

Introduction

- About This Manual
- Confidentiality

Workstations

- Registering a New Workstation
- Default Search Library
- Function Bar / Columns
- Printers
- Hatch
- Print Template Overview
- Print Template Fields
- Barcode Scanners
- Browser Tools
- Shortcut Keys
- Change Operator
- Troubleshooting

Patron Account Information

- General Policies
- Library Cards
- Sample Registration Form
- Acceptable Forms of ID
- Creating New Accounts
- Patron Registration Form Field Descriptions
- Patron Permission Groups
- Voter Registration
- Updating Accounts
- Deceased Patrons
- Inactive Patrons
- Blocked and Barred Patrons
- Patrons with Multiple Accounts
- Lost Cards
- Staff Accounts
- Alerts, Notes, and Messages
- Grouping Patrons
- User Buckets
- Searching for Patron Accounts
- "My Account"

Searching the Catalog

Circulating Items

- Checking Out Items
- Renewing Items

- Checking In Items
- Item Statuses and Actions
- Items in Transit
- Circulation Matrix (Fine Amounts, Renewal Times, Etc.)
- Circulation Modifiers (Item Types)
- Collection Maintenance Reports
- Offline Circulation

Holds

- A-V Materials
- Age Protection
- Library Routing, Courier, and Contact Info
- Holds White Paper

Fines, Fees, and Bills

- Collections Agencies
- Credit Card Payments
- Deposit-Handling Suggestions
- Max Fines vs. Max Bills
- Forgive vs. Void
- Negative Balances / Refunds
- Processing Fees
- Payment Retention and Reimbursal
- Unrecovered Debt

Booking Module

Other Information

- Freedom of Information Act Requests
- Notifications
- Legal Resources
- Library IDs/Codes
- Record and Data Retention

From:

<https://pines.georgialibraries.org/dokuwiki/> - **PINES Documentation**

Permanent link:

<https://pines.georgialibraries.org/dokuwiki/doku.php?id=circ:sidebar&rev=1583422304>

Last update: **2020/03/05 15:31**

