**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?