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.
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.

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.