

Visitor Patron Check Out Procedures

Go to INN-Reach – Visiting patron Check-out. Choose patron's affiliated institution from the drop down menu and Hit the Search button.

The screenshot shows a web application window titled "Millennium Circulation · OhioLINK Depository System · Patty Bonecutter". The main heading is "INN-Reach - Visiting Patron Check-Out".

Navigation Menu (Left):

- Up one level
- Check-Out
- Visitor Check-Out** (highlighted)
- Return Item
- Reports

Form Fields:

- Choose patron's affiliated institution:** A dropdown menu with a "Select" button below it.
- Search Fields:** Name, Barcode, Address, Telephone, Note, Patron Type, Claims Returned, Expiration Date.

Buttons: Print, Close, Add Message, Change Due Date.

Table:

Barcode	Title	Due Date	Status
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Once the institution has been selected, enter the patron's identification information and click on the Search button. This information varies from institution to institution. Ex. NEOMED uses the patron's banner id#. The patron may know his identification number; you may need to resort to contacting his home library in order to get the information you need.

The screenshot shows a web application window titled "Millennium Circulation · OhioLINK Depository System · Patty Bonecutter". The main heading is "INN-Reach - Visiting Patron Check-Out". On the left is a navigation menu with icons and labels: "Up one level", "Check-Out", "Visitor Check-Out", "Return Item", and "Reports". The main content area is divided into two sections. The top section is for selecting a patron's affiliated institution, with a dropdown menu currently showing "ke2ug Kent State Univ" and a "Select" button below it. The bottom section is for entering patron information, with a "Select" button above a form. The form fields are: Name, Barcode, Address, Telephone, Note, Patron Type, Claims Returned, and Expiration Date (with a "--" value). Below the form are two buttons: "Add Message" and "Change Due Date". At the bottom of the screen is a table with the following headers: Barcode, Title, Due Date, and Status. The table body is currently empty.

Once the patron information has populated the screen, you can proceed to check-out the item/items. Put a depository circulation label on the material and mark it with the due date that has appeared on the screen with a successful check-out.