

# 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.

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