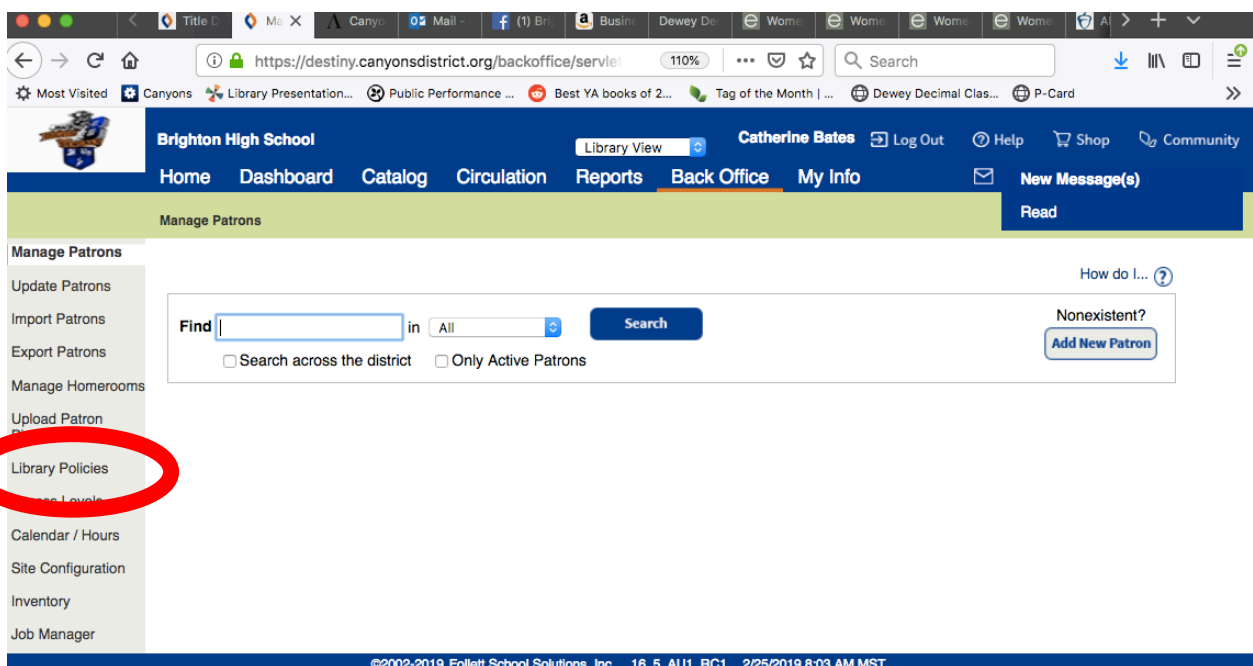
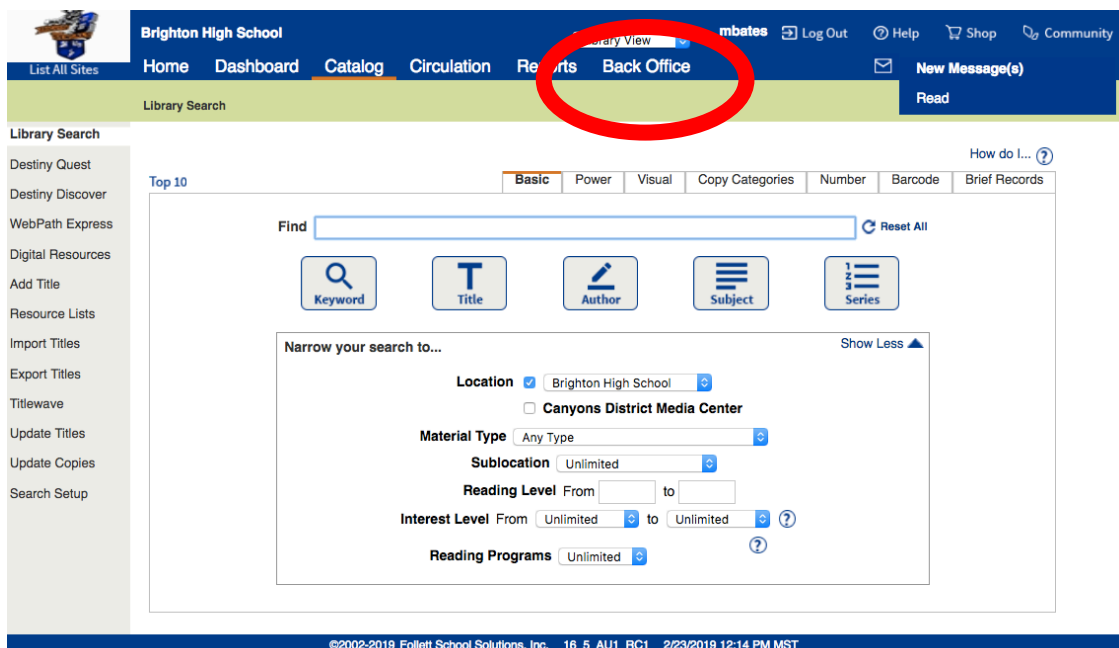


Go to **Back Office**, select **Library Policies** on the left-hand side, click **Add Circulation Type**, type in the title, I chose Lunch pass, adjust the loan period accordingly, click **Call Number** and add the call number assigned to your lunch passes. Click **Save**. You can change the circulation type on your existing lunch passes **three different ways (I suggest the second way)**. **1:** change each record individually. go to the lunch pass record and select copies, click the pencil to edit and then change the circulation type on the drop-down menu on each lunch pass. **2:** change it by barcode by going to **Update Copies** on the left-hand side of the **Catalog** page and then selecting **Individual Update** from the tabs in the top right. Change the first drop down to **Circulation Type** and the drop down that appears to Lunch pass, then scan all of your lunch pass barcodes. **3:** If you have had the foresight to have a specific prefix for your passes you can do a global update by going to the **Global Update** tab.



- Manage Patrons
- Update Patrons
- Import Patrons
- Export Patrons
- Manage Homerooms
- Upload Patron Pictures
- Library Policies**
- Access Levels
- Calendar / Hours
- Site Configuration
- Inventory
- Job Manager

How do I... ?

Patron Types Circulation Types

Add Patron Type Add Circ Type

To add Follett eBook Policies, click here.

Patron Types

Faculty	Max Checkouts 999	Fixed Due Date Ceiling Date 6/9/2019	Block on Fines/Overdues No	Max Holds 3	Ready Holds Expire in Days: 7	Pending Holds Expire in Days: 21	Default Hold Priority Standard
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Circulation Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
DVD & Video		Days: 280	Days: 0	Times: 0	\$0.00 per day	\$0.00
e-books		Days: 14	Days: 0	Times: 0	\$0.00 per day	\$0.00
Equipment		Days: 2	Days: 0	Times: 0	\$0.00 per day	\$0.00
faculty		Days: 400	Days: 400	Times: 0	\$0.00 per day	\$0.00
Playaways		Days: 30	Days: 0	Times: 0	\$0.00 per day	\$0.00
Professional		Days: 14	Days: 0	Times: 0	\$0.00 per day	\$0.00
Reference		Days: 0	Days: 0	Times: 0	\$0.00 per day	\$0.00
Regular	25	Days: 30	Days: 0	Times: 5	\$0.00 per day	\$0.00
Reserved - extra copies		Days: 14	Days: 0	Times: 0	\$0.00 per day	\$0.00
Sound recordings		Days: 14	Days: 0	Times: 0	\$0.00 per day	\$0.00
Teaching Aids	25	Days: 180	Days: 0	Times: 0	\$0.00 per day	\$0.00

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Library Policies > Add Circulation Type

How do I... ?

Circulation Type

Make this the default ?

Hidden ?

Default Settings

Loan Period Days ?

Grace Period days ?

Renewable times ?

Fine Increment per day ?

Max Fine ?

Overdue to Lost days ?

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty		1 Days	0 days	0 times	\$0.05 daily	\$5.00
Faculty		1 Days	0 days	0 times	\$0.05 daily	\$5.00
Parents		1 Days	0 days	0 times	\$0.05 daily	\$5.00
Patron Type 'A'		1 Days	0 days	0 times	\$0.05 daily	\$5.00
Patron Type 'J'		1 Days	0 days	0 times	\$0.05 daily	\$5.00
Student		1 Days	0 days	0 times	\$0.05 daily	\$5.00

- Manage Patrons
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How do I... ?

Circulation Type: Lunch pass

Enter any call number patterns that are unique to this circulation type.




Pattern

Pattern

Pattern

Pattern

#1

Call #	Barcode	Status	Description	Sublocation	
EQU LUNCH PASS	T 28235	Available			  
EQU LUNCH PASS	T 28236	Due: 3/25/2019			  
EQU LUNCH PASS	T 28237	Due: 2/15/2019			  
EQU LUNCH PASS	T 28238	Available			  
EQU LUNCH PASS	T 28239	Available			  
EQU LUNCH PASS	T 28240	Available			  
EQU LUNCH PASS	T 28241	Due: 12/25/2018			  
EQU LUNCH PASS	T 28242	Due: 2/15/2019			  
EQU LUNCH PASS	T 28243	Due: 3/5/2019			  
EQU LUNCH PASS	T 28244	Available			  
EQU LUNCH PASS	T 28245	Available			  
EQU LUNCH PASS	T 28246	Available			  

Library Search > Search Results > "Lunch Pass BHS" > Edit Copy

Lunch Pass BHS.

Status: Available

*Barcode: T 28235

*Call Number: [dropdown]

Circulation Type: [dropdown menu open showing options: faculty, Lunch pass, Playaways]

Acquired: [dropdown]

Copy Categories: [dropdown]

Notes: There are no notes for this copy

Volume, Issue, etc.: [table with 2 rows]

Buttons: Save Copy, Print labels, Cancel, Update, Add Note

#2

Brighton High School | Library View | mbates | Log Out | Help | Shop | Community

Home | Dashboard | **Catalog** | Circulation | Reports | Back Office

Library Search | New Message(s) | Read

Library Search

Top 10 | Basic | Power | Visual | Copy Categories | Number | Barcode | Brief Records

Find: [input] | Reset All

Keyword | Title | Author | Subject | Series

Narrow your search to...

Location: Brighton High School | Canyons District Media Center

Material Type: Any Type

Sublocation: Unlimited

Reading Level: From [] to []

Interest Level: From Unlimited to Unlimited

Reading Programs: Unlimited

Update Titles | Update Copies

Brighton High School | Catherine Bates | Log Out | Help | Shop | Community

Home | Dashboard | **Catalog** | Circulation | Reports | Back Office | My Info

Update Copies | New Message(s) | Read

Library Search

Individual Delete | Batch Delete | **Individual Update** | Batch Update | Global Update | Receive

Update Individual Copies

from Library Materials

Circulation Type: [dropdown] to Lunch pass

- Select a copy field -

#3

Brighton High School Library View Catherine Bates Log Out Help Shop Community

Home Dashboard **Catalog** Circulation Reports Back Office My Info New Message(s) Read

Update Copies

Library Search
Destiny Quest
Destiny Discover
WebPath Express
Digital Resources
Add Title
Resource Lists
Import Titles
Export Titles
Titlewave
Update Titles
Update Copies
Import Authority
Manage Authority
Manage Subjects
Search Setup

Individual Delete Batch Delete Individual Update Batch Update **Global Update** Receive

Delete Individual Copies

Delete Copy Track as weeded

Brighton High School Library View Catherine Bates Log Out Help Shop Community

Home Dashboard **Catalog** Circulation Reports Back Office My Info New Message(s) Read

Update Copies

Library Search
Destiny Quest
Destiny Discover
WebPath Express
Digital Resources
Add Title
Resource Lists
Import Titles
Export Titles
Titlewave
Update Titles
Update Copies
Import Authority
Manage Authority
Manage Subjects
Search Setup

Individual Delete Batch Delete Individual Update Batch Update **Global Update** Receive

How do I... ?

Update every Library Copy...

With

Call Number Prefix
 Circulation Type
 Funding Source
 Sublocation
 Vendor

rsed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 2/17/2019 6:10 AM server time.