2005	\$7.50		
<input type="checkbox"/>	12	31307012766871	Cassette Fict...	ebav	Scarlet feather [sound r...	03-03-2005	\$7.50		
<input type="checkbox"/>	13	31298002785213	PALMER	epaf	Fatal / Michael Palmer.	03-03-2005	\$9.00		
<input type="checkbox"/>	14	31307012984730	VHS 508.696...	ebav	Garden of Eden [videore...	03-03-2005	\$7.50		

You can select the **All** option to reset the table.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(14)				Holds(0)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		Limit to overdue ▼	
All	#	Barcode	Call Num	Location	Title	Due Date	Status (\$52.95)		
<input type="checkbox"/>	8	31307012986651	Compact Dis...	ebav	Diver down [sound reco...	03-03-	Limit to overdue		
<input type="checkbox"/>	9	31298002748062	VHS 796 WIL	epav	Wild world of sports. Be...	03-03-	Limit to recall		
<input type="checkbox"/>	10	31298001810210	613.262 COS	epan	Supernutrients handboo...	03-03-2005	\$9.00		
<input type="checkbox"/>	11	31307012721157	917.97782 F...	eban	Hiking Mount Rainier Na...	03-03-2005	\$7.50		
<input type="checkbox"/>	12	31307012766871	Cassette Fict...	ebav	Scarlet feather [sound r...	03-03-2005	\$7.50		
<input type="checkbox"/>	13	31298002785213	PALMER	epaf	Fatal / Michael Palmer.	03-03-2005	\$9.00		
<input type="checkbox"/>	14	31307012984730	VHS 508.696...	ebav	Garden of Eden [videore...	03-03-2005	\$7.50		

Sorting items in the table is performed by clicking on the column header by which you would like to sort. For example, you may wish to sort items by the Due Date. The first click will sort the items by due date in ascending order; a second click will sort them in descending order. To reset the table to the original order, which is sorted in the order the items were checked out, click on the number (or pound) sign column header.

Check Out (0)		Checked-Out Items(24)		Holds(1)		Fines(\$0.00)		Check In (0)		Linked Patrons(0)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All ▼			
All	#	Barcode	Call Num	Location	Title	Due Date ▼	Status				
<input type="checkbox"/>	4	31309004781827	EVID FIC Liv	hoq	Living it up [videorecording] / Distribuida	12-17-2002	OVERDUE				
<input type="checkbox"/>	5	31309000628477	291 Camp c1	hob	Creative mythology / Joseph Campbell.	12-15-2002	OVERDUE				
<input type="checkbox"/>	6	31309000690709	391.44 arm c1	hob	The book of fans / by Nancy Armstrong ;	12-15-2002	OVERDUE				
<input type="checkbox"/>	7	31309003326608	738.1 Cla c1 8/95	hob	The potter's manual / Kenneth Clark.	12-15-2002	OVERDUE				
<input type="checkbox"/>	8	31309000533859	737.4 clain c1	hob	The beauty and lore of coins, currency a	12-15-2002	OVERDUE				
<input type="checkbox"/>	9	31309000127470	AF c92903.	hoa	The fall of an eagle / Jon Cleary.	12-15-2002	OVERDUE				
<input type="checkbox"/>	10	31309004769855	fan For 8/02	hoa	The fantasy writer's assistant : and othe	12-15-2002	OVERDUE				
<input type="checkbox"/>	11	31309004882070	af Pet 7/02	hoa	A veiled reflection / Tracie Peterson.	12-15-2002	OVERDUE				

Another example of a common way that items are sorted is by location. This will sort the items by each library collection. For example, you can sort by location to find all of the video recordings from a particular library checked out to this patron. This makes it easier to select similar items to perform a function.

Check Out (0)		Checked-Out Items(24)		Holds(1)	Fines(\$0.00)	Check In (0)	Linked Patrons(0)
Renew		Claim Returned		Mark Lost Items	Change Due Date		All ▼
All	#	Barcode	Call Num	Location	Title	Due Date ▼	Status
<input type="checkbox"/>	4	31307013788692	VHS Terminator	grq	Terminator 2 [videorecording] : judgmen	01-10-2003	
<input type="checkbox"/>	5	31307013452117	VHS Pulp	grq	Pulp fiction [videorecording].	01-10-2003	
<input type="checkbox"/>	6	31307013451952	VHS Road	grq	The road warrior [videorecording].	01-10-2003	
<input type="checkbox"/>	7	31307013451978	VHS Platoon	grq	Platoon [videorecording].	01-10-2003	
<input type="checkbox"/>	8	31309000096238	AF c110438	hoa	A night of watching.	01-02-2003	
<input type="checkbox"/>	9	31309004769715	mys Bre 8/02	hoa	The torso in the town : a Fethering myste	01-02-2003	
<input type="checkbox"/>	10	31309000127470	AF c92903.	hoa	The fall of an eagle / Jon Cleary.	12-15-2002	OVERDUE
<input type="checkbox"/>	11	31309004769855	fan For 8/02	hoa	The fantasy writer's assistant : and othe	12-15-2002	OVERDUE

The functions you can perform within the **Checked Out Items** tab are:

- Renewing Items
- Changing Due Date
- Marking Items as Lost
- Claiming Items Returned

Renew		Claim Returned		Mark Lost Items	Change Due Date		All ▼
All	#	Barcode	Call Num	Location ▲	Title	Due Date	Status
<input checked="" type="checkbox"/>	1	31298002748062	VHS 796 WIL	epav	Wild world of sports. Best of b...	03-03-2005	OVERDUE
<input checked="" type="checkbox"/>	2	31298001755829	CASS 299.78...	epav	Medicine woman [sound recor...	03-24-2005	
<input checked="" type="checkbox"/>	3	31298002947987	CD SL BRA	epav	The cat who could read back...	03-31-2005	
<input checked="" type="checkbox"/>	4	31298001810210	613.262 COS	epan	Supernutrients handbook / Ly...	03-03-2005	OVERDUE
<input type="checkbox"/>	5	31298001645590	448.2421 HER	epan	French, a self-teaching guide / ...	03-25-2005	
<input type="checkbox"/>	6	31298002785213	PALMER	epaf	Fatal / Michael Palmer.	03-03-2005	OVERDUE
<input type="checkbox"/>	7	31298002372475	LP CORNWE...	epaf	Isle of dogs / Patricia Cornwell.	03-24-2005	
<input type="checkbox"/>	8	31307012986651	Compact Dis...	ebav	Diver down [sound recording] ...	03-03-2005	OVERDUE

There are several other useful tools available in tables.

- You can temporarily resize columns by clicking and dragging a column header divider.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(14)				Holds(0)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All ▼	
All	#	Barcode	Call Num	Location ▲	Title	↔	Due Date		
<input type="checkbox"/>	1	31298002748062	VHS 796 WIL	epav	Wild world of sports. Best of baseball bl...		03-03-2005		
<input type="checkbox"/>	2	31298001755829	CASS 299.78...	epav	Medicine woman [sound recording] / Ly...		03-24-2005		
<input type="checkbox"/>	3	31298002947987	CD SL BRA	epav	The cat who could read backwards [so...		03-31-2005		
<input type="checkbox"/>	4	31298001810210	613.262 COS	epan	Supernutrients handbook / Lyndel Cost...		03-03-2005		
<input type="checkbox"/>	5	31298001645590	448.2421 HER	epan	French, a self-teaching guide / Suzanne ...		03-25-2005		
<input type="checkbox"/>	6	31298002785213	PALMER	epaf	Fatal / Michael Palmer.		03-03-2005		
<input type="checkbox"/>	7	31298002372475	LP CORNWE...	epaf	Isle of dogs / Patricia Cornwell.		03-24-2005		
<input type="checkbox"/>	8	31307012986651	Compact Dis...	ebav	Diver down [sound recording] / Van Hal...		03-03-2005		

- You can also temporarily move a column to a different position by clicking and dragging a column header.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(14)				Holds(0)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All ▼	
All	#	Title ▼	Barcode	Call Num	Location	Due Date	Status		
<input type="checkbox"/>	1	The cat who could read backw...	31298002947987	CD SL BRA	epav	03-31-2005			
<input type="checkbox"/>	2	A century of great suspense st...	31307013207586	Mystery Cent...	ebaf	04-14-2005			
<input type="checkbox"/>	3	Diver down [sound recording] / ...	31307012986651	Compact Dis...	ebav	03-03-2005	OVERDUE		
<input type="checkbox"/>	4	Fatal / Michael Palmer.	31298002785213	PALMER	epaf	03-03-2005	OVERDUE		
<input type="checkbox"/>	5	French, a self-teaching guide / ...	31298001645590	448.2421 HER	epan	03-25-2005			
<input type="checkbox"/>	6	Garden of Eden [videorecording...	31307012984730	VHS 508.696 ...	ebav	03-03-2005	OVERDUE		
<input type="checkbox"/>	7	Hiking in Ontario.	31307013035037	917.13 UL9g ...	eban	03-25-2005			
<input type="checkbox"/>	8	Hiking Mount Rainier National P...	31307012721157	917.97782 F1...	eban	03-03-2005	OVERDUE		

- If an entire title (or another field) does not fully display, you can move the mouse cursor over the field. The Table Tooltips feature will show a box with more information.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(14)				Holds(0)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All ▼	
All	#	Barcode	Call Num	Location	Title ▼	Due Date	Status		
<input type="checkbox"/>	1	31298002947987	CD SL BRA	epav	The cat who could read backw...	03-31-2005			
<input type="checkbox"/>	2	31307013207586	Mystery Cent...	ebaf	A century of great suspense st...	04-14-2005			
<input type="checkbox"/>	3	31307012986651	Compact Dis...	ebav	Diver down [sound recording] / Van Halen...	03-03-2005	OVERDUE		
<input type="checkbox"/>	4	31298002785213	PALMER	epaf	Fatal / Michael Palmer.	03-03-2005	OVERDUE		
<input type="checkbox"/>	5	31298001645590	448.2421 HER	epan	French, a self-teaching guide / ...	03-25-2005			
<input type="checkbox"/>	6	31307012984730	VHS 508.696 ...	ebav	Garden of Eden [videorecording...	03-03-2005	OVERDUE		

- Using the Right Mouse Button allows you to right click for several functions. In the **Checked Out Items** tab, you can copy the selected field. First, left click in the field you wish to copy to select it, then right click in the field and choose the **Copy** command. You can use the Windows paste command (Ctrl+v) to paste the information elsewhere in Millennium Circulation, or into another program.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(14)				Holds(0)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All ▼	
All	#	Barcode	Call Num	Location	Title ▼	Due Date	Status		
<input type="checkbox"/>	1	31298002947987	CD SL BRA	epav	The cat who could read backw...	03-31-2005			
<input type="checkbox"/>	2	31307013207586	Mystery Cent...	ebaf	A century of great suspense st...	04-14-2005			
<input type="checkbox"/>	3	31307012986651	Compact Dis...	ebav	Diver down [sound recording] / ...	03-03-2005	OVERDUE		
<input type="checkbox"/>	4	31298002785213	PALMER	epaf	Fatal / Michael Palmer.	03-03-2005	OVERDUE		
<input checked="" type="checkbox"/>	5	31298001645590	448.2421 HER	epan	French, a self-teaching guide / ...	03-25-2005			
<input type="checkbox"/>	6	31307012984730	VHS 508.696 ...	ebav	Garden of Eden [videorecording...	03-03-2005	OVERDUE		
<input type="checkbox"/>	7	31307013035037	917.13 UL9g ...	eban	Hiking in Ontario.	03-25-2005			
<input type="checkbox"/>	8	31307012721157	917.97782 F1...	eban	Hiking Mount Rainier National P...	03-03-2005	OVERDUE		
<input type="checkbox"/>	9	31298001755829	CASS 299.78...	epav	Isle of dogs / Patricia Cornwell.	03-24-2005			
<input type="checkbox"/>	10	31298001755829	CASS 299.78...	epav	Medicine woman [sound record...	03-24-2005			

- The **View This Item** command allows you to view the full item record, which contains many fields used during circulation transactions.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(14)				Holds(0)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All ▼	
All	#	Barcode	Call Num	Location	Title ▼	Due Date	Status		
<input type="checkbox"/>	1	31298002947987	CD SL BRA	epav	The cat who could read backw...	03-31-2005			
<input type="checkbox"/>	2	31307013207586	Mystery Cent...	ebaf	A century of great suspense st...	04-14-2005			
<input checked="" type="checkbox"/>	3	31307012986651	Compact Dis...	ebav	Diver down [sound recording] / ...	03-03-2005	OVERDUE		
<input type="checkbox"/>	4	31298002785213	PALMER	epaf	Fatal / Michael Palmer.	03-03-2005	OVERDUE		
<input type="checkbox"/>	5	31298001645590	448.2421 HER	epan	French, a self-teaching guide / ...	03-25-2005			
<input type="checkbox"/>	6	31307012984730	VHS 508.696 ...	ebav	Garden of Eden [videorecording...	03-03-2005	OVERDUE		
<input type="checkbox"/>	7	31307013035037	917.13 UL9g ...	eban	Hiking in Ontario.	03-25-2005			
<input type="checkbox"/>	8	31307012721157	917.97782 F1...	eban	Hiking Mount Rainier National P...	03-03-2005	OVERDUE		

For example, there are fields related to the item type, the location and the actual loan rule used for this transaction. There are also fields specifically about the transaction, such as the check out date and time, the checkout location, the patron number, the last patron number who had this checked out, the number of renewals, the number of overdues and the status of the item.

File Edit View Go Tools Help



Insert

Save All

View

Edit

Media(0)

WB

Summary

Export

Print

Close

b11266466

Author Van Halen (Musical group)
 Title Diver down [sound recording] / Van Halen.
 Standard No. 9 47718-2 Warner Bros.

LOCATIONS eb , ep , mh

Summary

Record i10922544

0 Item-Level Holds

0 Bookings

0 Bib-Level Holds

Edit

i10922544 Last Updated: 03-24-2005 Created: 04-21-2004 Revisions: 9

Copy No.	1	Checkin Location	0	Status	- CHECK ON SHELF
Item Code 1	0	No. of Renewals	0	Internal Use	0
Item Code 2	-	No. of Overdues	0	Copy Use	0
Item Type	17 CD, Music	Overdue Date	- -	Item Message	- NO MESSAGE
Price	\$11.98	Item Use 3	0	OPAC Message	- ---
Checkout Date	03-24-2005 02:47PM	Recall Date	- -	Year-to-Date Circ	2
Checkout Location	0	Total Checkouts	15	Last Year Circ	0
Due Date	03-03-2005	Total Renewals	3	Item Agency	0 PUBLIC LIBRARY
Patron No.	1000011	Last Checkout Date	03-23-2005 01:54	Holdings Item Tag	6 876 BASIC BIB. UNI
Last Patron	1000011	Location	ebavEBL Audio \	Inherit Location	n
Last Checkin	03-24-2005	Loanrule	27		

i10922544 Checked out on 03-24-2005 14:47 to Davis, Emily due on 03-03-2005

View-Only Mode

Note that the **Status** does not change when the item is checked out, but the **Due Date** field is filled in. This is what will display in the public catalog. There are also a number of fields used for statistical purposes.

The last right click command, **Print Table**, is an alternate way to print the list of checked out items or email the list of items checked out to a patron.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(14)				Holds(0)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All ▼	
All	#	Barcode	Call Num	Location	Title ▼	Due Date	Status		
<input type="checkbox"/>	1	31298002947987	CD SL BRA	epav	The cat who could read backw...	03-31-2005			
<input type="checkbox"/>	2	31307013207586	Mystery Cent...	ebaf	A century of great suspense st...	04-14-2005			
<input type="checkbox"/>	3	31307012986651	Compact Dis...	ebav	Diver down [sound recording] / ...	03-03-2005	OVERDUE		
<input type="checkbox"/>	4	31298002785213	PALMER	epaf	Fatal / Michael Palmer.	03-03-2005	OVERDUE		
<input checked="" type="checkbox"/>	5	31298001645590	448.2421 HER	epan	French a self teaching guide / ...	03-25-2005			
<input type="checkbox"/>	6	31307012984730	VHS 508.696 ...	ebav	Copy	03-03-2005	OVERDUE		
<input type="checkbox"/>	7	31307013035037	917.13 UL9g ...	eban		03-25-2005			
<input type="checkbox"/>	8	31307012721157	917.97782 F1...	eban	View This Item	03-03-2005	OVERDUE		
<input type="checkbox"/>	9	31298002372475	LP CORNWE...	epaf	Print Table (Receipt Printer)	03-24-2005			
<input type="checkbox"/>	10	31298001755829	CASS 299.78...	epav	Medicine woman [sound record...	03-24-2005			

[close window](#)

Claiming Items Return




If a patron claims to have returned an item, but the item has not yet been checked in, you can claim the item returned.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(16)				Holds(1)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All	
All	#	Barcode	Call N	Claim Returned	Alt-C	Title	Due Date	Status	
<input type="checkbox"/>	1	31298001755829	CASS 299.7...	epav		Medicine woman [sound reco...	03-24-2005	OVERDUE	
<input type="checkbox"/>	2	31298002372475	LP CORNWE...	epaf		Isle of dogs / Patricia Cornwell.	03-24-2005	OVERDUE	
<input checked="" type="checkbox"/>	3	31307012986651	Compact Dis...	ebav		Diver down [sound recording]...	03-04-2005	CLMS RE...	
<input type="checkbox"/>	4	31307012984730	VHS 508.696...	ebav		Garden of Eden [videorecordi...	03-04-2005	OVERDUE	
<input type="checkbox"/>	5	31307012766871	Cassette Fic...	ebav		Scarlet feather [sound recor...	03-04-2005	OVERDUE	

When you claim an item returned, Millennium Circulation places a claim return note in the item record

Summary		Record i11086312		0 Item-Level Holds		0 Bookings		0 Bib-Level Holds	
i11086312		Last Updated: 05-16-2005		Created: 04-21-2004		Revisions: 3			
Copy No.	1	Checkin Location	0	Status	z CLMS RETD				
Item Code 1	0	No. of Renewals	0	Internal Use	0				
Item Code 2	-	No. of Overdues	0	Copy Use	0				
Item Type	0 Books	Overdue Date	- -	Item Message	- NO MESSAGE				
Price	\$27.00	Item Use 3	0	OPAC Message	- ---				
Checkout Date	04-19-2005 02:18PM	Recall Date	- -	Year-to-Date Circ	1				
Checkout Location	0	Total Checkouts	12	Last Year Circ	0				
Due Date	05-10-2005	Total Renewals	0	Item Agency	0				
Patron No.	1000011	Last Checkout Date	- - :	Holdings Item Tag	6 876 BASIC BI				
Last Patron	0	Location	epan EPL Adult Non-Fid	Inherit Location	n				
Last Checkin	- -	Loanrule	2						
<p>Call No. 092 814.08 BES</p> <p>Barcode 31298002202748</p> <p>Internal Note Mon May 16 2005: Claimed returned on Tue May 03 2005 by .p1000011</p>									

and it places a claim return note in the patron record.

View Patron Record · p10000112					
File Edit View					
			 Insert  Print  Close		
p10000112 Last Updated: 04-19-2005 Created: 06-11-2004 Revisions: 19					
Expiration Date	12-30-2005	Birth Date	- -	ILL Request	0
Patron Code 1	-	Home Library	eb Emeryville Branch Lib	Current Item C	0
Patron Code 2	-	Patron Message	- NO MESSAGE	Current Item D	0
Patron Code 3	0	Manual Block	-	Patron Code 4	0
Patron Type	0 Adult (eng)	Claims Returned	1	Patron Agency	0
Total Checkouts	4	Money Owed	\$0.00	Last Circ Activity	04-19-2005
Total Renewals	0	Current Item A	0	LANG PREF	
Current Checkouts	2	Current Item B	0		
Name	Davis, Emily				
Address	Street/PO Box	1 Tower Road			
	City, State ZIP	North Medford OR 11161			
Note	Mon May 16 2005: Claimed returned .i1108631 on Tue May 03 2005				
Barcode	20102000198655				
					View-Only Mode

Millennium Circulation also allows the item to be checked in or remain checked out and allows the status of the item to be changed to either *Claims Returned* or *Missing*.

To claim one or more items as returned by a patron:

1. Retrieve the patron record.
2. Choose the **Checked-Out Items** tab.
3. In the table of items checked out to the patron, select the items to claim returned by checking the appropriate boxes in the **All** column.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(16)				Holds(1)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All	
All	#	Barcode	Call N	Claim Returned	Alt-C	Title	Due Date	Status	
<input type="checkbox"/>	1	31298001810210	613.262 COS	epan		Supernutrients handbook / Ly...	03-26-2005		
<input type="checkbox"/>	2	31307011617489	Compact Dis...	ebav		BBC Radio Theatre, London, J...	04-01-2005		
<input type="checkbox"/>	3	31298002721218	749.2809 ELL	epan		Scandinavian modern furnish...	04-15-2005		
<input type="checkbox"/>	4	31298001519167	458.3421 LEB	epan		Italian : a self-teaching guide /...	04-15-2005		
<input type="checkbox"/>	5	31307012986651	Compact Dis...	ebav		Diver down [sound recording]...	03-04-2005	CLMS RE...	
<input checked="" type="checkbox"/>	6	31298001755829	CASS 299.7...	epav		Medicine woman [sound reco...	03-24-2005	OVERDUE	
<input checked="" type="checkbox"/>	7	31298002372475	LP CORNWE...	epaf		Isle of dogs / Patricia Cornwell.	03-24-2005	OVERDUE	
<input checked="" type="checkbox"/>	8	31307012984730	VHS 508.696...	ebav		Garden of Eden [videorecordi...	03-04-2005	OVERDUE	
<input checked="" type="checkbox"/>	9	31307012766871	Cassette Fic...	ebav		Scarlet feather [sound recor...	03-04-2005	OVERDUE	
<input type="checkbox"/>	10	31307012721157	917.97782 F...	eban		Hiking Mount Rainier National...	03-04-2005	OVERDUE	

If you select more than one item, all selected items will have the same claim returned date and will be checked in or left checked out together.

4. Then choose the **Claim Returned** button. Millennium Circulation displays a calendar dialog for choosing the claim returned date.

March 25 2005

<< < March 2005 > >>


Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OK Blank Date Cancel

Blank Date Alt-B

If the patron does not know when he/she returned the item, choose the **Blank Date** button at the bottom of the dialog. The claim returned notes will indicate an *Unknown Date*. Otherwise, select the claims returned date and click **OK**.

After you have selected a date, Millennium Circulation offers three options:



Check in items (with no fines) and change status to MISSING

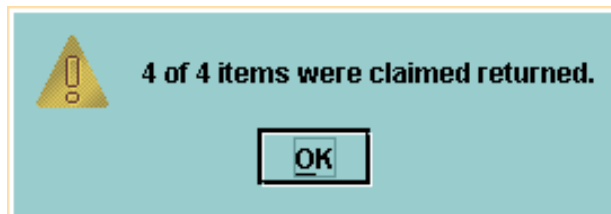
Check in items (with no fines) and change status to CLAIMS RTRND

Leave items checked out (send overdue notices) and change status to CLAIMS RTRND

Cancel

- **Check in items (with no fines) and change status to MISSING.** Millennium Circulation changes the item's status to *Missing* and checks the item record back into the system. If there are outstanding holds on the item, Millennium Circulation prompts you to cancel these holds.
- **Check in items (with no fines) and change status to CLAIMS RETRND.** Millennium Circulation changes the item's status to *Claims Returned* and checks the item record back into the system. If there is an outstanding fine or bill for the item, Millennium Circulation waives this charge.
- **Leave items checked out (send overdue notices) and change status to CLAIMS RETRND.** Millennium Circulation changes the item's status to *Claims Returned* and leaves the item record checked out to the patron. The system will continue to send overdue notices and generate bills.

The system will verify that the items were claimed returned.



This is also noted in the **Status** column for those items.

Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(16)				Holds(1)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All ▼	
All	#	Barcode	Call Num	Location	Title	Due Date	Status		
<input type="checkbox"/>	1	31298001810210	613.262 COS	epan	Supernutrients handbook / Ly...	03-26-2005			
<input type="checkbox"/>	2	31307011617489	Compact Dis...	ebav	BBC Radio Theatre, London, J...	04-01-2005			
<input type="checkbox"/>	3	31298002721218	749.2809 ELL	epan	Scandinavian modern furnishi...	04-15-2005			
<input type="checkbox"/>	4	31298001519167	458.3421 LEB	epan	Italian : a self-teaching guide / ...	04-15-2005			
<input type="checkbox"/>	5	31307012986651	Compact Dis...	ebav	Diver down [sound recording] ...	03-04-2005	CLMS RETD		
<input type="checkbox"/>	6	31298001755829	CASS 299.78 ...	epav	Medicine woman [sound reco...	03-24-2005	CLMS RETD		
<input type="checkbox"/>	7	31298002372475	LP CORNWE...	epaf	Isle of dogs / Patricia Cornwell.	03-24-2005	CLMS RETD		
<input type="checkbox"/>	8	31307012984730	VHS 508.696 ...	ebav	Garden of Eden [videorecordin...	03-04-2005	CLMS RETD		
<input type="checkbox"/>	9	31307012766871	Cassette Fict...	ebav	Scarlet feather [sound recordi...	03-04-2005	CLMS RETD		
<input type="checkbox"/>	10	31307012721157	917.97782 F1...	eban	Hiking Mount Rainier National ...	03-04-2005	OVERDUE		

For additional information, refer to the User Manual:

Page # 100067: [Claiming Items Returned](#)

Page # 100068: [Possible Messages \(Claiming Items Returned\)](#)

[close window](#)

Marking Items as Lost

Millennium Circulation enables you to mark an item as lost. You can use this feature when a patron reports that a checked out item has been lost.

To mark one or more items as lost by a patron:

1. Retrieve the patron record.
2. Choose the **Checked-Out Items** tab.
3. In the table of items checked out to the patron, select the items to mark as lost by checking the appropriate boxes in the **All** column.
4. Choose the **Mark Lost Items** button.











Fines(\$0.00)		Check In (0)		Linked Patrons(0)		Bookings(0)		ILL(0)	
Check Out (0)				Checked-Out Items(11)				Holds(1)	
Renew		Claim Returned		Mark Lost Items		Change Due Date		All	
All	#	Barcode	Call Num	Location	Mark Lost Items	Due Date	Status		
<input type="checkbox"/>	1	31298001810210	613.262 COS	epan	Supernutrients handbook / Lyn...	03-26-2005			
<input type="checkbox"/>	2	31307011617489	Compact Dis...	ebav	BBC Radio Theatre, London, Ju...	04-01-2005			
<input type="checkbox"/>	3	31298002721218	749.2809 ELL	epan	Scandinavian modern furnishin...	04-15-2005			
<input type="checkbox"/>	4	31298001519167	458.3421 LEB	epan	Italian : a self-teaching guide / E...	04-15-2005			
<input checked="" type="checkbox"/>	5	31307012721157	917.97782 F1...	eban	Hiking Mount Rainier National P...	03-04-2005	OVERDUE		
<input checked="" type="checkbox"/>	6	31307012603835	797.124 R813...	eban	Royce's sailing illustrated : the ...	03-04-2005	OVERDUE		
<input checked="" type="checkbox"/>	7	31298002947987	CD SL BRA	epav	The cat who could read backw...	03-04-2005	OVERDUE		
<input type="checkbox"/>	8	31298002785213	PALMER	epaf	Fatal / Michael Palmer.	03-04-2005	OVERDUE		
<input type="checkbox"/>	9	31298002748062	VHS 796 WIL	epav	Wild world of sports. Best of ba...	03-04-2005	OVERDUE		

Millennium Circulation displays the selected items in the **Mark Lost Items** window. By default only the first item is selected.

Mark Lost Items								
Total bill:		\$182.95						
No.	Barcode	Call Num	Title	Item Cost	Proces...	Billing F...	Amount	
1	31307012721157	917.97782 F182h...	Hiking Mount Rainier National Park / He.	\$14.95	\$10.00	\$25.00	\$49.95	
2	31307012603835	797.124 R813r 1...	Royce's sailing illustrated : the best of i...	\$15.00	\$10.00	\$25.00	\$50.00	
3	31298002947987	CD SL BRA epav	The cat who could read backwards [so...	\$48.00	\$10.00	\$25.00	\$83.00	

There are four buttons at the bottom of the **Mark Lost Items** window:

- If you choose **Cancel**, the items will not be marked lost.
- **View Item** allows you to view the full item record for any item being marked as lost. Note that the status has not yet changed to *Lost*.

File	Edit	View	Go	Tools	Help				
 Insert	 Save All	 View	 Edit	 Media(0)	 WB	 Summary	 Export	 Print	 Close

b11094904

Author Schneider, Heidi, 1978-
 Title Hiking Mount Rainier National Park / Heidi Schneider and Mary Skjelset.
 Standard No. 1560446986 (pbk.) :

LOCATIONS eb

Summary Record i10317399 0 Item-Level Holds 0 Bookings 0 Bib-Level Holds

i10317399 Last Updated: 03-25-2005 Created: 04-21-2004 Revisions: 9

Copy No.	1	Checkin Location	0	Status	- CHECK ON SHELF
Item Code 1	0	No. of Renewals	0	Internal Use	0
Item Code 2	-	No. of Overdues	0	Copy Use	0
Item Type	0 Books	Overdue Date	- -	Item Message	- NO MESSAGE
Price	\$14.95	Item Use 3	0	OPAC Message	- ---
Checkout Date	03-25-2005 07:27	Recall Date	- -	Year-to-Date Circ	3
Checkout Location	0	Total Checkouts	3	Last Year Circ	0
Due Date	03-04-2005	Total Renewals	3	Item Agency	0 PUBLIC LIBRARY
Patron No.	1000011	Last Checkout Date	03-24-2005 02:48	Holdings Item Tag	6 876 BASIC BIB. UNIT

i10317399 Checked out on 03-25-2005 7:27 to Davis, Emily due on 03-04-200 View-Only Mode

- **Update Bill** allows you to change the amount of a bill for a lost item. Select the item whose bill should change. Choose the **Update Bill** button and the **Updating Bill** dialog displays. You can update the amount to be charged for **Item Cost**, **Processing Fee**, or **Billing Fee**. You can also reduce the amount owed to zero by entering a zero amount for each element in the bill. Millennium Circulation updates the bill amount for the item when you choose **OK**; choose **Cancel** to close the dialog without updating the bill.

Mark Lost Items

Total bill:

No.	Barcode	Call Num	Title	Item Co...	Proces...	Billing F...	Amount
1	31307012721157	917.97782 F182h eban	Hiking Mount Rainier National Park / Heidi Schneider and Mary Skjelse			0	\$49.95
2	31307012603		Royce's sailing illustrated : the best of all sailing world...			0	\$50.00
3	31298002947		The cat who could read backwards [sound recording] /...			0	\$83.00

Updating Bill

No.:

Barcode:

Call Num:

Title:

Item Cost:

Processing Fee:

Billing Fee:

Amount:

- **Add Bills** is used to mark the items as lost. Millennium Circulation would prompt you to cancel any holds that exist on the item. Note that the lost items will no longer display on the **Checked Out Items** tab. To view the items after marking them as lost, click on the **Fines** tab.

Fines(\$199.45) | Check In (0) | Linked Patrons(0) | Bookings(0) | ILL(0)

Check Out (0) | **Checked-Out Items(6)** | Holds(1)

Total:

Amount selected:

All	Status	Title	Location	Amount
<input type="checkbox"/>	Lost	Hiking Mount Rainier National Park / Heidi Schneider an...	eban	\$49.95
<input type="checkbox"/>	Lost	Royce's sailing illustrated : the best of all sailing world...	eban	\$50.00
<input type="checkbox"/>	Lost	The cat who could read backwards [sound recording] /...	epav	\$83.00
<input type="checkbox"/>	Overdue	French, a self-teaching guide / Suzanne A. Hershfield-H...	epan	\$9.00
<input type="checkbox"/>	Overdue	Hiking in Ontario.	eban	\$7.50

For additional information, refer to the User Manual:

Page # 100069: [Marking Items as Lost](#)

Page # 100070: [Changing the Billed Amount](#)

[close window](#)

Fines Tab

The **Fines** tab displays the patron's outstanding fines and bills. The amount of money owed by the patron displays in parentheses in the tab's title.

Fines(\$7.50)	Check In (0)	Linked Patrons(0)	Bookings(0)	ILL(0)	
Check Out (0)	Checked-Out Items(4)			Holds(0)	
Total:	\$7.50	Collect Money	Waive Charges	Add Charge	Fines Paid
Amount selected:	\$0.00				Patron Notes
All	Status	Title	Location	Amount	
<input type="checkbox"/>	* RENEWED	Pulp fiction [videorecording].	ebav	\$7.50	

If the amount owed by a patron is greater than a pre-determined amount, the title of the **Fines** tab displays in an alert color, usually red.

Fines(\$199.45)	Check In (0)	Linked Patrons(0)	Bookings(0)	ILL(0)	
Check Out (0)	Checked-Out Items(6)			Holds(1)	
Total:	\$199.45	Collect Money	Waive Charges	Add Charge	Fines Paid
Amount selected:	\$0.00				Patron Notes
All	Status	Title	Location	Amount	
<input type="checkbox"/>	Lost	Hiking Mount Rainier National Park / Heidi Schneider an...	eban	\$49.95	
<input type="checkbox"/>	Lost	Royce's sailing illustrated : the best of all sailing world...	eban	\$50.00	
<input type="checkbox"/>	Lost	The cat who could read backwards [sound recording] /...	epav	\$83.00	
<input type="checkbox"/>	Overdue	French, a self-teaching guide / Suzanne A. Hershfield-H...	epan	\$9.00	
<input type="checkbox"/>	Overdue	Hiking in Ontario.	eban	\$7.50	

With authorization, you can perform several functions within the **Fines** tab:

- Collect Money
- Waive and Adjust Charges
- Add a Manual Charge
- View a Patron's History of Fines Paid
- View the Notes in a Patron Record

[close window](#)

Collecting Money for Fines and Bills

To collect money for a patron's outstanding charges:

Retrieve the patron's record and select the **Fines** tab. Millennium Circulation lists the total amount owed from all charges for the patron in the **Total** field. For each charge, Millennium Circulation lists the **Status**, **Title**, **Location** of the item or where the charge was generated, and the **Amount**.

Fines(\$23.50)	Check In (1)	Linked Patrons(0)	Bookings(0)	ILL(0)
Check Out (0)		Checked-Out Items(2)		Holds(0)
Total:	\$23.50	<u>C</u> ollect Money	<u>W</u> aive Charges	A dd Charge
Amount selected:	\$0.00	Fines Paid		
Patron Notes				
All	Status	Title	Location	Amount
<input type="checkbox"/>	* RENEWED	Pulp fiction [videorecording].	ebav	\$7.50
<input type="checkbox"/>	* RENEWED	Surfing : in search of the perfect wave / Peter Diel, Eric ...	eban	\$8.00
<input type="checkbox"/>	Overdue	Work abroad : the complete guide to finding a job overs...	eban	\$8.00

In the table of the patron's outstanding charges, select the charges for which you want to collect money. As you select and de-select charges, Millennium Circulation adjusts the **Amount selected** field.

Fines(\$23.50)	Check In (1)	Linked Patrons(0)	Bookings(0)	ILL(0)
Check Out (0)		Checked-Out Items(2)		Holds(0)
Total:	\$23.50	<u>C</u> ollect Money	<u>W</u> aive Charges	A dd Charge
Amount selected:	\$15.50	Fines Paid		
Patron Notes				
All	Status	Title	Location	Amount
<input checked="" type="checkbox"/>	* RENEWED	Pulp fiction [videorecording].	ebav	\$7.50
<input checked="" type="checkbox"/>	* RENEWED	Surfing : in search of the perfect wave / Peter Diel, Eric ...	eban	\$8.00
<input type="checkbox"/>	Overdue	Work abroad : the complete guide to finding a job overs...	eban	\$8.00

After you have selected the charges for which you want to collect money, choose the **Collect Money** button. Millennium Circulation prompts you to enter the amount to collect.

Collect Money X

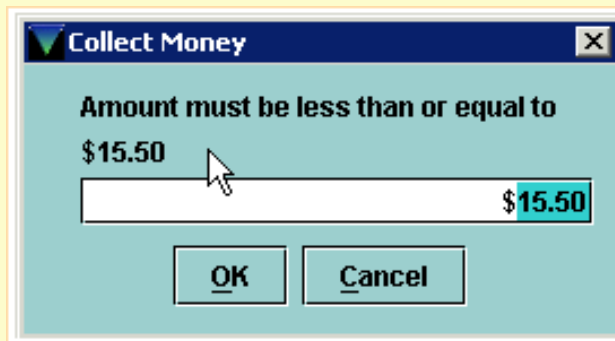
Amount to Collect:

\$15.50

The dialog initially displays the total amount of the selected charges, which corresponds to the value of the **Amount Selected** field.

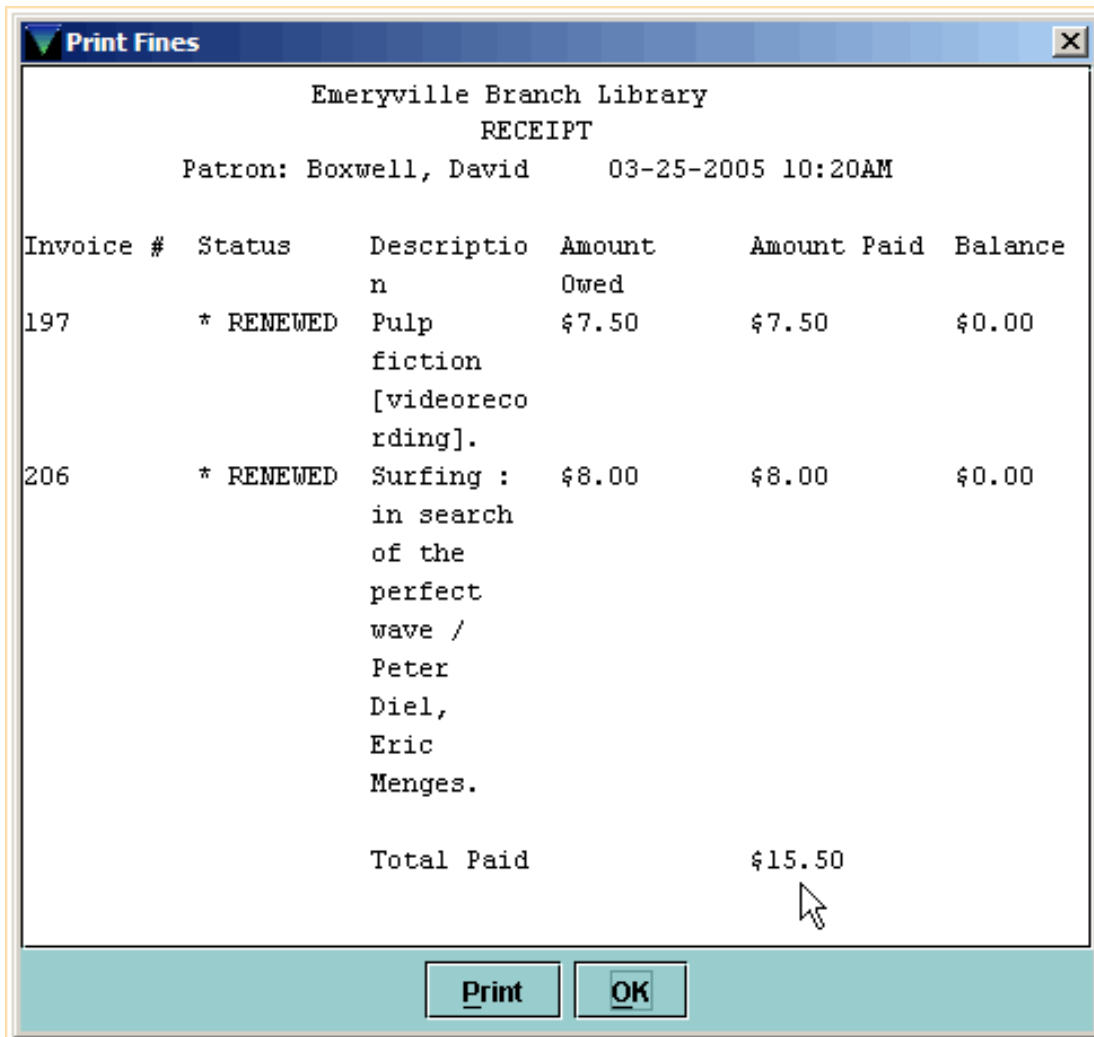


NOTE: You cannot enter an amount greater than the selected amount,



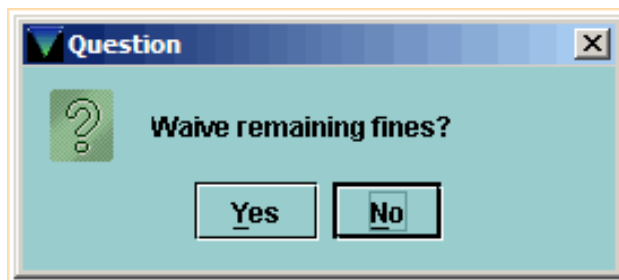
nor can you enter a negative number.

If the patron is paying the selected amount, choose **OK**. Millennium Circulation displays a receipt for the selected charges.



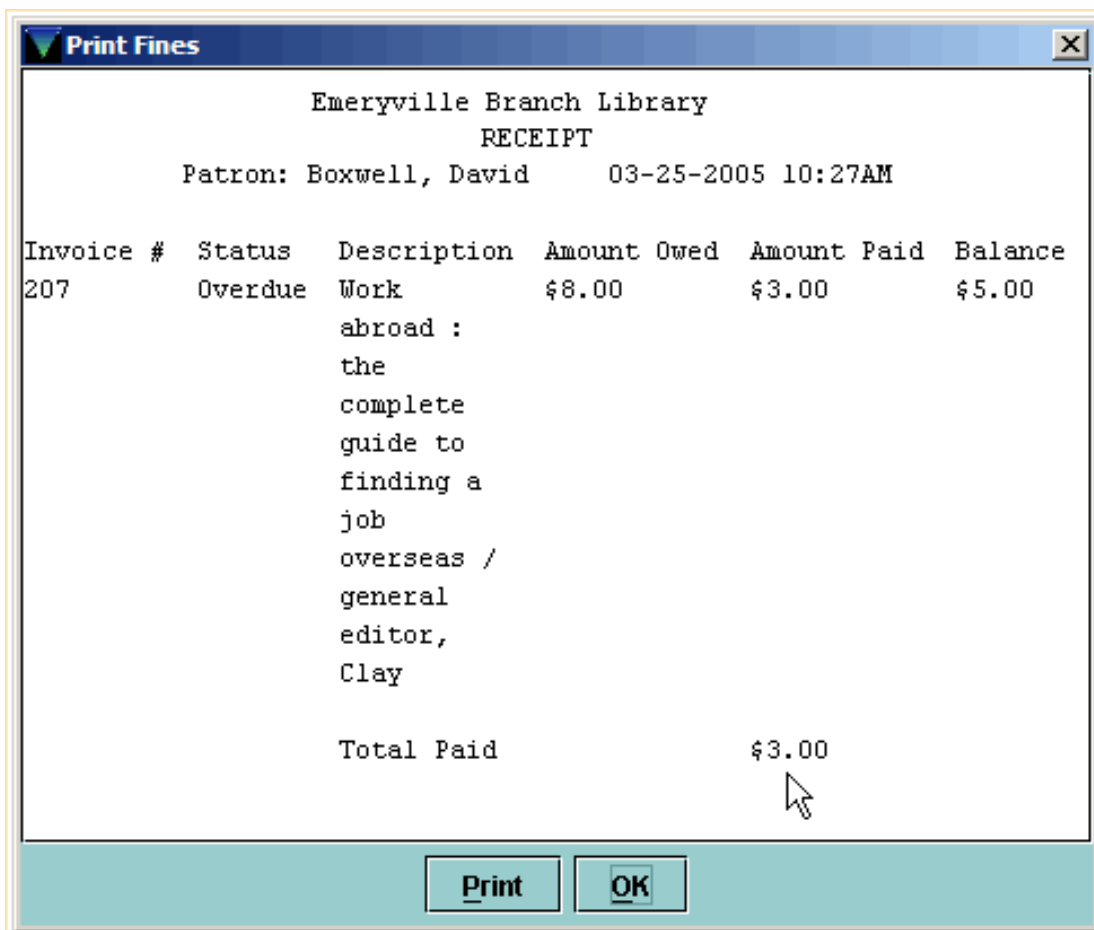
To print this receipt, choose the **Print** button. To close the window without printing, choose the **OK** button.

If the patron is paying less than the selected amount, after choosing **Collect Money** key that amount and then choose **OK**. Millennium Circulation asks if you want to waive the remaining fines.



If you choose **Yes**, Millennium Circulation waives the remaining amount, that is, the total amount of the selected charges minus the reduced amount you entered above. If you answer **No**, Millennium Circulation applies the reduced amount against each of the selected items, starting with the first charge in the group, until the reduced amount is exhausted. For this reason, it is important that you choose the specific items for which you want to collect money.

Millennium Circulation displays a receipt for the selected charges

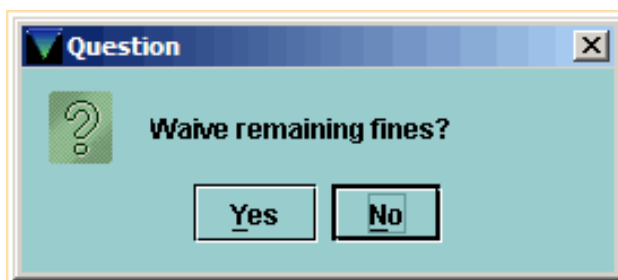


and updates the status of any charges that receive only a partial payment (e.g., from **Overdue** to **Remaining Overdue**).

Fines(\$5.00)	Check In (1)	Linked Patrons(0)	Bookings(0)	ILL(0)	
Check Out (0)		Checked-Out Items(2)		 Holds(0)	
Total:	<input type="text" value="\$5.00"/>	<input type="button" value="Collect Money"/>	<input type="button" value="Waive Charges"/>	<input type="button" value="Add Charge"/>	<input type="button" value="Fines Paid"/>
Amount selected:	<input type="text" value="\$0.00"/>				<input type="button" value="Patron Notes"/>
All	Status	Title	Location	Amount	
<input type="checkbox"/>	Remaining Overdue	Work abroad : the complete guide to finding a job overs...	eban	\$5.00	

Millennium Circulation also allows you to waive charges without taking a partial payment.

After you have selected the charges that you want to waive, choose the **Waive Charges** button. Millennium Circulation asks if you want to waive the fines.

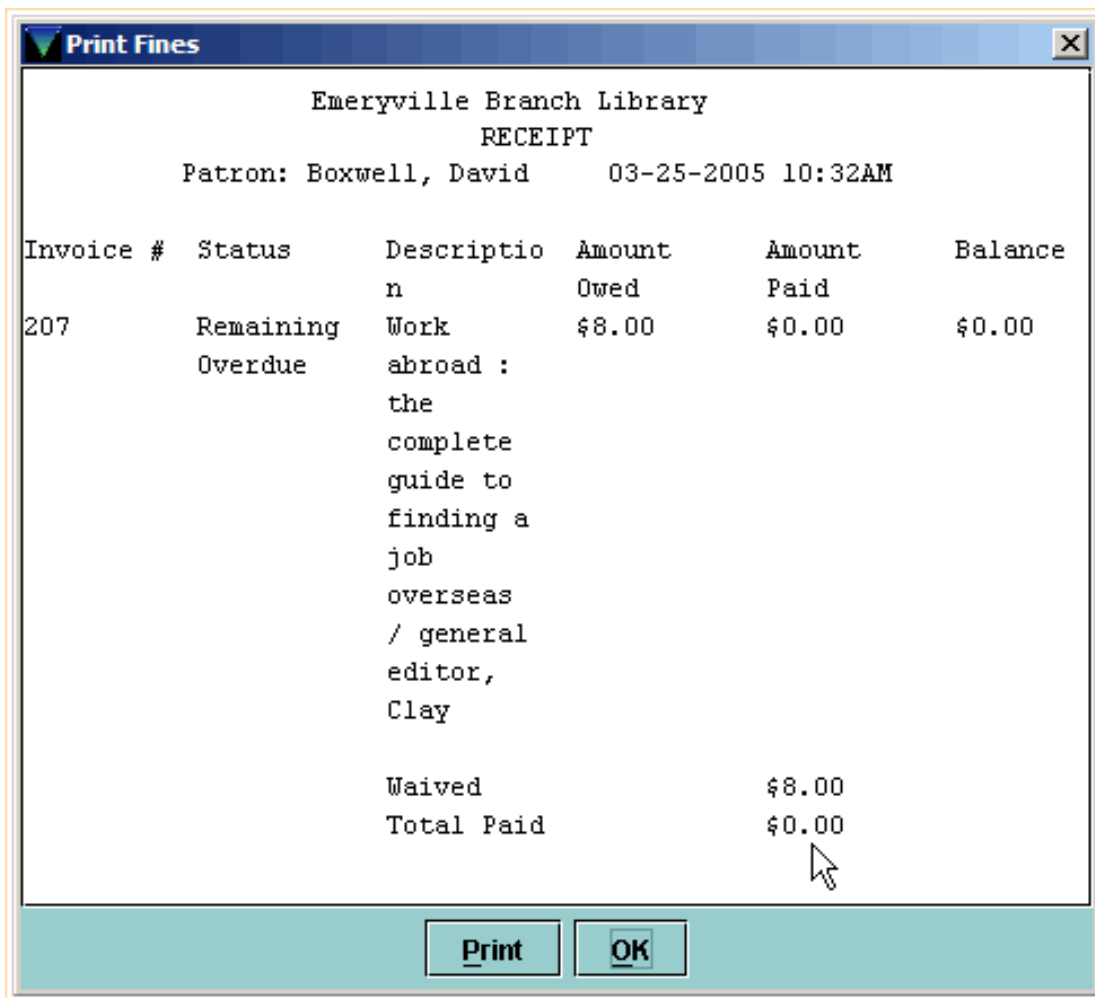


If you answer **No**, Millennium Circulation does not waive the selected fines. If you choose **Yes**, Millennium Circulation waives the entire amount of the selected fines.



NOTE: You will never be allowed to specify the amount to waive.

After you waive fines, Millennium Circulation displays a receipt with a zero amount paid.



For additional information, refer to the User Manual:

Page # 100071: [Collecting Money for Fines/Bills](#)

Page # 100072: [Collect Money](#)

Page # 100073: [Waive Fines](#)

Page # 100074: [Printing Receipts](#)

Page # 100075: [Possible Messages \(Collecting Money\)](#)

[close window](#)

Adjusting Fine Amounts

Using Millennium Circulation, you can adjust the amount of a fine.

Within the **Fines** tab, right-click on the fine to adjust and choose **View This Fine** from the menu.

Fines(\$199.45)		Check In (0)	Linked Patrons(0)	Bookings(0)	ILL(0)
Check Out (0)			Checked-Out Items(6)		Holds(1)
Total:	\$199.45	<u>C</u> ollect Money	<u>W</u> aive Charges	<u>A</u> dd Charge	<u>F</u> ines <u>P</u> aid
Amount selected:	\$83.00	Patron Notes			

All	Status	Title	Location	Amount
<input type="checkbox"/>	Lost	Hiking Mount Rainier National Park / Heidi Schneider an...	eban	\$49.95
<input type="checkbox"/>	Lost	Royce's sailing illustrated : the best of all sailing world...	eban	\$50.00
<input checked="" type="checkbox"/>	Lost	...wards [sound recording] /...	epav	\$83.00
<input type="checkbox"/>	Overdue	/ Suzanne A. Hershfield-H...	epan	\$9.00
<input type="checkbox"/>	Overdue		eban	\$7.50

Copy

View This Item

View This Fine

Print Table (Receipt Printer)

Millennium Circulation displays detailed information for the fine.

Detailed Fine Display

Name:	Davis, Emily
Patron Barcode:	20102000198655
Invoice:	203
Type:	Lost
Call Number:	CD SL BRA EPL Audio Visual
Author:	Braun, Lilian Jackson.
Title:	The cat who could read backwards [sound recording] / by Lilian Jackson Braun.
Item Barcode:	31298002947987
Date Assessed:	03-25-05 09:56AM
Date Checked Out:	03-25-05 09:45AM
Date Due:	03-04-05
Item Charge:	<input type="text" value="\$48.00"/>
Processing Fee:	<input type="text" value="\$10.00"/>
Billing Fee:	<input type="text" value="\$25.00"/>
Total:	\$83.00

You can use the **Print** button to print or email this information.

To adjust the charges, choose the **Adjust** button. This allows you to edit the amount of the charge.

Detailed Fine Display	
Name:	Davis, Emily
Patron Barcode:	20102000198655
Invoice:	203
Type:	Lost
Call Number:	CD SL BRA EPL Audio Visual
Author:	Braun, Lilian Jackson.
Title:	The cat who could read backwards [sound recording] / by Lilian Jackson Braun.
Item Barcode:	31298002947987
Date Assessed:	03-25-05 09:56AM
Date Checked Out:	03-25-05 09:45AM
Date Due:	03-04-05
Item Charge:	\$48.00
Processing Fee:	\$10.00
Billing Fee:	\$25.00
Total:	\$83.00

Adjust OK Print Cancel

Adjust

When you have finished adjusting the charges, choose **OK**. Millennium Circulation updates the patron's **Fines** tab with the new information.

For additional information, refer to the User Manual, Page # 100077: [Adjusting Fine Amounts](#)

[close window](#)

Adding a Manual Charge

Millennium Circulation allows you to add a Manual Charge, that is, one that is not generated automatically from an overdue or billed item, to a patron record.

For example, you might assess a manual charge to a patron who has returned a damaged book, has lost a library card, or has used another library service for which there is a charge.

Within the **Fines** tab, choose the **Add Charge** button.

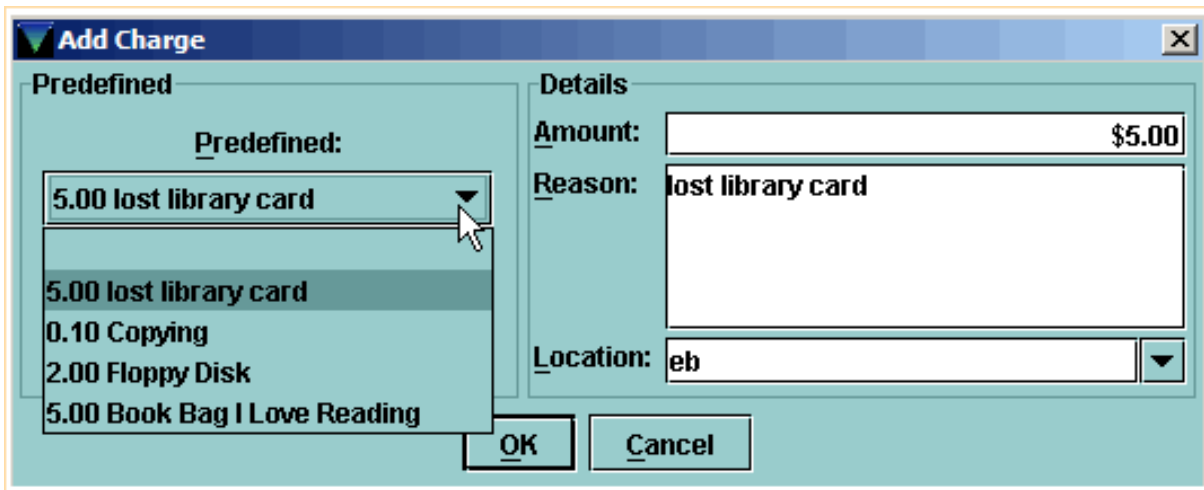
The screenshot shows the Millennium Circulation interface with the **Fines** tab selected. The total fines are \$199.45. Below the total, there are buttons for **Collect Money**, **Waive Charges**, **Add Charge**, and **Fines Paid**. The **Add Charge** button is highlighted with a mouse cursor. Below the buttons, there is a table of checked-out items with columns for **All**, **Status**, **Title**, **Location**, and **Amount**. The third row is selected, showing a **Lost** item titled "The cat who could read backwards [sound recording] ..." with an amount of \$83.00.

All	Status	Title	Location	Amount
<input type="checkbox"/>	Lost	Hiking Mount Rainier National Park / Heidi Schneider an...	eban	\$49.95
<input type="checkbox"/>	Lost	Royce's sailing illustrated : the best of all sailing world...	eban	\$50.00
<input checked="" type="checkbox"/>	Lost	The cat who could read backwards [sound recording] /...	epav	\$83.00
<input type="checkbox"/>	Overdue	French, a self-teaching guide / Suzanne A. Hershfield-H...	epan	\$9.00
<input type="checkbox"/>	Overdue	Hiking in Ontario.	eban	\$7.50

Millennium Circulation displays the **Add Charge** dialog.

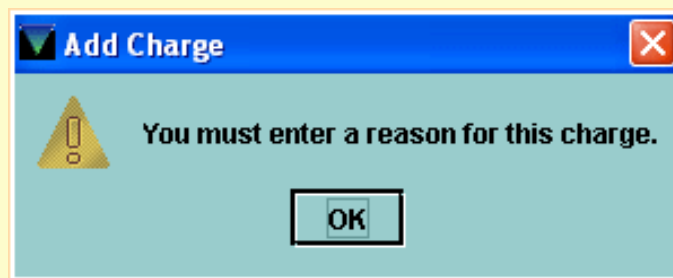
The screenshot shows the **Add Charge** dialog box. It has a **Predefined** section with a dropdown menu labeled **Predefined:**. The **Details** section includes fields for **Amount:** (set to \$0.00), **Reason:** (a large text area), and **Location:** (set to eb). There are **OK** and **Cancel** buttons at the bottom.

In this dialog, you can enter the **Amount** of the charge, the **Reason** for the charge, or choose a **Predefined** reason from the dropdown menu and, if necessary, the library **Location** to associate with the charge.



NOTE:

- You are not allowed to enter a negative **Amount**.
- The maximum length for the **Reason** is 100 characters.
You *must* enter a **Reason** for the charge, otherwise the system will not allow you to add it.



- Millennium Circulation supplies a default **Location**, which is normally the code for the library where the transaction is generated.

After you have entered this information, choose **OK**. The Reason for the charge appears in the **Title** column on the **Fines** table.

Fines(\$204.45)		Check In (0)	Linked Patrons(0)	Bookings(0)	ILL(0)
Check Out (0)		Checked-Out Items(6)			Holds(1)
Total:	\$204.45	<u>C</u> ollect Money		<u>W</u> aive Charges	<u>A</u> dd Charge
Amount selected:	\$5.00	Fines Paid		Patron Notes	

All	Status	Title	Location	Amount
<input type="checkbox"/>	Lost	Hiking Mount Rainier National Park / Heidi Schneider ...	eban	\$49.95
<input type="checkbox"/>	Lost	Royce's sailing illustrated : the best of all sailing worl...	eban	\$50.00
<input type="checkbox"/>	Lost	The cat who could read backwards [sound recording...	epav	\$83.00
<input type="checkbox"/>	Overdue	French, a self-teaching guide / Suzanne A. Hershfield...	epan	\$9.00
<input type="checkbox"/>	Overdue	Hiking in Ontario.	eban	\$7.50
<input checked="" type="checkbox"/>	MANUAL	lost library card	eb	\$5.00

Once you have added a charge to the patron record, the charge will appear on the next bill that is sent to the patron. If the patron is present, you can collect the amount immediately.

For additional information, refer to the User Manual, Page # 100076: [Adding a Fine \(Manual Charge\)](#)

[close window](#)

Viewing a Patron's History of Fines Paid and Notes in a Patron Record

Whenever the library collects money from a patron, the system records the details of the transaction in the *Fines Paid* file, which retains approximately 3-6 months of data [this will vary depending on your library's configuration]. Millennium Circulation allows you to view the history of Fines Paid by the patron.

To view the history of Fines Paid by a patron:

From the **Fines** tab, choose the **Fines Paid** button.

The screenshot shows a navigation menu with several tabs: **Fines(\$5.00)**, **Check In (0)**, **Linked Patrons(0)**, **Bookings(0)**, and **ILL(0)**. Below these are **Check Out (0)**, **Checked-Out Items(6)**, and **Holds(1)**. A summary section displays **Total: \$5.00** and **Amount selected: \$0.00**. Action buttons include **Collect Money**, **Waive Charges**, **Add Charge**, **Fines Paid** (highlighted), and **Patron Notes**. A table below shows a list of items with columns for **All**, **Status**, **Title**, **Fines Paid**, and **Amount**. The first row shows a **MANUAL** status for an item with a **\$5.00** fine.

Millennium Circulation displays the **Fines Paid** window.

The screenshot shows a window titled **Fines Paid** with a subtitle **Payments Made By Davis, Emily (Total Paid = \$204.45)**. It contains a table with the following data:

Invoice	Charge Type	Description	Amount Due	Amount Paid	Date Paid
189	Overdue	Cats and dogs ...	\$4.99	\$0.00	03-23-2005
188	Overdue	Whatever doe...	\$7.50	\$0.00	03-23-2005
187	Overdue	Butterflies of N...	\$7.50	\$0.00	03-23-2005
190	Overdue Rene...	Garden of Ede...	\$7.50	\$0.00	03-24-2005
191	Overdue Rene...	Royce's sailin...	\$7.50	\$0.00	03-24-2005
192	Overdue	BBC Radio The...	\$7.50	\$0.00	03-24-2005
193	Overdue	Hiking in Ontar...	\$7.50	\$0.00	03-24-2005
194	Overdue	Scandinavian ...	\$9.00	\$0.00	03-24-2005
195	Overdue	Italian: a self-t...	\$9.00	\$0.00	03-24-2005
196	Overdue	French, a self-t...	\$9.00	\$0.00	03-24-2005
198	Lost Book	Hiking Mount R...	\$49.95	\$0.00	03-25-2005
199	Lost Book	Royce's sailin...	\$50.00	\$0.00	03-25-2005

At the bottom of the window are buttons for **Print**, **View Fine**, **View Item**, and **Close**.

You can choose the **Print** button to print or email this summary.

To view the details for a fine, select the fine's row, and then choose the **View Fine** button.

Fines Paid					
Payments Made By Davis, Emily (Total Paid = \$204.45)					
Invoice	Charge Type	Description	Amount Due	Amount Paid	Date Paid
189	Overdue	Cats and dogs ...	\$4.99	\$0.00	03-23-2005
188	Overdue	Whatever doe...	\$7.50	\$0.00	03-23-2005
187	Overdue	Butterflies of N...	\$7.50	\$0.00	03-23-2005
190	Overdue Rene...	Garden of Ede...	\$7.50	\$0.00	03-24-2005
191	Overdue Rene...	Royce's sailin...	\$7.50	\$0.00	03-24-2005
192	Overdue	BBC Radio The...	\$7.50	\$0.00	03-24-2005
193	Overdue	Hiking in Ontar...	\$7.50	\$0.00	03-24-2005
194	Overdue	Scandinavian ...	\$9.00	\$0.00	03-24-2005
195	Overdue	Italian: a self-t...	\$9.00	\$0.00	03-24-2005
196	Overdue	French, a self-t...	\$9.00	\$0.00	03-24-2005
198	Lost Book	Hiking Mount R...	\$49.95	\$0.00	03-25-2005
199	Lost Book	Royce's sailin...	\$50.00	\$0.00	03-25-2005

Buttons: Print, View Fine, View Fine (Alt-F), Close

The **Paid Fine Details** window displays.

Paid Fine Detail	
Payments Made By Davis, Emily	
Detail	
Invoice:	195
Charge Type:	Overdue
Call Number:	458.3421 LEB EPL Adult Non-Fiction
Author:	Lèbano, Edoardo A., 1934-
Barcode:	31298001519167
Title:	Italian : a self-teaching guide / Edoardo A. Lèbano.
Charge Location:	epan
Terminal:	0
Checkout Date:	03-24-2005
Due Date:	03-03-2005
Assessed Date:	03-24-2005
Date Paid:	03-24-2005
Payment Status:	Waive
Balance	
Item Charge:	\$9.00
Processing Fee:	\$0.00
Billing Fee:	\$0.00
Total:	\$9.00
Previous Paid:	-\$0.00
Amount Paid:	-\$0.00
Amount Due:	\$9.00

Buttons: Print, Close

You can also print or email this view of the fine.



NOTE: The **Invoice** number is a system-generated number associated with each charge.

If the fine is associated with an item record, that is, the fine is not a manual charge, you can choose the **View Item Record** button to view the item record.

Fines Paid					
Payments Made By Davis, Emily (Total Paid = \$204.45)					
Invoice	Charge Type	Description	Amount Due	Amount Paid	Date Paid
189	Overdue	Cats and dogs ...	\$4.99	\$0.00	03-23-2005
188	Overdue	Whatever doe...	\$7.50	\$0.00	03-23-2005
187	Overdue	Butterflies of N...	\$7.50	\$0.00	03-23-2005
190	Overdue Rene...	Garden of Ede...	\$7.50	\$0.00	03-24-2005
191	Overdue Rene...	Royce's sailin...	\$7.50	\$0.00	03-24-2005
192	Overdue	BBC Radio The...	\$7.50	\$0.00	03-24-2005
193	Overdue	Hiking in Ontar...	\$7.50	\$0.00	03-24-2005
194	Overdue	Scandinavian ...	\$9.00	\$0.00	03-24-2005
195	Overdue	Italian : a self-t...	\$9.00	\$0.00	03-24-2005
196	Overdue	French, a self-t...	\$9.00	\$0.00	03-24-2005
198	Lost Book	Hiking Mount R...	\$49.95	\$0.00	03-25-2005
199	Lost Book	Royce's sailin...	\$50.00	\$0.00	03-25-2005

View Item · i10402159

File Edit View Go Tools Help

Insert Save All View Edit Media(0) WB Summary Export Print Close

b11117059

Author **Lébano, Edoardo A., 1934-**
 Title **Italian : a self-teaching guide / Edoardo A. Lébano.**
 Standard No. **0471359610 (pbk.)**

LOCATIONS **eb , ep , mh**

Summary Record i10402159 0 Item-Level Holds 0 Bib-Level Holds

Edit

i10402159 Last Updated: 03-25-2005 Created: 04-21-2004 Revisions: 9

Copy No.	1	Checkin Location	0	Status	- CHECK ON SHELF
Item Code 1	0	No. of Renewals	0	Internal Use	0
Item Code 2	-	No. of Overdues	0	Copy Use	0
Item Type	0 Books	Overdue Date	- -	Item Message	- NO MESSAGE
Price	\$17.95	Item Use 3	0	OPAC Message	- ---
Checkout Date	03-25-2005	Recall Date	- -	Year-to-Date Circ	4
Checkout Location	0	Total Checkouts	11	Last Year Circ	0
Due Date	04-15-2005	Total Renewals	1	Item Agency	0 PUBLIC LIBRARY
Patron No.	1000011	Last Checkout Date	03-24-2005 11:07AM	Holdings Item Tag	6 876 BASIC BIB. UNIT
Last Patron	1000011	Location	epan EPL Adult Non-	Inherit Location	n
Last Checkin	03-24-2005	Loanrule	2		

i10402159 Checked out on 03-25-2005 7:22 to Davis, Emily due on 04-15-2005
View-Only Mode

Millennium Circulation also allows you to view all of the Note fields in a patron record. These could include Overdue Penalty notes, Claims Returned notes, and Lost Book notes as well as any Note fields that were manually added by library staff.

From the **Fines** tab, choose the **Patron Notes** button.

Fines(\$5.00) Check In (0) Linked Patrons(0) Bookings(0) ILL(0)

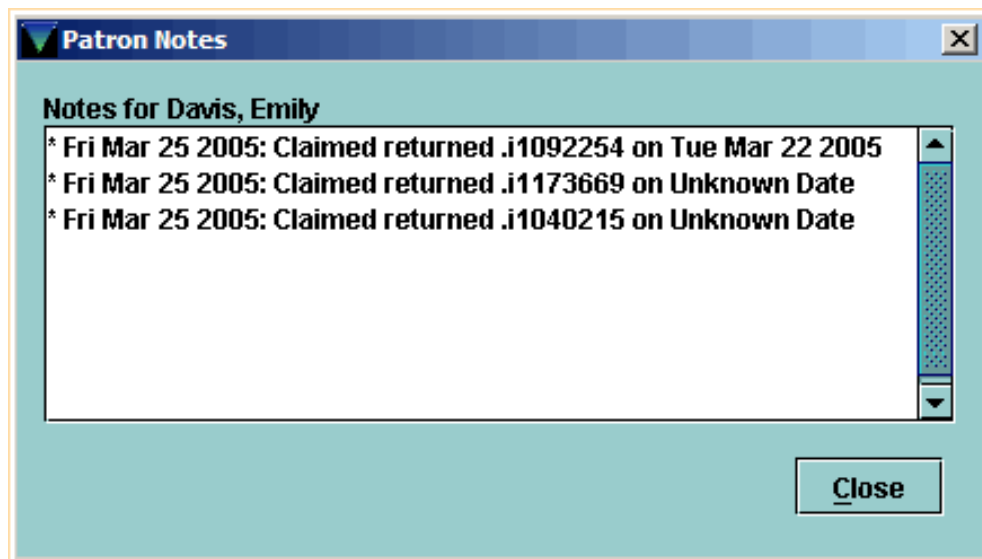
Check Out (0) Checked-Out Items(6) Holds(1)

Total: \$5.00 Collect Money Waive Charges Add Charge

Amount selected: \$0.00 Fines Paid Patron Notes

All	Status	Title	Location	Amount
<input type="checkbox"/>	MANUAL		eb	Patron Notes Alt-T

Millennium Circulation displays a window containing the Notes fields from the patron record.



For additional information, refer to the User Manual:

Page # 100078: [Viewing a Patron's History of Fines Paid](#)







Page # 100079: [Viewing the Notes in a Patron Record](#)

[close window](#)

Search / Holds Mode

In **Circulation Desk** mode, you may be authorized to search by Bibliographic and Item record indexes,

Circulation Desk

 Millennium
 Circulation Desk
 Check-In
 Search / Holds
 Clear Holdshelf
 View Holds

Key or Scan Item or Patron Barcode

Name Martin, Carol
Barcode 20102120059191
Address Street 2 Samantha Avenue
 City, State Sevenoaks Kent
Patron Type 0 Adult
Expiration Date 12-25-2005
Money Owed \$0.00

Fines(\$0.00)
Check In (0)
Linked Patrons(0)
Bookings(0)
ILL(0)

Check Out (0)
Checked-Out Items(0)
Holds(0)

Barcode	Title	Due Date









but the purpose of searching here is to check out items, rather than to retrieve the records for other purposes.

File View Go Tools

Check Out For Martin, Carol

b11604748

Title Water gardening / [Wilfred V. Schmidlin, guest editor; Barbara B. Pesch, editor]
Publication Info. Brooklyn, N.Y. : Brooklyn Botanic Garden, c1988.
Standard No. 094535214X (pbk.) :

 Limit
 View
 Media(0)
 WB
 Summary
 Browse
 Print
 Close

Index: t TITLE

#	TITLE	SERIES
1	Water gardening	Select Alt-L
2	Water gardening in containers : small ponds, indoors & out	1

In fact, if you retrieve a bibliographic record with only one attached item record, or if you select an item record from a summary screen, the item is immediately checked out to the current patron, without allowing you to view the record.

Check Out (1)	Checked-Out Items(0)	Holds(0)
		<input type="button" value="Add Message"/> <input type="button" value="Change Due Date"/>
Barcode	Title	Due Date
31297001190813	Water gardening / [Wilfred V. Schmidlin, gues...	Apr 13 2005

Millennium Circulation has another mode, called **Search/Holds** mode,

Search / Holds by Title

Millennium
Circulation Desk
Renew
Check-In
Search / Holds

AUTHOR
TITLE
PUB INFO










Index: t TITLE

#

that allows you to retrieve bibliographic and item records for viewing, editing (if you are authorized), and performing hold functions.

Millennium Circulation · Internal Training Machine · b11604748

File Edit View Go Tools Admin Help

Search / Holds by Title         

b11604748

Title Water gardening / [Wilfred V. Schmidlin, guest editor; Barbara B. Pesch, editor]
 Standard No. 094535214X (pbk.) :
 LOCATIONS ep

Summary Record i1201252x 0 Item-Level Holds 0 Bookings 0 Bib-Level Holds

View h Holds/Bookings

All

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i1201252x	635.9674 Wat (WYO)	31297001190813	epan	04-13-2005	0	0

i1201252x Checked out on 03-23-2005 16:31 to Martin, Carol due on 04-13-2005 1 Attached Item Records



NOTE: Many hold functions can be performed either from **Circulation Desk** Mode for single patron transactions or from **Search/Holds** mode for single or multiple patron transactions.

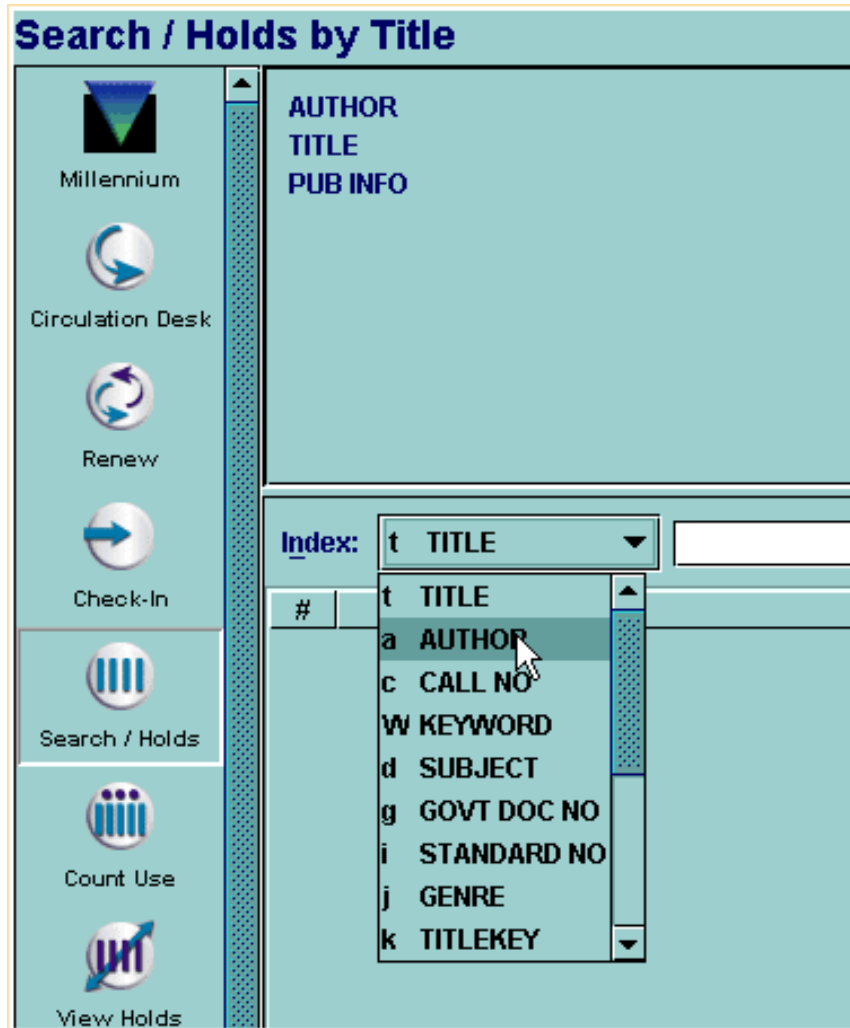
[close window](#)

Searching the Database to Retrieve Records

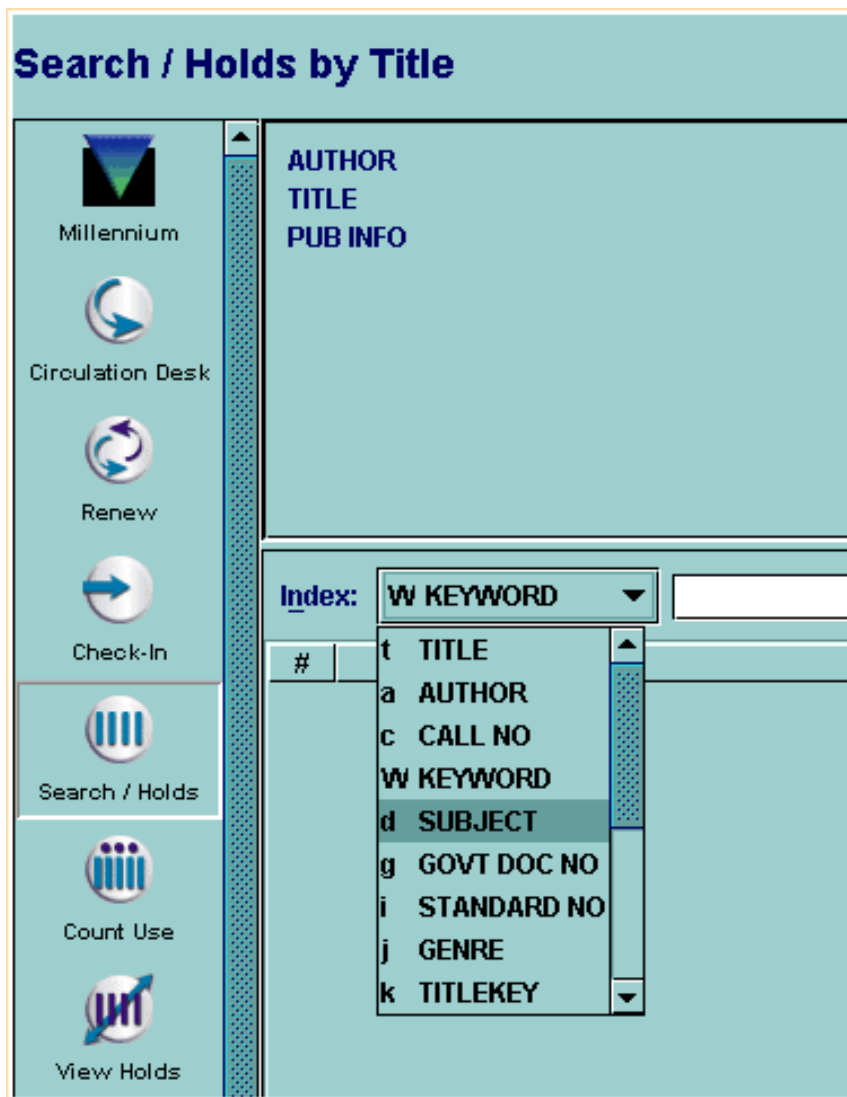
To begin your search in **Search/Holds** mode, you first need to select the *search index* that you're going to use. You can do this from the pull down menu of indexes.

There are a number of ways to select your index. You can:

- Click on the index with the mouse.
- If you know the index tag you'd like to search by, you can type it at this point. In the case of 'Title' that would be 't'.



- If the index is highlighted, which is indicated by a thin blue line on the inside of the black line, you can use the arrow keys on the keyboard to move through the list.

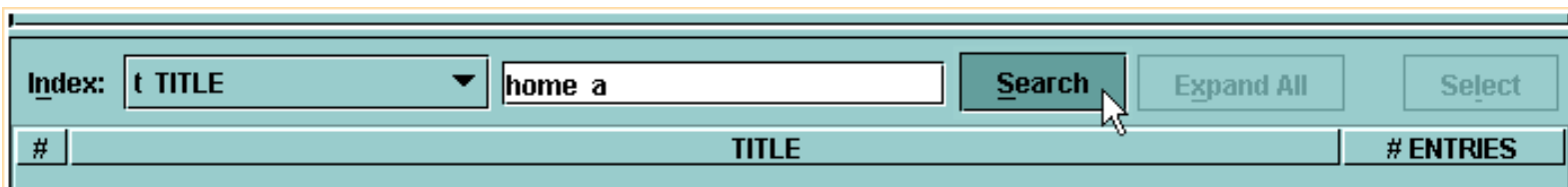


- If you know the index tag you'd like to search by, you can type it at this point. In the case of 'Title' that would be 't'.



NOTE: If you selected an incorrect index, use Shift/Tab to highlight the index menu again.

The cursor then moves to the white area where you type in your search string. Note that you do not have to type in the entire title.



Then hit return or click on the **Search** button.

If your search result is not an exact match of a record, you'll be given a *browse screen*.

b1157527x

Author Elya, Susan Middleton, 1955-
 Title Home at last / written by Susan Middleton Elya ; illustrated by Felipe Davalos.
 Standard No. 1584300205 :
 LOCATIONS eb , mm

Index: t TITLE home a Search Expand All Select

#	TITLE	# ENTRIES
1	Home and cloister books.	1
2	Home and family	1
3	Home and family protection dog.	1
4	The home & family protection dog : selection and training	1
5	Home and garden bulletin ; no. 5.	1
6	Home and garden bulletin ; no. 25.	1
7	Home and school reading and study guides.	1
8	Home art : creating romance and magic with everyday objects	1
9	Home at last	1
10	Home at last : how two young women with profound intellectual and multiple disabilities achieved ...	1
11	A home at the end of the world	1
12	Home away from home : the Yanks in Ireland	1

You can highlight the title in the browse screen by clicking on it with the mouse and it will change the display in the brief area in the top of the screen. You can also use the arrow keys to move through the browse list.

To select a title you wish to view, highlight the title and then:

- Click the **Select** button or use the keyboard command **Alt+L**.

#	TITLE	# ENTRIES
1	Home and cloister books.	1
2	Home and family	1
3	Home and family protection dog.	1
4	The home & family protection dog : selection and training	1
5	Home and garden bulletin ; no. 5.	1
6	Home and garden bulletin ; no. 25.	1
7	Home and school reading and study guides.	1
8	Home art : creating romance and magic with everyday objects	1
9	Home at last	1
10	Home at last : how two young women with profound intellectual and multiple disabilities achieved ...	1
11	A home at the end of the world	1
12	Home away from home : the Yanks in Ireland	1

- Double-click the title.
- Press the Enter key.

Millennium Circulation displays the *brief bibliographic record* in the top section of the screen, and the **Holds Summary** tab in the lower section.

b1157527x

Author Elya, Susan Middleton, 1955-
Title Home at last / written by Susan Middleton Elya ; illustrated by Felipe Davalos.
Standard No. 1584300205 :

LOCATIONS eb , mm

Summary | Record i11939035 | 0 Item-Level Holds | 0 Bookings | 0 Bib-Level Holds

View: h Holds/Bookings ▼

Hold Copy Returned Soonest | Hold Selected Item | Transfer Holds

Book Any Available Item | Book Selected Item | All ▼

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i11939023	jE E	31307013507399	ebj	04-14-2005	0	0
2	i11939035	jE E	31307013507381	ebj	CHECK ON SHELF	0	0
3	i11939047	jE E	31307013507407	ebj	CHECK ON SHELF	0	0
4	i13993379	jE E	33200000713401	mmf	CHECK ON SHELF	0	0
5	i13993380	jE E	33200000713419	mmf	CHECK ON SHELF	0	0
6	i13993392	jE E	33200000713427	mmf	CHECK ON SHELF	0	0

i11939035 Not checked out | 6 Attached Item Records

This tab displays information about item records in a similar format to the Web OPAC. You could use this function to provide information to patrons about the availability of items. There are buttons for hold functions. You can limit this display to those items that belong to your location by selecting the **Current Location** option under the **All** drop-down list.

Summary | Record i11939035 | 0 Item-Level Holds | 0 Bookings | 0 Bib-Level Holds

View: h Holds/Bookings ▼

Hold Copy Returned Soonest | Hold Selected Item | Transfer Holds

Book Any Available Item | Book Selected Item | All ▼

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i11939023	jE E	31307013507399	ebj	04-14-2005		
2	i11939035	jE E	31307013507381	ebj	CHECK ON SHELF	0	0
3	i11939047	jE E	31307013507407	ebj	CHECK ON SHELF	0	0
4	i13993379	jE E	33200000713401	mmf	CHECK ON SHELF	0	0
5	i13993380	jE E	33200000713419	mmf	CHECK ON SHELF	0	0
6	i13993392	jE E	33200000713427	mmf	CHECK ON SHELF	0	0

All
Current Location

To retrieve a specific item record, highlight the line for that item in the list, then either double-click on the line or choose the **Record** tab.

Summary		Record i11939023	0 Item-Level Holds	0 Bookings	0 Bib-Level Holds		
View	h Holds/Bookings	Hold Copy Returned Soonest		Hold Selected Item	Transfer Holds		
Book Any Available Item			Book Selected Item	All			
#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i11939023	jE E	31307013507399	ebj	04-14-2005	0	0
2	i11939035	jE E	31307013507381	ebj	CHECK ON SHELF	0	0
3	i11939047	jE E	31307013507407	ebj	CHECK ON SHELF	0	0
4	i13993379	jE E	33200000713401	mmf	CHECK ON SHELF	0	0
5	i13993380	jE E	33200000713419	mmf	CHECK ON SHELF	0	0
6	i13993392	jE E	33200000713427	mmf	CHECK ON SHELF	0	0

From the full display of the item record,

b1157527x	
Author	Elya, Susan Middleton, 1955-
Title	Home at last / written by Susan Middleton Elya ; illustrated by Feliavalos.
Standard No.	1584300205 :
LOCATIONS	eb , mm

Summary		Record i11939023	0 Item-Level Holds	0 Bookings	0 Bib-L Holds
i11939023		Last Updated: 03-24-2005		Created: 04-22-2004	Revisions: 2
Copy No.	1	Checkin Location	0	Status	- CHECK ON SHELF
Item Code 1	0	No. of Renewals	0	Internal Use	0
Item Code 2	-	No. of Overdues	0	Copy Use	0
Item Type	0 Books	Overdue Date	- -	Item Message	- NO MESSAGE
Price	\$16.95	Item Use 3	0	OPAC Message	- ---
Checkout Date	03-24-2005 09:20AM	Recall Date	- -	Year-to-Date Circ	1
Checkout Location	0	Total Checkouts	1	Last Year Circ	0
Due Date	04-14-2005	Total Renewals	0	Item Agency	0 PUBLIC LIBRARY
Patron No.	1000035	Last Checkout Da	- - :	Holdings Item Tag	6 876 BASIC BIB. UNIT
Last Patron	0	Location	ebj EBL Juvenile	Inherit Location	n
Last Checkin	- -	Loanrule	2		
Call No. 092 jE E					
i11939023 Checked out on 03-24-2005 9:20 to Martin, Carol due on 04-14-2005					Edit Mode (OVR)

you can find information such as:

- The date and time the item was checked out from the **Checkout Date** field.
- The checkout location, which is indicated by a number in the **Checkout Location** field when an item is checked out.
- The **Loan Rule** used for the checkout. (The loanrule is '0' if the item is not checked out)
- The current patron who has an item checked out will display in the status bar at the bottom of the record.

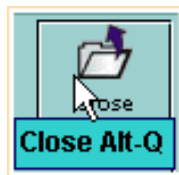
You can also view the full patron record by clicking on the patron record number in the **Patron Number (#)** field.

Patron Record																												
p10000355 Last Updated: 03-24-2005 Created: 06-11-2004 Revisions: 17																												
Expiration Date	12-25-2005	Birth Date	- -	ILL Request	0																							
Patron Code 1	-	Home Library	eb Emeryville Branch Library	Current Item C	0																							
Patron Code 2	-	Patron Message	- NO MESSAGE	Current Item D	0																							
Patron Code 3	0 Emeryville	Manual Block	-	Patron Code 4	0																							
Patron Type	0 Adult	Claims Returned	0	Patron Agency	0 PUBLIC																							
Total Checkouts	7	Money Owed	\$0.00	Last Circ Activity	03-24-2005																							
Total Renewals	1	Current Item A	0	LANG PREF																								
Current Checkouts	3	Current Item B	0																									
<table border="1"> <tr> <td>Name</td> <td colspan="5">Martin, Carol</td> </tr> <tr> <td rowspan="2">Address</td> <td>Street</td> <td colspan="4">2 Samantha Avenue</td> </tr> <tr> <td>City, State</td> <td colspan="4">Sevenoaks Kent</td> </tr> <tr> <td>Barcode</td> <td colspan="5">20102120059191</td> </tr> </table>						Name	Martin, Carol					Address	Street	2 Samantha Avenue				City, State	Sevenoaks Kent				Barcode	20102120059191				
Name	Martin, Carol																											
Address	Street	2 Samantha Avenue																										
	City, State	Sevenoaks Kent																										
Barcode	20102120059191																											
<input type="button" value="Quit"/>																												

If you need to view a different item record, you can click on the **Summary** tab.

Summary Record i11939035 0 Item-Level Holds 0 Bookings 0 Bib-Level Holds							
View	h Holds/Bookings ▼		Hold Copy Returned Soonest		Hold Selected Item		Transfer Holds
Book Any Available Item			Book Selected Item		All ▼		
#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i11939023	jE E	31307013507399	ebj	04-14-2005	0	0
2	i11939035	jE E	31307013507381	ebj	CHECK ON ...	0	0
3	i11939047	jE E	31307013507407	ebj	CHECK ON ...	0	0
4	i13993379	jE E	33200000713401	mmf	CHECK ON ...	0	0
5	i13993380	jE E	33200000713419	mmf	CHECK ON ...	0	0
6	i13993392	jE E	33200000713427	mmf	CHECK ON ...	0	0

The **Close** button or **ALT+Q** command will close the record.



For additional information, refer to the User Manual Page # 100659: [Searching Databases to Retrieve Records](#)

[close window](#)

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i107066...	B C347 C3	31307012917284	eban	04-14-2...	0	0
2	i107066...	921 CHAI	31298001989550	epan	04-01-2...	0	0
3	i127608...	921 CHAI	3129800198955x	mhn	03-31-2...	0	0

- All copies from the patron's branch are checked out, but there are available copies at other branches. The system can generate a *Paging Slip* to notify the owning branch to send the item to the hold pickup location.

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Boo...
1	i118481...	Romance pbk	31307011619477	ebaf	04-14-2005	0	0
2	i118480...	PB ROM STOCKEN...	31298002897067	epaf	CHECK ON SHELF	0	0
3	i118480...	PB ROM STOCKEN...	31298002812165	epaf	CHECK ON SHELF	0	0
4	i118480...	PB ROM STOCKEN...	31298002897059	epaf	CHECK ON SHELF	0	0
5	i118481...	PB ROM STOCKEN...	31298002866849	epaf	CHECK ON SHELF	0	0
6	i118481...	PB ROM STOCKEN...	31298002866823	epaf	CHECK ON SHELF	0	0
7	i118481...	PB ROM STOCKEN...	31298002866831	epaf	CHECK ON SHELF	0	0
8	i118481...	PB ROM STOCKEN...	31298002866845	epaf	CHECK ON SHELF	0	0

- The patron's branch does not own a copy, but there are available copies at another branch. This will also generate a Paging Slip.

Summary Record i12411024 0 Item-Level Holds 0 Bookings 0 Bib-Level Holds

View h Holds/Bookings

Hold Copy Returned Soonest Hold Selected Item

Transfer Holds Book Any Available Item

Book Selected Item All

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Boo...
1	i103567...	J597.34 BUR	31298002694027	epj	CHECK ON SHELF	0	0
2	i103567...	J597.34 BUR	31298001490997	epj	CHECK ON SHELF	0	0
3	i103567...	J597.34 BUR	31298002694035	epj	CHECK ON SHELF	0	0
4	i103567...	J597.34 BUR	31298002694043	epj	CHECK ON SHELF	0	0
5	i124110...	J597.34 BUR	33100001591345	mhf	CHECK ON SHELF	0	0

- Additionally, item-level holds can be used for a situation where an item's status is **On Shelf**, but the item cannot be located.

Summary Record i10356733 0 Item-Level Holds 0 Bookings 0 Bib-Level Holds

View h Holds/Bookings

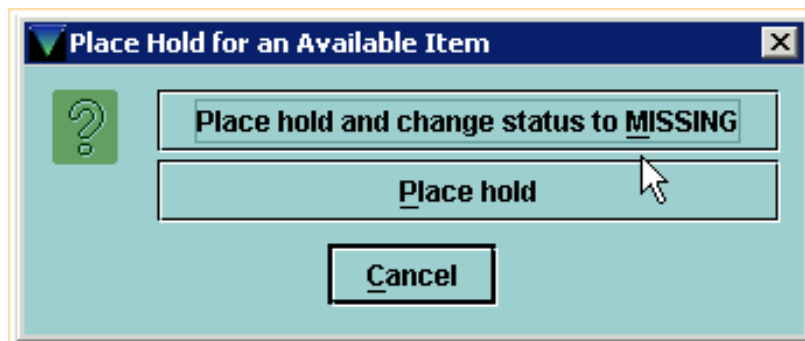
Hold Copy Returned Soonest Hold Selected Item

Transfer Holds Book Any Available Item

Book Selected Item All

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Boo...
1	i103567...	J597.34 BUR	31298002694027	epj	CHECK ON SHELF	0	0
2	i103567...	J597.34 BUR	31298001490997	epj	CHECK ON SHELF	0	0
3	i103567...	J597.34 BUR	31298002694035	epj	CHECK ON SHELF	0	0

When the hold is placed, you have the option of changing the status of the item to **Missing**.



[close window](#)

Placing a Title-Level Hold from Circulation Desk Mode

To place a title-level hold for a patron from **Circulation Desk** mode:

1. Retrieve the patron's record and choose the **Holds** tab.

The screenshot shows the Millennium Circulation Desk interface. At the top, there are navigation icons for New, View, Edit, Messages, Browse, Print, and Close. On the left, there is a sidebar with icons for Millennium, Circulation Desk, Check-In, and Search / Holds. The main area is divided into two sections. The left section is for searching, with a text input field for 'Key or Scan Item or Patron Barcode' and a 'Search' button. The right section displays the patron record for Carol Martin, including her name, barcode (20102120059191), address (2 Samantha Avenue, Sevenoaks Kent), patron type (0 Adult), expiration date (12-25-2005), and money owed (\$0.00). Below the patron record, there are several tabs: Fines(\$0.00), Check In (0), Linked Patrons(0), Bookings(0), ILL(0), Check Out (0), Checked-Out Items(3), and Holds(0). The Holds(0) tab is selected. Below the tabs, there are buttons for 'Add Holds', 'Cancel Holds', and 'Modify Holds', along with a dropdown menu set to 'All'. At the bottom, there is a table header with columns: All, #, Barcode, Call Num, Locat..., Title, Picku..., Not After, and Status.

In the **Holds** tab, Millennium Circulation displays the holds that are active for the current patron.

2. Choose the **Add Holds** button. Millennium Circulation opens a new search window.

This is a close-up screenshot of the Holds(0) tab area. It shows the 'Add Holds', 'Cancel Holds', and 'Modify Holds' buttons, along with the 'All' dropdown menu. Below these buttons is the table header with columns: All, #, Barcode, Call Num, Locat..., Title, Picku..., Not After, and Status. A mouse cursor is pointing at the 'Add Holds' button.

3. Search the database to retrieve the desired title.

Browse

File Edit View Go Tools

Hold for Martin, Carol

Limit View Edit Media(0) WB Summary Browse Print Close

Call No.
Author
Title
Publication Info.
Edition
Standard No.

Index: t TITLE girl from purp Search Expand All Select

#	TITLE	# ENTRIES

4. From the **Summary** tab, choose the **Hold Copy Returned Soonest** button.

Browse · b1120235x

File Edit View Go Tools

Hold for Martin, Carol

Save All View Edit Media(0) WB Summary Browse Export

b1120235x

Author Chai, May-Lee.
Title The girl from Purple Mountain : love, honor, war, and one family's journey from China to America / May-Chai and Winberg Chai.
Standard No. 0312268084 :
LOCATIONS eb , ep , mh

Summary Record i10706616 4 Item-Level Holds 0 Bookings 1 Bib-Level Hold

View h Holds/Bookings

Hold Copy Returned Soonest Hold Selected Item Transfer Holds

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i10706616	921 CHAI	31298001989550	epan	04-01-2005	4	0
2	i10706604	B C347 C3	31307012917284	eban	04-14-2005	1	0
3	i12760894	921 CHAI	3129800198955x	mhn	03-31-2005	0	0

i10706616 Checked out on 03-24-2005 11:20 to Lalor, Cora due on 04-01-2005 3 Attached Item Records

5. Millennium Circulation prompts you to enter the information for the hold.

Browse · b1120235x

File Edit View Go Tools

Hold for Martin, Carol

Save All View Edit Media(0) WB Summary Browse Export

b1120235x

Author Chai, May-Lee.
 Title The girl from
 Chai and V
 Publication Info. New York
 Edition 1st ed.
 Standard No. 03122680

Summary 0 Bib-Level Hold
 View h Holds/Bookings

Place a Title-level Hold

Pickup Location: Emeryville Branch

Limit to Location:

Not Wanted Before: - -20

Not Wanted After: - -20

Hold Note:

OK Cancel

#	Recnum	C
1	i10706616	921 CHAI
2	i10706604	B C347 C3
3	i12760894	921 CHAI

3129800198955X mmm 03-31-2005

Transfer Holds
 All

Holds	Bookings
0	0
0	0
0	0

3 Attached Item Records

NOTE: If you are placing title-level holds for a patron from the Holds tab, Millennium Circulation can automatically use the **Pickup Location**, **Not-Wanted-Before Date**, and **Not-Wanted-After Date** you specify for any subsequent holds you place for this patron. However, Millennium Circulation will not retain these settings after you close the patron record.

Pickup Location

Millennium allows you to choose from the locations previously defined in the *Hold Pickup Locations* table. Millennium displays these locations in a drop-down list.

Place a Title-level Hold

Pickup Location:

Limit to Location:

Not Wanted Before:

Not Wanted After:

Hold Note:

Limit to Location

Because Millennium Circulation does not verify that any of the bibliographic record's items actually belong to the location you specify here, it is recommended that in most cases you do not limit a title-level hold to the first item returned at a specific location.

Not wanted before date

The patron can specify a date before which Millennium should not fill the holds. You can key in a date, or use the 'C' command to access the calendar. Millennium will only accept a date that falls within the next 180 days.

Select Date

March 24 2005

<< < March 2005 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



NOTE: If all of the other holds on a title are satisfied before the **Not-Wanted-Before-Date** occurs, Millennium will be unable to page an item to satisfy the hold. An item must be checked in on or after the **Not-Wanted-Before-Date** to trigger the hold. Because of this, it is recommended that you specify **Not-Wanted-Before-Dates** only for holds that are placed on high demand items.

Not wanted after date

The patron can specify a date after which the hold request will expire. If the hold is still active after this date but is not yet on the holdshelf, it will be removed when expired holds are periodically cleared.

Hold Note

You can enter a brief informational note. Hold notes display when you view the holds for a patron or the holds on a bibliographic or item record. Hold notes also appear on the paging slips that are printed when items are requested from other locations.

After you click **OK**, the hold is placed and it appears as a line in the patron's **Holds** tab.

Check Out (0)		Checked-Out Items(3)				Holds(1)		
<input type="button" value="Add Holds"/>		<input type="button" value="Cancel Holds"/>		<input type="button" value="Modify Holds"/>		<input type="button" value="All"/> ▼		
All	#	Barcode	Call Num	Locat...	Title	Picku...	Not After	Status
<input type="checkbox"/>	1	COPY RTD SO...	No Call Num		The girl from Purple Mou...	eb	04-30-20...	1 OF 1 ...



NOTE: If the patron that you select has exceeded the number specified in the Max Holds element in the Automatic Patron Blocks table, Millennium Circulation prompts you to override the Max Holds block.

Check Out (0)		Checked-Out Items(3)				Holds(1)		
<input type="button" value="Add Holds"/>		<input type="button" value="Cancel Holds"/>		<input type="button" value="Modify Holds"/>		<input type="button" value="All"/> ▼		
All	#	Barcode	Call Num	Locat...	Title	Picku...	Not After	Status
<input type="checkbox"/>	1	COPY RTD SO...	No C				04-30-20...	1 OF 1 ...

Authorization Required [X]

Patron has reached 1-hold limit

For additional information, refer to the User Manual:

Page # 100108: [Placing a Title-level Hold from Circulation Desk Mode](#)

Page # 100111: [Entering Title-level Hold Information](#)

Page # 100112: [Possible Messages \(Placing Title-level Holds\)](#)

[close window](#)

Adding a Patron to a Title-Level Hold Queue

From **Search/Holds** mode, you can retrieve a bibliographic record and place a title-level hold for one or more patrons by adding them to the hold queue.

You can do this either from the **Holds Summary** tab, by clicking on the **Hold Copy Returned Soonest** button,

The screenshot shows the 'Holds Summary' interface for record i10706604. It displays 0 Item-Level Holds, 0 Bookings, and 1 Bib-Level Hold. A 'View' dropdown is set to 'h Holds/Bookings'. A mouse cursor is pointing at the 'Hold Copy Returned Soonest' button. Other buttons include 'Hold Selected Item', 'Transfer Holds', 'Book Any Available Item', 'Book Selected Item', and an 'All' dropdown menu.

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i107066...	B C347 C3	31307012917284	eban	04-14-2...	0	0
2	i107066...	921 CHAI	31298001989550	epan	04-01-2...	0	0
3	i127608...	921 CHAI	3129800198955x	mhn	03-31-2...	0	0

or from the **Bib-Level Holds** tab, by clicking on the **Add Patron** button.

The screenshot shows the 'Bib-Level Holds' interface for record i10706604. It displays 0 Item-Level Holds, 0 Bookings, and 1 Bib-Level Hold. A mouse cursor is pointing at the 'Add Patron' button. Other buttons include 'Cancel Holds', 'Modify Holds', and 'Change Priority'.

All	#	Date Plac...	Patron Na...	Patron Ty...	Pickup At	Limit To	Not Before	Not After	Holdnote
<input type="checkbox"/>	1	03-24-20...	Martin, C...	Adult	eb			04-30-20...	

Millennium opens a **Search for Patron** window so you can retrieve the desired patron.

The screenshot shows the 'Search for Patron' window. It has a 'File' menu and a 'Close' button. Under 'New PATRON', there are fields for 'Barcode' and 'Name'. At the bottom, there is an 'Index' dropdown set to 'n NAME', a search box containing 'Nethaway', and buttons for 'Search', 'Expand All', and 'Select'. A table at the bottom shows a header row with '#', a search box, and '# ENTRIES'.

Once you have retrieved a patron record, you can enter the information for the hold.

Place a Title-level Hold X

Pickup Location: Millennium High School ▼

Limit to Location: none ▼

Not Wanted Before: - -20

Not Wanted After: 4-30-2005

Hold Note:

After you click **OK**, the hold is placed and it appears in the hold queue display.

Summary		Record i10706604		0 Item-Level Holds		0 Bookings		2 Bib-Level Holds	
<input type="button" value="Add Patron"/> <input type="button" value="Cancel Holds"/> <input type="button" value="Modify Holds"/> <input type="button" value="Change Priority"/>									
All	#	Date Plac...	Patron Name	Patron Ty...	Pickup At	Limit To	Not Before	Not After	Hol...
<input type="checkbox"/>	1	03-24-20...	Martin, Carol	Adult	eb			04-30-20...	
<input type="checkbox"/>	2	03-24-20...	Nethaway, Ales...	Staff	ep			04-19-20...	

For additional information, refer to the User Manual Page # 100110: [Adding a Patron to a Title-level Hold Queue](#)

[close window](#)

Placing an Item-Level Hold from Circulation Desk Mode

To place an item-level hold for a patron from **Circulation Desk** mode:

1. Retrieve the patron's record and select the **Holds** tab. In the **Holds** tab, Millennium Circulation displays the holds that are active for the current patron.
2. Choose the **Add Holds** button.

The screenshot shows the Millennium Circulation interface. On the left, there is a search box labeled 'Key or Scan Item or Patron Barcode' with a 'Search' button below it. On the right, the patron's record is displayed:

Name	Nethaway, Alessand
Barcode	20102220031942
Address	Street 29 Spring Valley Road
	City, State Fleet Hampshire
Patron Type	2 Staff
Expiration Date	11-30-2005
Money Owed	\$0.00

Below the patron record, there are several tabs: 'Fines(\$0.00)', 'Check In (0)', 'Linked Patrons(0)', 'Bookings(0)', 'ILL(0)', 'Check Out (0)', 'Checked-Out Items(1)', and 'Holds(1)'. The 'Add Holds' button is highlighted with a mouse cursor. Other buttons include 'Cancel Holds', 'Modify Holds', and a dropdown menu set to 'All'. Below these buttons is a table with the following columns: All, #, Barcode, Call Num, Locat..., Title, Picku..., Not After, and Status.

All	#	Barcode	Call Num	Locat...	Title	Picku...	Not After	Status
<input type="checkbox"/>	1	COPY RTD SO...	No Call Num		The girl from Purple Mou...	Emer...	04-19-20...	2 OF 2 ...

Millennium Circulation opens a new search window.

4. Retrieve the desired item by searching the database.

The screenshot shows a search window titled 'Browse'. The menu bar includes 'File', 'Edit', 'View', 'Go', and 'Tools'. The main title is 'Hold for Nethaway, Alessand'. Below the title are several icons: 'Limit', 'View', 'Edit', 'Media(0)', 'WB', and 'Summa'. The search area contains the following fields:

- Call No.
- Author
- Title
- Publication Info.
- Edition
- Standard No.

The search index is set to 't TITLE' and the search term is 'rain child'. There are 'Search', 'Expand All', and 'Select' buttons. At the bottom, there is a table header with columns: '#', 'TITLE', and '# ENTRIES'.

5. In the **Summary** of the bibliographic record's attached item records, choose the **Hold Selected Item** button.

Browse · b11033010

File Edit View Go Tools

Hold for Nethaway, Alessand

Save All View Edit Media(0) WB Summary Browse

b11033010

Author Cockrell, Amanda.
 Title The rain child / Amanda Cockrell.
 Standard No. 0380795515

LOCATIONS ep ,mh

Summary Record i12162681 0 Item-Level Holds 0 Bookings 1 Bib-Level Hold

View h Holds/Bookings Hold Copy Returned Soonest Hold Selected Item Transfer Holds

All

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i10108403	PB: 04/01	31298001564072	epaf	03-25-2005	0	0
2	i10108415	PB	31298001357691	epaf	04-01-2005	0	0
3	i12162681	PB: 04/01	33100001431625	mhf	03-03-2005	0	0
4	i12162693	PB	33100001431633	mhf	03-25-2005	0	0

6. Enter the hold information.

Place an Item-level Hold

Pickup Location: Emeryville Public Library

Not Wanted Before: - -20

Not Wanted After: - -20

Hold Note:

OK Cancel

7. After you click **OK**, the hold is placed and it appears as a line in the patron's **Holds** tab.

Check Out (0)		Checked-Out Items(1)				Holds(2)		
Add Holds		Cancel Holds		Modify Holds		All		
All	#	Barcode	Call Num	Locat...	Title	Picku...	Not After	Status
<input type="checkbox"/>	1	COPY RTD SO...	No Call Num		The girl from Purple Mou...	Emer...	04-19-20...	2 OF 2 ...
<input checked="" type="checkbox"/>	2	331000014316...	PB: 04/01	mhf	The rain child / Amanda ...	mh	03-31-20...	03-03-2...

For additional information, refer to the User Manual:

Page # 100100: [Placing an Item-level Hold from Circulation Desk Mode](#)

Page # 100101: [Placing an Item-level Hold from the Summary Tab](#)

Page # 100103: [Entering Item-level Hold Information](#)

Page # 100106: [Possible Messages \(Placing an Item-level Hold\)](#)

[close window](#)

Canceling Holds

As with many holds functions, you can cancel holds either from **Search/Holds** mode, or from a patron's **Holds** tab in **Circulation Desk** mode.

To cancel one or more of a patron's holds from **Circulation Desk** mode:

1. Retrieve the patron's record and select the **Holds** tab.

The screenshot shows the Circulation Desk interface. On the left, there is a search box labeled "Key or Scan Item or Patron Barcode" with a "Search" button below it. On the right, the patron's record is displayed:

Name	Martin, Carol
Barcode	20102120059191
Address	Street 2 Samantha Avenue
	City, State Sevenoaks Kent
Patron Type	0 Adult
Expiration Date	12-25-2005
Money Owed	\$0.00

Below the record, there are several tabs: "Fines(\$0.00)", "Check In (0)", "Linked Patrons(0)", "Bookings(0)", "ILL(0)", "Check Out (0)", "Checked-Out Items(3)", and "Holds(1)". The "Holds(1)" tab is selected. Below the tabs are buttons for "Add Holds", "Cancel Holds", and "Modify Holds", along with a dropdown menu set to "All".

All	#	Barcode	Call Num	Locat...	Title	Picku...	Not After	Stat...
<input type="checkbox"/>	1	COPY RTD SOONEST	No Call Num		The girl from Purple Mou...	Emer...	04-30-20...	1 ...

2. Select the hold that you want to cancel and choose the **Cancel Holds** button.

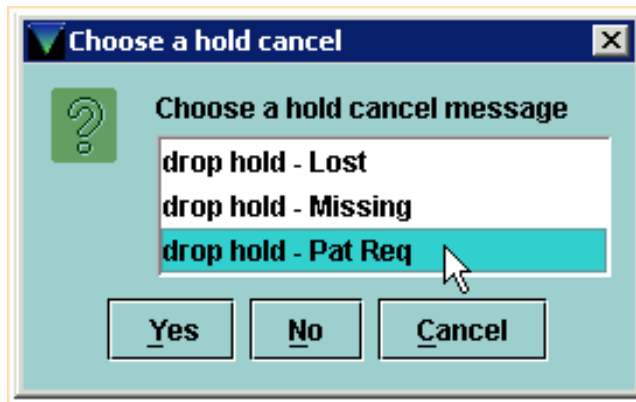
This screenshot is similar to the previous one, but the "Cancel Holds" button is highlighted with a mouse cursor. In the table below, the first row is selected, indicated by a checkmark in the "All" column:

All	#	Barcode	Call Num	Locat...	Title	Picku...	Not After	Stat...
<input checked="" type="checkbox"/>	1	COPY RTD SOONEST	No Call Num		The girl from Purple Mou...	Emer...	04-30-20...	1 ...

If your library is configured to print *Hold Cancellation Notices*, Millennium Circulation may prompt **Print hold cancel notice?**

The dialog box has a title bar "Question" and a close button. It contains a question mark icon and the text "Print hold cancel notice?". Below the text are three buttons: "Yes", "No", and "Cancel".

To print a hold cancellation notice, choose **Yes**. Millennium Circulation prompts you to select a hold cancellation message.



This allows the notice to have different text to explain the reason why a hold was cancelled. In this example the title was lost or missing, or the patron requested that the hold be cancelled.

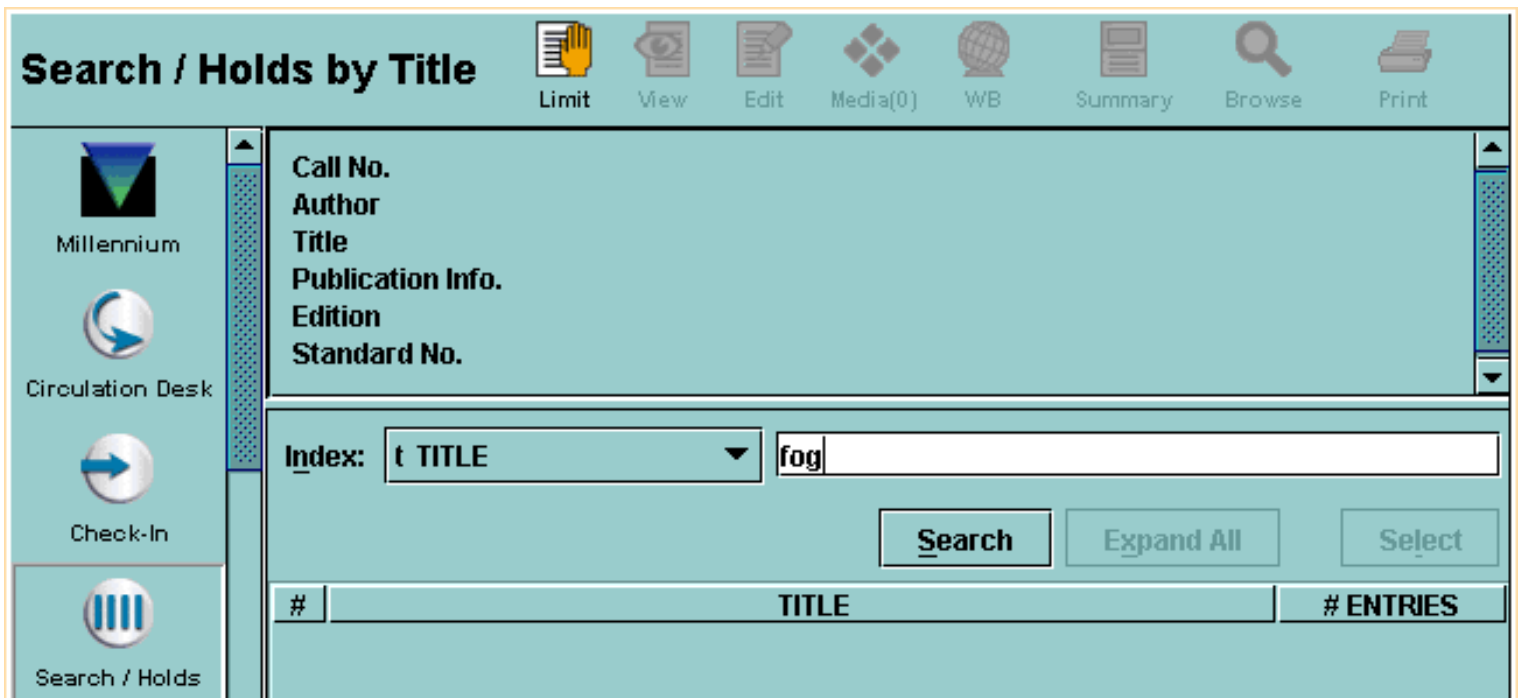
When you cancel multiple holds for the same patron,

Check Out (0)		Checked-Out Items(1)				Holds(3)		
		<u>A</u> dd Holds	<u>C</u> ancel Holds	<u>M</u> odify Holds	All ▾			
All	#	Barcode	Call Num	Locat...	Title	Picku...	Not After	Stat...
<input type="checkbox"/>	1	COPY RTD SOONEST	No Call Num		The girl from Purple Mou...	Emer...	04-19-20...	1 ...
<input checked="" type="checkbox"/>	2	33100001431625	PB: 04/01	mhf	The rain child / Amanda ...	Mille...	03-31-20...	03...
<input checked="" type="checkbox"/>	3	31298002386699	PB YA CO...	epaf	Fog / Caroline B. Cooney.	Emer...	03-31-20...	04...

Millennium Circulation prompts you only once to select a hold cancellation notice message (i.e., the same message will be used for all of the hold cancellation notices you generate).

To cancel holds in **Search/Holds** mode:

1. Search for the appropriate title.



In the case of title-level holds, click on the **Bib-Level Holds** tab.

b1120235x

Author Chai, May-Lee.
Title The girl from Purple Mountain : love, honor, war, and one family's journey from China to America / May-Lee Chai and Winberg Chai.
Standard No. 0312268084 :
LOCATIONS eb , ep , mh

Summary Record i10706604 0 Item-Level Holds 0 Bookings **1 Bib-Level Hold**

Add Patron Cancel Holds Modify Holds Change Priority

All	#	Date Plac...	Patron Name	Patron Ty...	Pickup At	Limit To	Not Before	Not After	Hol...
<input type="checkbox"/>	1	03-24-20...	Nethaway, Ales...	Staff	ep			04-19-20...	

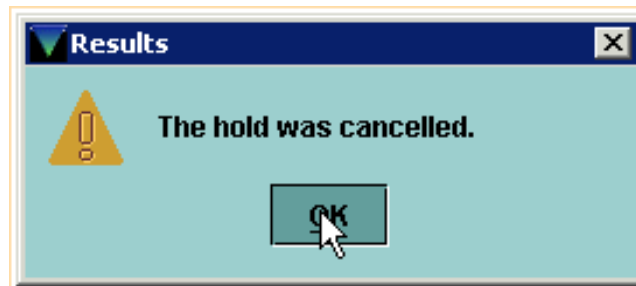
2. Select the hold you wish to cancel and click on the **Cancel Holds** button.

Summary Record i10706604 0 Item-Level Holds 0 Bookings 1 Bib-Level Hold

Add Patron **Cancel Holds** Modify Holds Change Priority

All	#	Date Plac...	Patron Name	Patron Ty...	Pickup At	Limit To	Not Before	Not After	Hol...
<input checked="" type="checkbox"/>	1	03-24-20...	Nethaway, Ales...	Staff	ep			04-19-20...	

You may be prompted to print the hold cancel notice. The system will indicate that the hold was cancelled.



For item-level holds:

1. Select the item from the **Summary** tab.

b11044111

Author Root, Phyllis.
Title Foggy Friday / Phyllis Root ; illustrated by Helen Craig.
Standard No. 0763607770 (alk. paper)
Standard No. 0763608335 (pbk. : alk. paper)

LOCATIONS eb , mm

Summary Record i10142927 0 Item-Level Holds 0 Bookings 0 Bib-Level Holds

View **h Holds/Bookings** **Hold Copy Returned Soonest** **Hold Selected Item** **Transfer Holds**

Book Any Available Item **Book Selected Item** All ▾

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookin...
1	i10142915	jE R	31307012649572	ebj	03-03-2005	1	0
2	i10142927	jE R	31307012649580	ebj	04-14-2005	0	0
3	i12197191	jE R	3320000005237X	mmf	03-25-2005	0	0
4	i12197208	jE R	33200000052388	mmf	03-03-2005	0	0

2. Choose the **Item-Level Holds** tab.

Summary Record i10142927 **1 Item-Level Hold** 0 Bookings 0 Bib-Level Holds

Add Patron **Cancel Holds** **Modify Holds** **Change Priority**

All	#	Date Placed	Patron Name	Patron Type	Pickup At	Limit To	Not Before	Not After	Holdnote
<input type="checkbox"/>	1	03-24-200...	Norris, Sandra	Grad stude...	eb				

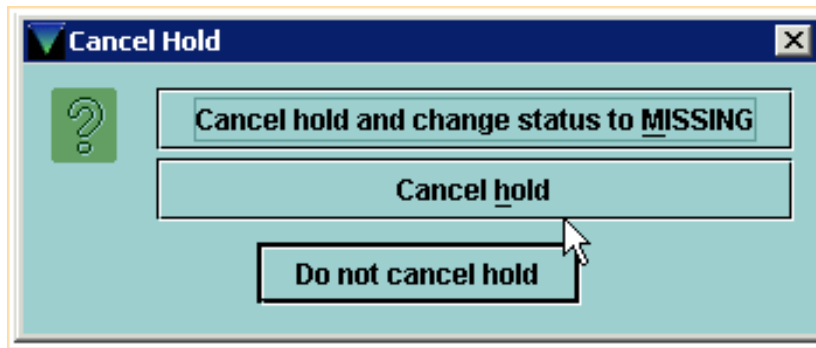
3. Choose the hold you wish to cancel and click on the **Cancel Holds** button

Summary Record i10142915 **1 Item-Level Hold** 0 Bookings 0 Bib-Level Holds

Add Patron **Cancel Holds** **Modify Holds** **Change Priority**

All	#	Date Plac...	Patron Na...	Patron Ty...	Pickup At	Limit To	Not Before	Not After	Holdnote
<input checked="" type="checkbox"/>	1	03-24-20...	Chak, Ale...	Training ...	xl			03-31-20...	

The system will ask if you want to change the status to *Missing*, or leave it set as is.



You may be prompted to print the hold cancel notice. The system will indicate that the hold was cancelled.

For additional information, refer to the User Manual:

Page # 100119: [Cancelling Holds within the Holds Tab](#)

Page # 100120: [Cancelling Holds from within a Hold Queue](#)

Page # 100121: [Generating Hold Cancellation Notices](#)

Page # 100122: [Possible Messages \(Cancelling Holds\)](#)

[close window](#)

Holds Queue

When you have retrieved a bibliographic record in **Search Holds** mode, two of the tabs are for viewing the hold queues.

h 1120235x

Author Chai, May-Lee.
 Title The girl from Purple Mountain : love, honor, war, and one family's journey from China to America / May-Lee Chai and Winberg Chai.
 Standard No. 0312268084 :
 LOCATIONS eb , ep , mh

Summary Record i10706616 4 Item-Level Holds 0 Bookings 1 Bib-Level Hold

View

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i107066...	B C347 C3	31307012917284	eban	04-14-2...	1	0
2	i107066...	921 CHAI	31298001989550	epan	04-01-2...	4	0
3	i127608...	921 CHAI	3129800198955x	mhn	03-31-2...	0	0

The first is the **Item-Level Holds** tab; the second is the **Bib-Level Holds** tab. The tabs display the number of holds that have been placed. But in the case of the item-level holds, the number will appear only when you have selected an item record that actually has holds. You will know this from the right-hand column labeled **Holds**.

Summary Record i10706616 4 Item-Level Holds 0 Bookings 1 Bib-Level Hold

View

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i107066...	B C347 C3	31307012917284	eban	04-14-2...	1	0
2	i107066...	921 CHAI	31298001989550	epan	04-01-2...	4	0
3	i127608...	921 CHAI	3129800198955x	mhn	03-31-2...	0	0

In the **Bib-Level Holds** tab, the number of title-level holds that have been placed will always show.

In addition to Adding Patrons, Canceling and Modifying Holds, you can re-sequence a hold queue if you are authorized.

To re-sequence the patrons in a hold queue:

1. Select the patron you want to move and choose the **Change Priority** button

Summary		Record i10706616		4 Item-Level Holds		0 Bookings		1 Bib-Level Hold	
Add Patron		Cancel Holds		Modify Holds		Change Priority			
All	#	Date Plac...	Patron Name	Patron Ty...	Pickup At	Limit To	Not Before	Not After	Hold...
<input type="checkbox"/>	1	03-24-20...	Neary, Barbara	Undergra...	ep			04-28-20...	
<input type="checkbox"/>	2	03-24-20...	Martinez, David	Grad stu...	ep			04-28-20...	
<input type="checkbox"/>	3	03-24-20...	Chin, Gillian	Faculty	ep			04-29-20...	
<input checked="" type="checkbox"/>	4	03-24-20...	Beatty, Karina	Undergra...	ep			04-13-20...	

2. Millennium Circulation prompts **New Priority**.

The dialog box titled "Change Hold Priority" contains a label "New Priority" above a dropdown menu. The dropdown menu currently displays the number "5". Below the dropdown are two buttons: "OK" and "Cancel".

3. Select the new priority (that is, the new position for the hold in the queue) from the drop-down list and choose the **OK** button.

The dialog box titled "Change Hold Priority" is shown with the dropdown menu open. The menu lists the numbers 1, 2, 3, 4, and 5. A mouse cursor is pointing at the number "1". The "OK" and "Cancel" buttons are visible below the menu.

Millennium moves the selected hold to the specified position.

Summary		Record i10706616		4 Item-Level Holds		0 Bookings		1 Bib-Level Hold	
Add Patron		Cancel Holds		Modify Holds		Change Priority			
All	#	Date Plac...	Patron Name	Patron Ty...	Pickup At	Limit To	Not Before	Not After	Hold...
<input checked="" type="checkbox"/>	1	03-24-20...	Beatty, Karina	Undergra...	ep			04-13-20...	
<input type="checkbox"/>	2	03-24-20...	Neary, Barbara	Undergra...	ep			04-28-20...	
<input type="checkbox"/>	3	03-24-20...	Martinez, David	Grad stu...	ep			04-28-20...	
<input type="checkbox"/>	4	03-24-20...	Chin, Gillian	Faculty	ep			04-29-20...	

For additional information, refer to the User Manual:

Page # 100117: [Viewing Hold Queues](#)

Page # 100124: [Resequencing a Hold Queue](#)

[close window](#)

Modifying Holds

Millennium Circulation allows you to modify the hold information that was entered at the time the hold was placed. This function can be performed from either the patron's **Holds** tab in **Circulation Desk** mode,

Check Out (0)		Checked-Out Items(1)				Holds(3)		
Add Holds		Cancel Holds		Modify Holds		All ▾		
All	#	Barcode	Call Num	Locat...	Title	Picku...	Not After	Stat...
<input type="checkbox"/>	1	COPY RTD SOONEST	No Call Num		The girl from Purple Mou...	Emer...	04-19-20...	1 ...
<input type="checkbox"/>	2	33100001431625	PB: 04/01	mhf	The rain child / Amanda ...	Mille...	03-31-20...	03...
<input type="checkbox"/>	3	31298002386699	PB YA CO...	epaf	Fog / Caroline B. Cooney.	Emer...	03-31-20...	04...

or from one of the **Hold** tabs accessed from **Search/Holds** mode.

Summary	Record i10706616	4 Item-Level Holds	0 Bookings	1 Bib-Level Hold			
View	h Holds/Bookings ▾	Hold Copy Returned Soonest	Hold Selected Item	Transfer Holds			
		Book Any Available Item	Book Selected Item	All ▾			
#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i10706604	B C347 C3	31307012917284	eban	04-14-2005	1	0
2	i10706616	921 CHAI	31298001989550	epan	04-01-2005	4	0
3	i12760894	921 CHAI	3129800198955x	mhn	03-31-2005	0	0

From a **Hold** tab in **Search/Holds** mode:

- Depending upon the type of hold that was placed, select either the **Item-Level Holds** tab or the **Bib-Level Holds** tab. Select the holds to modify from the table.

Summary	Record i10706616	4 Item-Level Holds	0 Bookings	1 Bib-Level Hold					
Add Patron		Cancel Holds		Modify Holds		Change Priority			
All	#	Date Plac...	Patron Name	Patron Ty...	Pickup At	Limit To	Not Before	Not After	Hold...
<input type="checkbox"/>	1	03-24-20...	Beatty, Karina	Undergra...	ep			04-13-20...	
<input type="checkbox"/>	2	03-24-20...	Neary, Barbara	Undergra...	ep			04-28-20...	
<input checked="" type="checkbox"/>	3	03-24-20...	Martinez, David	Grad stu...	ep			04-28-20...	
<input type="checkbox"/>	4	03-24-20...	Chin, Gillian	Faculty	ep			04-29-20...	

- Millennium Circulation prompts you to change the information for the holds that you selected.

Modify Hold

Pickup Location: Emeryville Branch

Not Wanted Before: - -20

Not Wanted After: 04-28-2005

Hold Note:

OK Cancel

3. To change a hold parameter, enter the new information in the data field. In this example, an incorrect **Pickup Location** was originally entered, and the patron wishes to extend the **Not Wanted After** date.

Modify Hold

Pickup Location: Emeryville Public Library

Not Wanted Before: - -20

Not Wanted After: 05-12-2005

Hold Note:

OK Cancel

4. After you click **OK**, the hold will be modified.

Summary Record i10706616 4 Item-Level Holds 0 Bookings 1 Bib-Level Hold

Add Patron Cancel Holds Modify Holds Change Priority

All	#	Date Placed	Patron Name	Patron Type	Pickup At	Limit To	Not Before	Not After	Hold...
<input type="checkbox"/>	1	03-24-2005 ...	Beatty, Karina	Undergrad stud...	ep			04-13-2005	
<input type="checkbox"/>	2	03-24-2005 ...	Neary, Barbara	Undergrad stud...	ep			04-28-2005	
<input type="checkbox"/>	3	03-24-2005 ...	Martinez, David	Grad student	ep			05-12-2005	
<input type="checkbox"/>	4	03-24-2005 ...	Chin, C...					04-29-2005	

Results

The hold was modified.

OK

For additional information, refer to the User Manual:

Page # 100114: [Modifying Holds within the Holds Tab](#)

Page # 100115: [Modifying Holds within a Hold Queue](#)

Page # 100116: [Modifying Hold Information](#)

[close window](#)