Staff Tutorials

Check Out

To check items out the library and Evergreen begin by accessing the “Circulation” menu and selecting “Check-Out”
Using your mouse, place the cursor in the light green “Enter Barcode” box and scan the patrons library card barcode.

If the patron does not have their library card and you wish to look them up by name, you can select “Search” and “Search for Patron” to obtain the patron record.
After the patron is retrieved, the check out screen will appear. Any staff alerts about this patron will also appear at this time.

The left pane gives an overview of the patrons account. This will include any Bills, overdue books, etc.
To begin checking items out, place the cursor in the green “Barcode:” box and begin scanning items.

Items will begin to appear in the right pane as they are checked out.

After you are finished checking out items, click “Print Receipt” followed by “done” or select “Auto-Print” and click “done”.