**Hour 1 Workbook - Circulation Screens Overview**

1. Log in to ….
   * PCounter
     + What is the balance on your account?
   * Banner
     + Bring up account A#00000000
     + Is this an Undergrad student?
   * LibAnwers
     + One of the Circ Desk Stations would have to be logged out to use for this purpose.
   * Access Blog
     + What is the title of the most recent Post?
   * Open the Library Home Page and complete a search in Novanet for the title…..?
     + Is this book currently on loan? Due Date\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Log on to Aleph (Test Module)
   * Loan Tab
     + Call up a Patron record (Fake patron, previously created, so it has Loans, Hold, Fines, etc.)
     + Loan a book to this patron
       - What is the due date?
   * Return Tab
     + Check the book back in
     + Are there any fines owing on this patron’s account?
     + What is the title of the overdue book?
   * Patron Tab
     + How many books are on loan to this patron?
     + Any overdue books?
       - What is the title and due date?
     + Any fines owing?
       - What are the Fines for and the amount owing?
     + Any Holds?
       - What is the title of the requested item?
     + Any Study Room bookings?
       - What date and time?
   * Item Tab
     + Scan a book barcode (pre-determined).
     + Is it currently out on loan?
       - What is the Due Date?
     + Are there any Fines owing?
     + Are there any Holds for this item?
       - Name of requesting patron?
       - Title of requested item?
   * Admin Tab
     + What is the barcode number for SMU Study Room 5?
   * Search Tab
     + Complete a Search for the title ‘The Red Tent’
       - What is the barcode for the Saint Mary’s Copy?