

Circulation

1. **Navigate to Circulation Desk:** Find "Circulation" or "Check Out" option.
2. **Check Out Items:** Scan or enter item barcode, then patron barcode.
3. **Check In Items:** Scan or enter item barcode at check-in desk.
4. **Renew Items:** Select item(s) from patron's record and renew.
5. **Place Holds:** Search for item, click "Place Hold," select patron.
6. **Handle Fines:** Koha calculates fines for overdue items.
7. **View Reports:** Access circulation reports for statistics.
8. **Manage Patron Accounts:** Update patron information and view history.
9. **Special Circumstances:** Handle inter-library loans, suspensions, etc.

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Checkout

1. **Scan or Enter Patron Barcode:** Scan the barcode on the patron's library card or manually enter their patron barcode into the system.
2. **Scan or Enter Item Barcode:** Scan the barcode of the item that a patron wants to check out. If you don't have a barcode scanner, you can manually enter the item's barcode into the system.
3. **Confirm Checkout:** Once both the item and patron barcodes are entered, Koha will confirm the checkout transaction and update the item's status to "Checked Out" in the system. If there are any issues, such as an item being on hold for another patron or being overdue, Koha will alert you.
4. **Optional: Confirm Due Date and Checkout Details:** Koha may display the due date for the item being checked out and other relevant details about the transaction. Review this information to ensure accuracy.
5. **Complete Transaction:** If everything is correct, complete the checkout transaction. The item is now officially checked out to the patron, and they can take it home.
6. **Repeat as Necessary:** Continue checking out items for the patron by scanning or entering additional item barcodes. Repeat the process for each item they wish to borrow.
7. **Communicate Checkout Details (Optional):** If desired, you can communicate the checkout details to the patron, such as the due date for returning the items.
8. **Print Slips:** Enter blank to print patron checkout slip.

Checkin

1. **Access "Check In" Option:** Look for the "Check In" option in the main search bar of the Koha Staff Interface.
2. **Scan or Enter Item Barcode:** Scan the barcode of the item that a patron is returning, or manually enter the item's barcode into the system if a scanner is not available.
3. **Review Item Details:** Koha will display information about the item being checked in, including its title, due date, and borrower information. Review this information to ensure accuracy.
4. **Confirm Check-in:** Once you've reviewed the item details and confirmed that it is being returned, proceed with the check-in process. Koha will update the item's status to "Available" in the system.
5. **Process Additional Items:** If the patron is returning multiple items, repeat the check-in process for each item by scanning or entering their barcodes.
6. **Handle Any Issues:** If there are any issues with the returned items, such as damage or missing parts, make notes in Koha or take further action as needed.
7. **Communicate Check-in Details (Optional):** If desired, communicate the check-in details to the patron, such as confirming that their items have been successfully returned.
8. **Update Patron Records (Optional):** Koha will automatically update the patron's borrowing record to reflect the returned items, including any outstanding fines or holds associated with them.
9. **Print Slips (Optional):** Optionally, you can print patron checkout slips by entering "blank" in the designated field.

Renew

1. **Navigate to Renew:** Go to the "Circulation" module and click look for "renew" and click on it.
2. **Search for Patron:** Use the search feature to find the patron whose items you want to renew. You can search by name, barcode, or any other identifying information.
3. **Select Patron:** Once you've located the patron, click on their name to access their borrowing record.
4. **View Borrowing Record:** Review the items currently checked out to the patron. Koha will display the title, due date, and other relevant information for each item.
5. **Select Items to Renew:** Check the checkboxes next to the items you want to renew. You can renew one or multiple items at once.
6. **Click Renew:** After selecting the items, look for the "Renew" button or option. Click on it to initiate the renewal process.
7. **Confirm Renewal:** Koha will confirm the renewal and update the due dates for the selected items. Review the new due dates to ensure accuracy.

other way:

1. **Navigate to Renew:** Go to the "Circulation" module and click look for "renew" and click on it.
2. **Enter Barcode:** Enter Barcode on renew box and press enter.