

**Getting to Know Alma: Checking out and renewing items**

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| 1. Log into Alma with the AlmaAdmin or the CircAdmin user (the user will need to have Fulfillment privileges) |  |
| 1. Select the Main Library > Circulation Desk as your Location |  |
| 1. Go ***to Fulfillment > Manage Patron Services*** |  |
| 1. Start typing the patron’s name into the search box (e.g. Ben Valdez) 2. Select the name as it appears in the box below. 3. Click Go. |  |
| 1. In the Patron Services screen, enter in a barcode for a book to check out, or search for it by clicking on the list icon… 2. …and searching for it in the popup screen. 3. Click on the book to select it.   **Title examples:** *Predictably irrational, The Color of food, Stuff Brits like, Plant Tropisms* |  |
| 1. This populates the box with the barcode for the item. Click “OK” |  |
| 1. Note that the book is now on loan. 2. Click on the row actions list to see the option to “Renew” the item or “Change Due Date” 3. Click “Done” |  |