Library Loans

To take out a book (until the scanner is set up) from home or in the library

After you have searched the library and found a book

- Log out of the system
- Log in **using "loan"** as the username and password
- Search for the book you want to take out
- Click on the title of the book
- Copy or write down the bar code
- Go to "Circulation"
  - Loan
  - Type in your name in Username/Bar code field AND Enter
  - Type in or Paste the bard code in the bar code field
  - Press Enter
- Your due date is set for 2 weeks