



LEAP MANUAL

OCTOBER 2019

An overview of the public services/circulation desk functions in Polaris Leap.



MARIGOLD
LIBRARY SYSTEM

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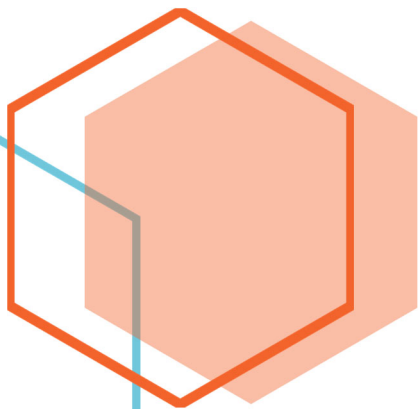
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1. OVERVIEW



Signing in to Polaris Leap

When you sign in to Leap the first time, you enter your domain, user name, and password. Another dialog box opens where you select your branch and workstation. After signing in the first time, you only need to enter your domain, username and password; your branch and workstation are selected automatically.

Important:

Your username cannot contain spaces.

To sign in to Polaris Leap:

1. Using your favourite web browser, visit:

onsite <https://leap.tracpac.ab.ca>

offsite <https://leap.tracpac.ab.ca/LeapWebAppExternal>

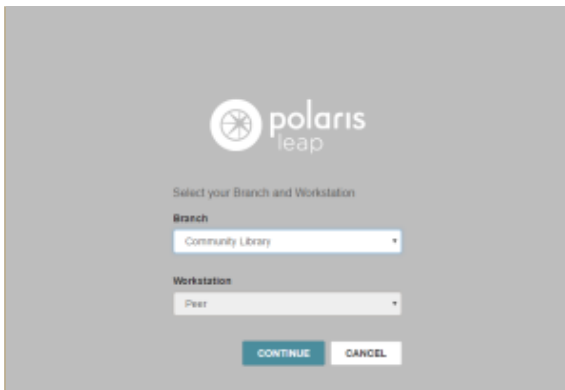
**offsite access requires permission from Marigold by contacting support@marigold.ab.ca*

The sign in page opens.

The image shows the Polaris Leap sign-in page. At the top is the Polaris Leap logo. Below it, the text "Domain\Username" is displayed above a text input field containing "username@domain.com or domain\username". Below this is a "Password" label above another text input field. A blue "SIGN IN" button is positioned to the right of the password field.

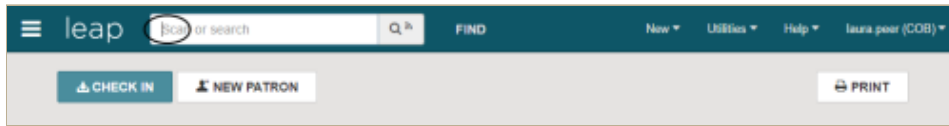
2. Enter **MLSCAL\yourpolarisusername** in the **Domain\Username** box.
3. Enter your Polaris password in the **Password** box.
4. Select **SIGN IN**.

Another page opens where you select your branch and workstation.


The image shows the Polaris Leap page for selecting a branch and workstation. At the top is the Polaris Leap logo. Below it, the text "Select your Branch and Workstation" is displayed. There are two dropdown menus: "Branch" with "Community Library" selected, and "Workstation" with "Peer" selected. At the bottom are two buttons: a blue "CONTINUE" button and a white "CANCEL" button.

5. Select your branch in the **Branch** drop-down list box.
6. Select Leap workstation in the **Workstation** drop-down list box.
7. Select **CONTINUE**.

The Circulation page opens with the cursor in the quick search box in the page header.



Notes:

If RFID has been enabled for Leap, the RFID indicator appears on the search button . If you are using Leap on an iPad or another tablet, the **PRINT** button does not appear.

Leap User Interface

This section describes the general user interface (UI) elements that are available throughout Leap in the application's [header](#) and [workforms](#).

Note:

The procedures in the Leap documentation use **click** as the action (click with the mouse button), but if you are using a touch screen, the action is **tap** (tap on the screen).

Leap Header


The Leap header appears when you log into Leap and remains visible throughout the application.



The Leap header includes:

- [Workforms Tracker](#)
- [Quick Search Box](#)
- [Find Tool](#)
- [New Menu](#)
- [Utilities Menu](#)
- [Help Menu](#)
- [User Menu](#)

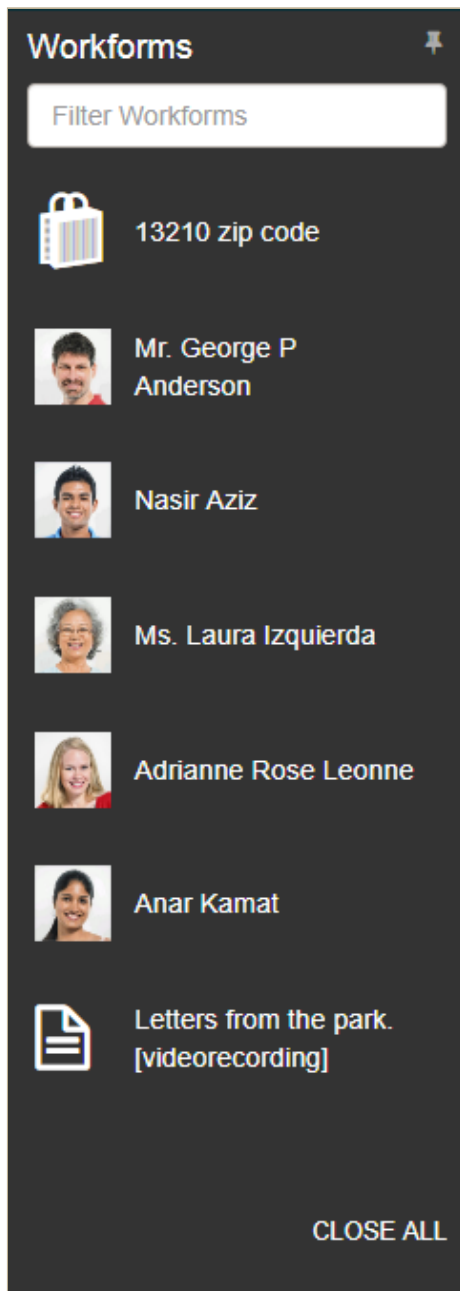
Workforms Tracker

To open the Workforms tracker, click the slide-out (hamburger)  button.

The Workforms tracker displays the open workforms. You can pin the Workforms tracker by selecting the pushpin icon, filter the list by typing in the **Filter Workforms** box, or close all the workforms by selecting **CLOSE ALL**. When you log out of Leap and then sign back in, the tracker remains in the same position (pinned or unpinned) as in your previous session.

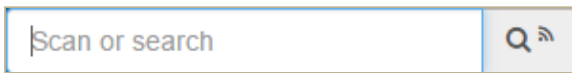
Note:

The pushpin icon may not appear when viewing Leap on a narrow screen or window.



Quick Search Box

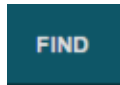
When you sign in to the Leap application, the cursor appears in the quick search box where you can scan a patron or item barcode, or enter search criteria to find bibliographic or patron records.



If RFID has been enabled for the workstation, the search button includes an RFID icon.



Find Tool



When you click **FIND** in the Leap header, the [Find Tool](#) opens where you can search for records and record sets.

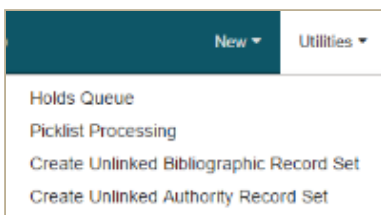
New Menu

The New menu includes options for creating a new patron record or record set.



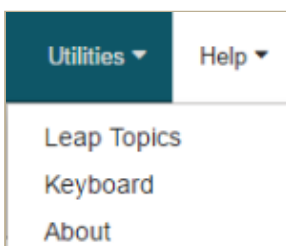
Utilities Menu

The Utilities menu includes options for opening the [Holds Queue](#) or [Picklist](#), and options to create [unlinked bibliographic or authority record sets](#).



Help Menu

Click **Help** to open the Help menu, and click **Leap Topics** to open [Leap online Help](#), **Keyboard** to open a list of [keyboard shortcuts](#), or **About** to open the [About Leap](#) window.



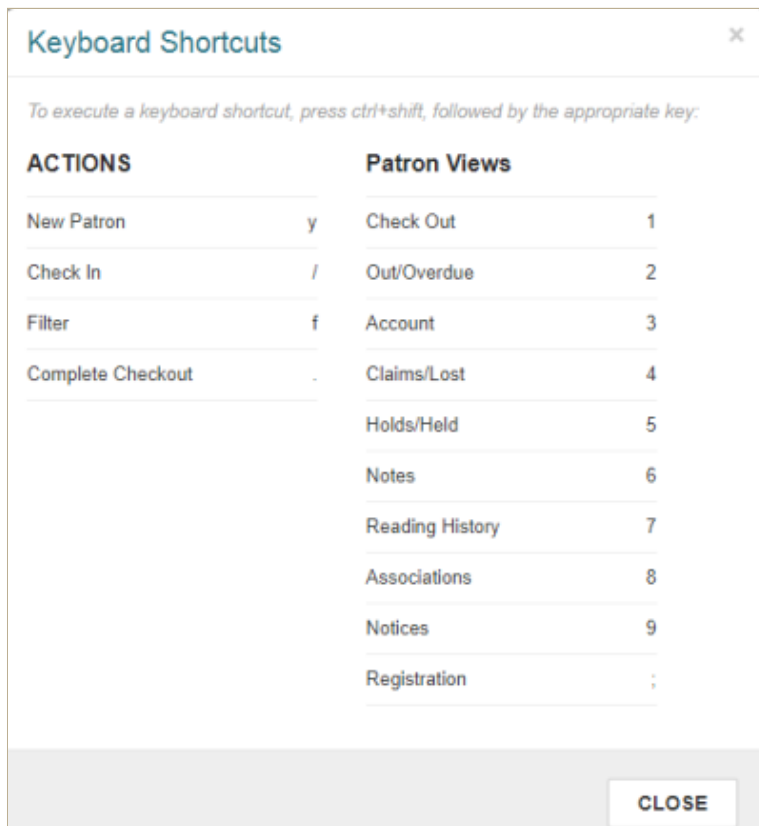
Leap Online Help

To access the Leap online Help, select **Help | Leap Topics**. The Leap online Help includes Contents tab, an Index tab, a search box, a highlight button, and a print button.



Keyboard Shortcuts

To access the list of keyboard shortcuts for performing actions or going to specific views, select **Help | Keyboard**.



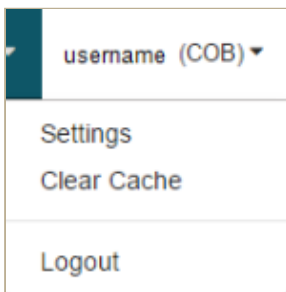
About Leap

To access the About Leap window that contains information about the Leap application, select **Help | About**. The About Leap window contains information about the Leap application including the client JavaScript and API versions.



User Menu

Select your username in the upper-right corner of the Leap header to see the options: [Settings](#), [Clear Cache](#), and [Logout](#).



Leap Workforms

[Records](#), [record sets](#), [user settings](#), and lists (such as the [Picklist](#) and [Holds Queue](#)) are displayed in workforms (web pages) where you can add data, sort lists, change data, and perform actions (depending on the record type and your permissions). Workforms contain header data that identify the record or record set, and multiple tabbed views that contain different fields.

Leap workforms include some or all of the following menus, views, and elements:

- [Actions Menus](#)
- [Refresh Button](#)
- [Results Button](#)
- [Options Menus](#)
- [More Menus](#)
- [Navigation Menus](#)
- [View Bars](#)
- [Button Toolbars](#)
- [Required Fields](#)
- [Check Boxes](#)
- [Action Buttons](#)

- [Plus Buttons](#)
- [Drop-Down Lists](#)
- [Date Fields](#)
- [Message Boxes](#)
- [Summary Bars](#)
- [List Views](#)
- [Filters](#)
- [Links to Other Records](#)

ACTIONS Menus

The **ACTIONS** menu appears on workforms where you can initiate a process or modify a record. It may appear in a workform header or above a list view.

When you click an **ACTION** button in a workform header, the drop-down list opens with actions available for the record as a whole.

Bibliographic Record Set ⓘ

SAVE ACTIONS REFRESH CLOSE

Name: 2016 Pub Date

Owner: Community Library

Note:

Record Set ID: 61272

Record Count: 23

ACTIONS dropdown menu:

- Create Item Record Set
- Create Authority Record Set
- Delete Record Set

ACTION menus in list views are activated only when one or more entries are selected in the list. You first select the entries to which you want to apply the action, then select the appropriate action from the drop-down list.

Bibliographic Record Set ⓘ

SAVE ACTIONS REFRESH CLOSE

Name: 2016 Pub Date

Owner: Community Library (br)

Record Set ID: 61272

Note:

Record Count: 23

Scan or enter item barcode ⓘ FIND TOOL Auto-RFID

ACTIONS dropdown menu:

- Add to New Record Set
- Add to Existing Record Set
- Remove Selected Records

	TITLE	AUTHOR	FORMAT	LINKED ITEMS	HOLDS	STATUS
<input checked="" type="checkbox"/>	Fridays with the wizards	George, Jessica Day, 1976-	Book	0	0	Final

REFRESH Button

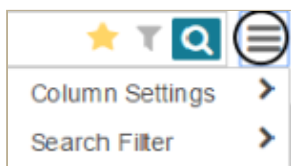
You can click **REFRESH** in a workform header to see recent updates to the record or record set.

RESULTS Button

If you have opened a record from the Find Tool results, you can click **RESULTS** to return to the Find Tool results list. If the workform is displayed in a narrow view or window, only the icon appears on the button.

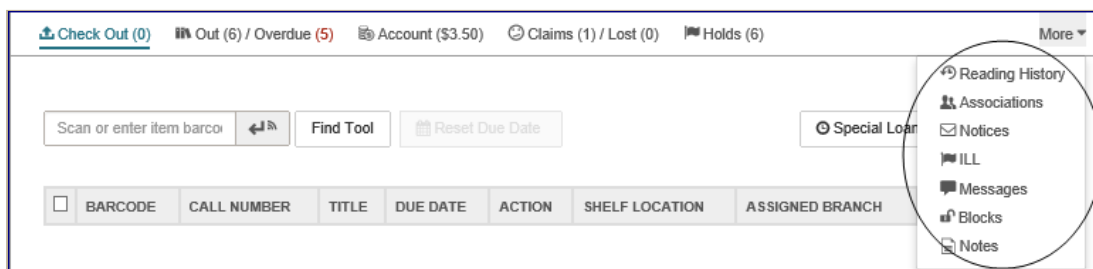
Options Menus

Options menus provide selections for additional functions, such as the column and filter options for the Find Tool.



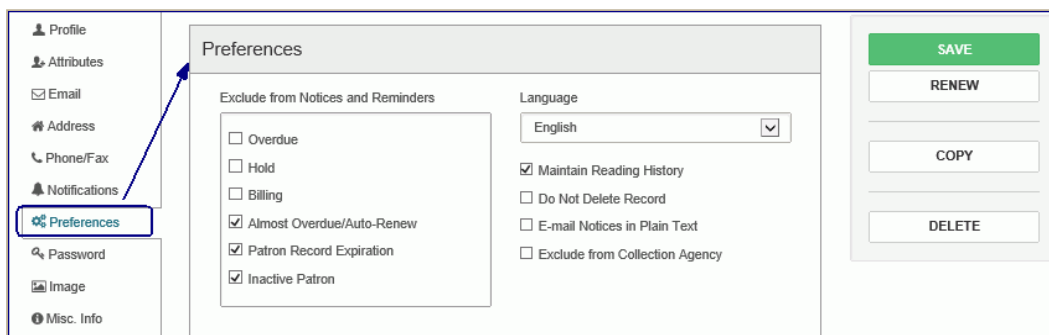
More Menus

Some record views contain a **More** menu that contains additional views and options. Select the down arrow next to **More** to display the list.



Navigation Menus

You can move through a patron record in Leap by selecting an option in the left navigation menu.



View Bars

View bars provide tabs for different views of a workform. Some tabs include summary information, such as the number of items checked out and overdue for a patron record. The tab for the active view appears in blue.



Button Toolbars

Button toolbars appear at the top of lists, such as the list of items out, and contain buttons for performing actions on items in the list.

Picklist

Stillwater Public Library

REFRESH

CLOSE

Pending (5)

Located (0)

Unclaimed (25)

Unclaimed ILL (1)

Holds to Transfer (0)

Located

Ask Me Later

Missing

Deny


Properties

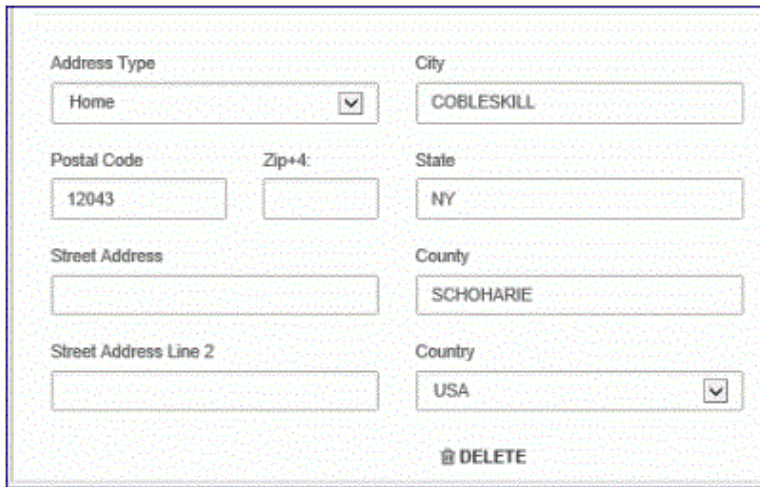
Filter requests

Total items | 5 total

	COLLECTION	SHELF LOCATION	CALL NUMBER	AUTHOR	TITLE	MATERIAL TYPE	PICKUP BRANCH	BARCODE	PENDING DATE
<input checked="" type="checkbox"/>	Adult Fiction			Patterson, James, 1947-	Private : #1 suspect : a novel	Book	KMC	30045000657789	5/16/2017
<input checked="" type="checkbox"/>	Children's Fiction		j Fict	De Jong, Meindert, 1910-	The house of sixty fathers.	Book	SAR	0000401489240	6/14/2016

Plus Buttons

Buttons labeled with a plus sign, such as  ADDRESS, expand the area on the page so you can enter information.



The image shows an expanded address form with the following fields:

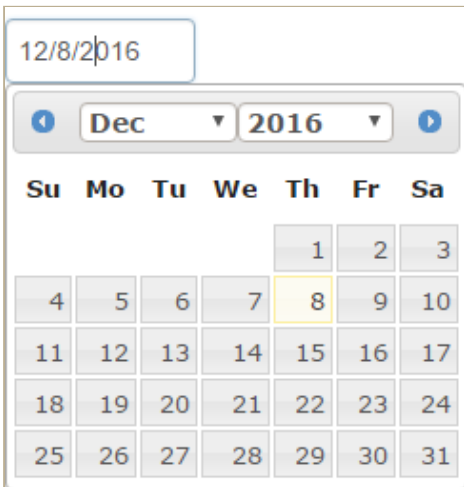
- Address Type: Home (dropdown)
- City: COBLESKILL
- Postal Code: 12043
- Zip+4: (empty)
- State: NY
- Street Address: (empty)
- County: SCHOHARIE
- Street Address Line 2: (empty)
- Country: USA (dropdown)
- DELETE button

Drop-Down Lists

Select an entry in a drop-down list box You can type the first letter of the entry to quickly go to that portion of a list.

Date Fields

When you click or tap inside a date field, a calendar control appears.



The image shows a calendar control for December 2016. The date 12/8/2016 is entered in the field above the calendar. The calendar displays the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates 1 through 31. The date 8 is highlighted in yellow.

To locate and choose a date, do the following:

- Select the date in the current month.
- Select the left arrow to go to the previous month.
- Select the right arrow to go to the next month.
- Select the month at the top of the calendar to open the month list, and choose the month.
- Select the year at the top of the calendar to open the year list, and choose the year.

Message Boxes

Green message boxes appear when an action was successful, and red message boxes appear when there is a problem with an action or a blocking condition prevents the action from occurring. In most cases, messages in Leap appear according to the same conditions under which messages appear in the Polaris ILS.

ACTION	TITLE	FORMAT	NUMBER	DATE	STATUS	BRANCH	QUEUE	UNTIL	GROUP
<input type="checkbox"/>	Daley, Robert.	Prince of the the true stor	Hold request(s) have been created.			Community	1		

Summary Bars

A summary bar displays at the top of list views, such as the Charges view and the Claims view.

Charges: \$0.00		Deposits: \$0.00		Credits: \$0.00		Balance: \$0.00		View: Account Summary ▾	
<input type="checkbox"/>	TYPE	DATE	BARCODE	TITLE	REASON	ORGANIZATION	NOTE	Collection Agency	
								Transaction Summary	

List Views

In list views, such as a list of the items the patron has checked out, the line items are displayed in rows with sortable column headers. To sort the line items, choose a column header. To perform actions on a line item, choose the check box. If you choose the check box in the header, the check boxes are selected for all lines. When multiple lines are selected, the buttons are activated for the actions that are possible for all the selected lines.

Check Out (0)		Out (2) / Overdue (1)		Account (\$0.00)		Claims (0) / Lost (0)		Holds (4)		More ▾
Renew		Special Renew		Reset Due Date		Estimate Fines		Make A Claim		Declare Lost
<input checked="" type="checkbox"/>		TYPE	DUE ON ▾	BARCODE	TITLE	AUTHOR	RENEWALS LEFT	CALL NO.	BRANCH	Filter Items
<input checked="" type="checkbox"/>	Video	10/16/2014	0000410139414	The Year of living dangerously [DVD]		0 of 0	DVD Fict Yea	Schenectady Branch - Ce...		
<input checked="" type="checkbox"/>	Book	7/23/2015	0001000035103	One hundred years of solitude	García Márquez, ...	0 of 5	Fict Gar	Canajoharie Library		

Filters

Some list views, such as the **Holds** list view, have filters which will filter the list as you type. The filter works on any data column. For example, if you start typing a number and a call number begins with that number, the list will show only those line items with call numbers that match the filter entry.

NEW HOLD									
74									
AUTHOR	TITLE	FORMAT	CALL NUMBER	ACTIVATION DATE	STATUS	PICKUP BRANCH	QUEUE	HOLD UNTIL	GROUP
Kolter, Jane Bentley.	Forget me not : a gallery of friendship and album quilts.	Book	746.46 Kol	Tuesday, November 26, 2013	Pending	Community Library	1	Tuesday, December 31, 2013	

Links to Other Records

To go from a record to another linked record or to an associated list view, select the **LINKS** button, or select a blue text link.

Item Record ⓘ

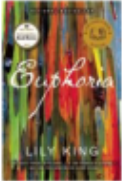
SAVE

ACTIONS ▾

LINKS ▾

REFRESH

CLOSE



Euphoria : a novel

By King, Lily, author

Barcode: 1229195488

Call number:

Collection: Adult Fiction

Shelf location: None

Owning branch: Community Library

☐ ILL
 ☐ Non-circulating

Record status: Final

Bib control number: 1291283

Parent item:

Assigned branch: Community Library

☐ eContent
 ☒ Display in PAC

Issue:

Issue control number:

Price: \$18.90

Circulation status: Out | 12/8/2016 1:45:36 PM

Details

Circulation

Controls

Blocks and Notes

History

Statistics

Record Sets

More ▾

Due date: 12/22/2016 11:59:59 PM

Renewals taken: 0

Renewals limit: 0

Renewal date:

Last location

Check-in at: Community Library

Cl-in date: 6/2/2016 10:23:34 AM

Wkstn/user: Peer/laura peer

Current barcode: 1229195408668

Loaning branch: Community Library

Held for:

Held at:

Last use

Borrow: 12291954007

Loaning branch: Community Library

Circ date: 12/8/2016 1:45:36 PM

Check-out date: 12/8/2016 1:45:36 PM

Original due date: 12/22/2016 11:59:59 PM

In-transit/Transferred

From:

Sent:

To:

Received:

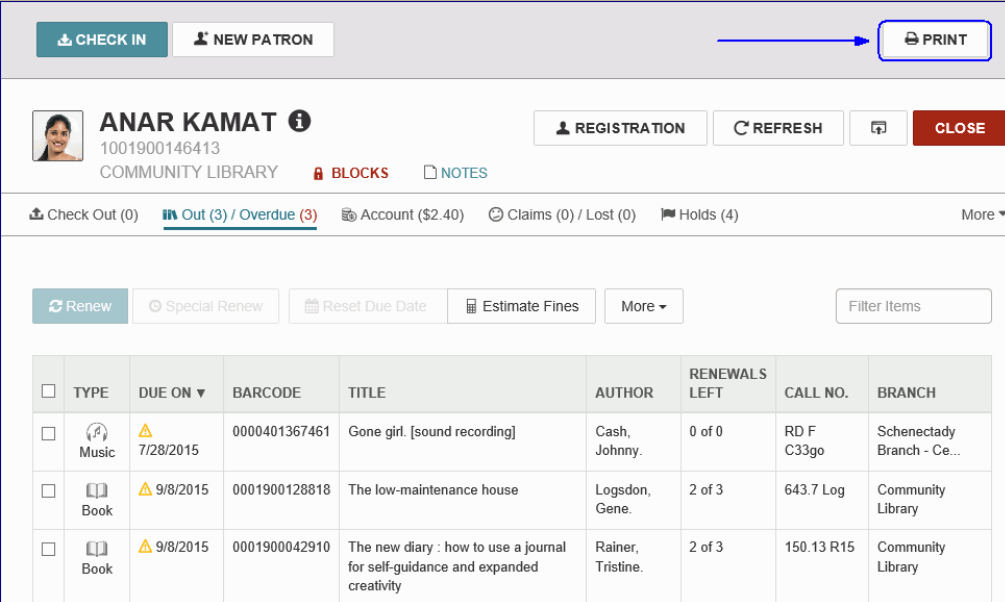
Printing Leap Workforms

The Print function works in the following browsers:

- Windows IE 11
- Windows Chrome 45
- OS X Chrome

Due to iOS limitations, the **PRINT** button does not appear if you are using Leap on an iPad.

When you select the **PRINT** button, the entire view is printed, including all entries in a list view.



The screenshot displays the Polaris Leap user interface. At the top, there are buttons for 'CHECK IN' and 'NEW PATRON'. A blue arrow points to a 'PRINT' button in the top right corner. Below this is a user profile section for 'ANAR KAMAT' with ID '1001900146413' and 'COMMUNITY LIBRARY'. It includes links for 'BLOCKS' and 'NOTES', and buttons for 'REGISTRATION', 'REFRESH', and 'CLOSE'. A summary bar shows 'Check Out (0)', 'Out (3) / Overdue (3)', 'Account (\$2.40)', 'Claims (0) / Lost (0)', and 'Holds (4)'. Below this is a section with buttons for 'Renew', 'Special Renew', 'Reset Due Date', 'Estimate Fines', and 'More'. A 'Filter Items' button is also present. The main content is a table of library items.

<input type="checkbox"/>	TYPE	DUE ON ▼	BARCODE	TITLE	AUTHOR	RENEWALS LEFT	CALL NO.	BRANCH
<input type="checkbox"/>	Music	7/28/2015	0000401367461	Gone girl. [sound recording]	Cash, Johnny.	0 of 0	RD F C33go	Schenectady Branch - Ce...
<input type="checkbox"/>	Book	9/8/2015	0001900128818	The low-maintenance house	Logsdon, Gene.	2 of 3	643.7 Log	Community Library
<input type="checkbox"/>	Book	9/8/2015	0001900042910	The new diary : how to use a journal for self-guidance and expanded creativity	Rainer, Tristine.	2 of 3	150.13 R15	Community Library

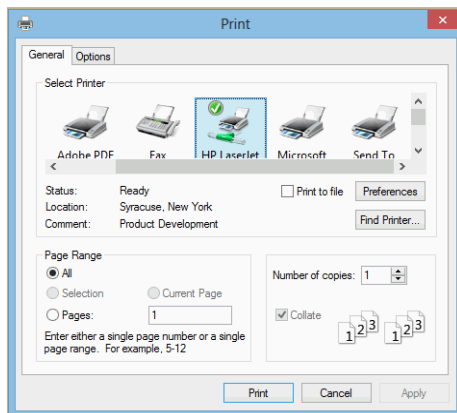
Setting Up Receipt Printing for Leap

Printing receipts from Leap depends on the options set for your library organization in Polaris Administration, the device you are using to access Leap, the workform settings in the Polaris ILS, the [Print Options](#) user settings in Leap, and the receipt printer configuration. When the receipt printer has been configured, and the workform print options are set to print a receipt for an action, the Printer Options or Print dialog box opens automatically when the user performs the action.

Printer Options box for an iPad



Print box for Windows



Receipts and slips are printed from Leap according to the settings in Polaris Administration and workform print options, which can be set in the Polaris staff client or in Leap. You can also re-print receipts. For Leap print settings, see [Set User Print Options for Receipts and Slips](#). For information on setting workform print options in the Polaris ILS staff client, see the Polaris online Help.

See also:

[Receipt Printer Configuration](#)

Receipt Printer Configuration

Before you can print receipts from Polaris Leap, the receipt printer must be configured correctly. To set up receipt printing, configure the receipt printer, verify that the page size is available, create a custom paper size if the page size is not available, and set up the page in the browser. The table below shows the receipt printers that were tested with Leap using the operating systems, drivers, and browsers indicated.

Receipt Printer	Windows 7	Windows 8.1	Mac OS Xv10
Star TSP600	Driver: Star TSP600 Cutter (TSP643) Chrome, IE10, IE11		Star 3.0 Driver for Mac Chrome, Safari
Epson TM-T88IV	Chrome, IE10, IE11	EPSON TM-T88IV ReceiptE4 Chrome, IE11	
Star TSP700		Star TSP700 (TSP743) Chrome, IE11	

See also:

- [Configure a Receipt Printer for IE10 or IE 11 on Windows 7 or 8.1](#)
- [Configure a Receipt Printer for Chrome on Windows 7 or 8.1](#)
- [Configure a Receipt Printer for Chrome and Safari on Mac OS X](#)

Set User Print Options for Receipts and Slips

If your library has a license for INN-Reach integration with Polaris, you can select the INN-Reach print options.

To set the options for printing receipts and slips in Leap:

1. Select your user ID in the upper right corner of the page.
2. Select **Settings**.

The Settings page opens with the Print Options view displayed.

The screenshot shows the 'Settings' page with the 'Print Options' tab selected. The page has a header with 'Settings' and buttons for 'SAVE', 'REFRESH', and 'CLOSE'. Below the header are four tabs: 'Print Options' (selected), 'Special Loan', 'Workform User Defaults', and 'RFID'. The main content area is divided into six sections, each with a title and a list of options with checkboxes and radio buttons:

- Check in:**
 - ☒ Fine receipt
 - ☐ only if no eReceipt
 - ☐ In-transit slip
 - ☐ Holds only
 - ☒ Hold slip
 - ☐ Hold call slip
 - ☐ Hold pickup slip
 - ☐ INN-Reach Pickup Slip
- Check out:**
 - ☒ Check out receipt
 - ☐ only if no eReceipt
 - ☐ Fine receipt
 - ☐ only if no eReceipt
 - ☐ In-transit slip
 - ☐ Holds only
 - ☐ Hold slip
 - ☐ Hold call slip
 - ☒ Hold pickup slip
 - ☐ INN-Reach Pickup Slip
- Patron status:**
 - ☒ Check out receipt
 - ☐ only if no eReceipt
 - ☒ Fine receipt
 - ☐ only if no eReceipt
 - ☐ In-transit slip
 - ☐ Holds only
 - ☒ Hold slip
 - ☐ Hold call slip
 - ☐ Hold pickup slip
 - ☐ INN-Reach Pickup Slip
- ILL requests:**
 - ☐ In-transit slip
 - ☐ Print ILL Slip
 - ☐ Print ILL Pickup Slip
- Hold requests:**
 - ☐ In-transit slip
 - ☒ Hold slip
 - ☐ Hold call slip
 - ☐ Hold pickup slip
 - ☐ INN-Reach Pickup Slip
- Item record:**
 - ☒ Fine receipt
 - ☐ only if no eReceipt
 - ☐ In-transit slip
 - ☐ Holds only
 - ☒ Hold slip
 - ☐ Hold call slip
 - ☐ Hold pickup slip
 - ☐ INN-Reach Pickup Slip

3. Select the receipts and/or slips to print.

Important:

[Configure the receipt printers](#) to print receipts and slips from Leap.

4. To prevent check out receipts from being printed when the patron has selected **eReceipts** as their notification method, select the **only if no eReceipt** check box.
5. Click **SAVE**.




2. PATRON RECORDS

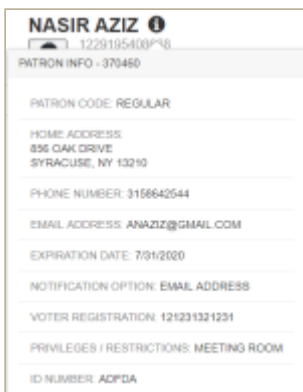
Patron Record


The Patron Record workform in Leap includes header information and two main views: one contains the patron's [registration information](#), and the other contains information about the [patron's library account](#).

Patron Record Workform Header

The Patron Record workform header includes: the patron's name, barcode, and the branch where the patron is registered; an information icon; links to **BLOCKS** and **NOTES** views; a **REGISTRATION** button you can click to go to the [patron's registration information](#); an **ACTIONS** button and menu; and **REFRESH** and **CLOSE** buttons.

You can click  to open the **PATRON INFO** pop-up window that displays the patron code, home address, phone number, email address, registration expiration date, and notification preference. Additional user-defined fields (UDFs) appear in this box if they are selected for display in the patron services parameter **Check-out: Optional patron data**. The following additional fields do not appear in this box even if the parameter is set to display them: eReceipt option, Address check date, Birthdate, Last activity date, Phone 2, Phone 3, Registered branch, and Statistical class.



NASIR AZIZ 	
1229195400P46	
PATRON INFO - 370460	
PATRON CODE: REGULAR	
HOME ADDRESS: 896 OAK DRIVE SYRACUSE, NY 13210	
PHONE NUMBER: 3156642544	
EMAIL ADDRESS: ANAZIZ@GMAIL.COM	
EXPIRATION DATE: 7/31/2020	
NOTIFICATION OPTION: EMAIL ADDRESS	
VOTER REGISTRATION: 121231321231	
PRIVILEGES / RESTRICTIONS: MEETING ROOM	
ID NUMBER: ADPDA	

A summary bar displays the number of items out and overdue; the account balance; the number of lost and claimed items; the number of hold requests and held items; and the number of ILL requests and held ILL items.


You can click **More** to open a menu and go to one of the following views:


Note:

The **More** menu includes the ILL view if the Patron Record workform is displayed in a narrower window.

- Reading History
- Associations
- Notices
- Messages
- Blocks
- Notes
- Record Sets

The cursor is in the **Check out an item box**, where you can scan an item barcode to [check out the item](#) to the patron.

NASIR AZIZ 




1229195408668
RED ROCK LIBRARY


REGISTRATION


ACTIONS ▾


REFRESH


CLOSE


 BLOCKS


 NOTES


 Check Out (0)

 Out (1) / Overdue (1)


 Account (\$0.00)


 Claims (0) / Lost (0)


 Holds (3) / Held (1)


 ILL (0) / Held (0)


More ▾


 Reading History


 Associations

 Notices

 Messages

 Blocks

 Notes

 Record Sets

Patron Record - Registration Information

To [create a new patron record](#), click the **NEW PATRON** button or select **New | Patron record**. The Patron Registration view of the patron's record appears.

This view also appears when you click the **REGISTRATION** button on an existing patron's record. Use the navigation menu along the left of the workform to move to specific sections of the patron's registration information.

From this view, you can [update the patron's registration information](#), [renew a patron's registration](#), [copy registration information](#) to another patron's record, [merge the patron record](#) with another patron record, [secure \(or release\) the patron record](#), or [delete the patron record](#).

NASIR AZIZ

1229195408668

RED ROCK LIBRARY

REGISTRATION
 ACTIONS ▾

CLOSE

BLOCKS
 NOTES

Check Out (0)
 Out (1) / Overdue (1)
 Account (\$0.00)
 Claims (0) / Lost (0)
 Holds (3) / Held (1)
More ▾

Profile

Attributes

Email

Address

Phone/Fax

Notifications

Preferences

Password

Image

Misc. Info

Profile

<p>Barcode *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">1229195408668</div> <p>Former Barcode</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">2123121231</div> <p>Last Name *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Aziz</div> <p>First Name *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Nasir</div> <p>Middle Name</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"></div> <p>Title</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">(None) ▾</div> <p>Gender</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> N/A </div>	<p>Registered At *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Red Rock Public Library ▾</div> <p>Patron Code *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Regular ▾</div> <p>Date of Registration</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">7/31/2017</div> <p>Expiration Date *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">7/31/2020</div> <p>Birth Date</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">2/14/1989</div> <p>Statistical Class</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">(None) ▾</div>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SAVE

RENEW

COPY

MERGE

DELETE

SECURE

Patron Record - Library Account Information

When you open an existing patron record, the [Check Out](#) view appears where you can check out items to the patron. To go to other views, click one of these tabs: [Out/Overdue](#), [Account](#), [Claims/Lost](#), [Holds/Held](#), or [ILL/Held](#).


Note:
The **ILL/Held** option may be under the **More** menu if you are viewing Leap in a narrower window or screen.

Or, from the **More** menu, select: [Reading History](#), [Associations](#), [Notices](#), [Messages](#), [Blocks](#), or [Notes](#).

Patron Record - Record Sets View

To see the record sets to which the patron record belongs, select **More | Record Sets**. You can click on a record set in the list to open the [Patron Record Set workflow](#).

NASIR AZIZ



1229195408668

RED ROCK LIBRARY

BLOCKS

NOTES

REGISTRATION

ACTIONS

C

CLOSE

Check Out (0) Out (1) / Overdue (1) Account (\$0.00) Claims (0) / Lost (0) Holds (3) / Held (1)

Record Sets

Filter record sets

NAME	OWNER	TOTAL RECORDS	CREATION DATE	NOTE
13210 zip code	Community Library	33	4/17/2017	

View, Edit, or Renew an Existing Patron's Registration

To view or edit an existing patron's registration information or renew the patron's registration:

1. Scan a patron's barcode or [search for the patron](#).

The [Patron record](#) appears.

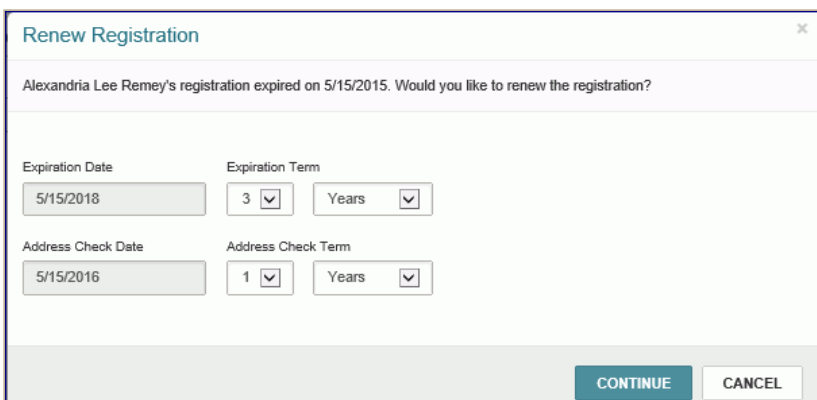
2. Click **REGISTRATION**.

The Patron record | Registration view appears.

3. To go to different sections of the patron record, select an item from the [left navigation menu](#).

4. To edit the patron's registration information, type the text or select options, and click **SAVE**. See [Register a New Patron](#) for information on the registration fields.

5. To renew the patron's registration, click **RENEW** to open the Renew Registration box.



The screenshot shows a 'Renew Registration' dialog box. At the top, it says 'Alexandria Lee Remey's registration expired on 5/15/2015. Would you like to renew the registration?'. Below this, there are two rows of input fields. The first row is for 'Expiration Date' (5/15/2018) and 'Expiration Term' (3 Years). The second row is for 'Address Check Date' (5/15/2016) and 'Address Check Term' (1 Year). At the bottom right, there are 'CONTINUE' and 'CANCEL' buttons.

6. To specify the renewal expiration and address check date, you can enter a length of time or an exact date:
 - Enter a number and select **Years** or **Months**.
 - Select **Exact Date**, and select a date from the calendar.

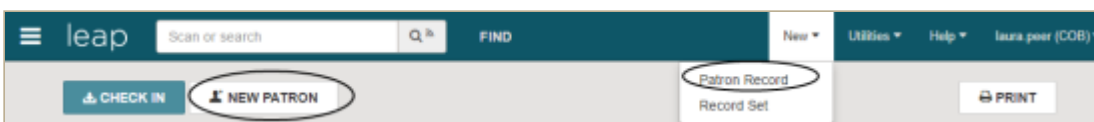
Register a New Patron

To register a new patron:

Tip:

You can also [copy a patron record](#) to register a new patron.

1. Select **New | Patron Record** or click the **NEW PATRON** button.



The Patron Registration page appears with the Profile view selected.

Tips:

Required fields are marked with an asterisk.

You can use the vertical scroll bar to scroll through the sections of the Patron Registration page.

Or, to quickly go to a section of page, select an option in the left navigation bar.

2. In the Profiles section, enter the following information:

- a. Scan the patron's barcode in the **Barcode** box, or type the barcode.

Note:

If the patron was registered previously and had a library card with a barcode, enter the old barcode number in the **Former barcode** box.

- b. Type the patron's last name (at least one character) in the **Last name** box.

Tip:

Do not use spaces when typing compound last names. For example, type MacDonald

(instead of Mac Donald).

- c. Type the first name in the **First Name** box
 - d. Type the middle name in the **Middle Name** box.
 - e. Select the patron's title in the **Title** box.
 - f. Type the patron's suffix (such as Sr., Jr., II, or Ph.D.) in the **Suffix** box.
 - g. Select the patron's registration branch in the **Registered At** box.
 - h. Select the patron's code in the **Patron Code** box.
 - i. Click/tap in the **Expiration Date** box to open a calendar, and select the date that the patron's registration will expire.
 - j. Click/tap in the Birth Date box to open a calendar, and select the patron's birth date.
 - k. Select a statistical class for the patron.
 - l. Select **Male**, **Female**, or **N/A** under Gender.
3. Select **Attributes** in the navigation bar to go to the Attributes section, and enter additional information in the user-defined and custom data fields that your library has set up. For more information on user-defined and patron custom data fields, see the Polaris staff-client online Help.

The screenshot shows the 'Attributes' section of the Polaris staff-client interface. On the left is a navigation bar with icons and labels for Profile, Attributes (selected), Email, Address, Phone/Fax, Notifications, Preferences, Password, and Image. The main content area is titled 'Attributes' and contains several input fields and checkboxes. The fields include: ID Number, Privileges / Restrictions, Voter Registration, Collection Use Only (a dropdown menu currently showing '(None)'), Not Currently In Use, Parent/Guardian (a text box with a note 'This field is required if the patron is a juvenile'), Parent/Guardian birth date, License number, and New PCDF (a checkbox). There is also a checkbox for 'Restricted patron'.

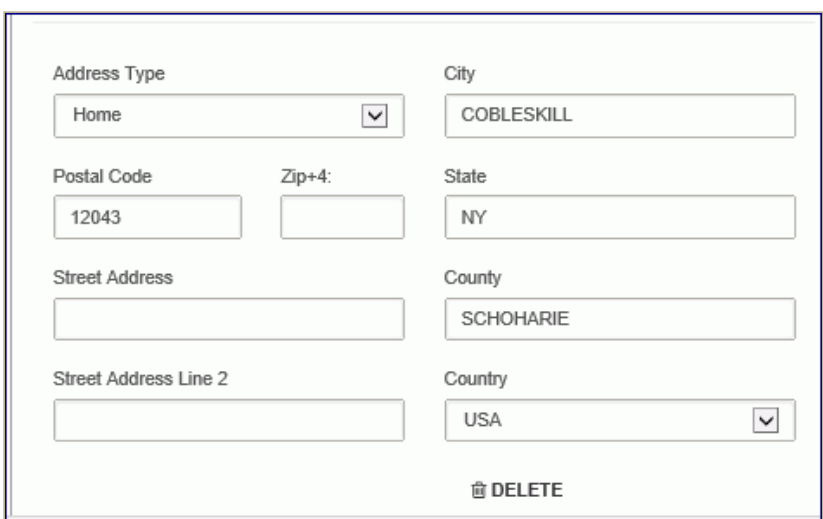
4. Select **Email** in the navigation bar to go to the Email view, and enter the patron's email address and alternate email address (if applicable).

The screenshot shows the 'Email' section of the Polaris staff-client interface. The navigation bar on the left has 'Email' selected. The main content area is titled 'Email' and contains two input fields: 'Email Address' and 'Alt Email Address'.

5. Select **Address** in the navigation bar to go to the Addresses section, and click the **ADDRESS** button to add the patron's address.

The screenshot shows the 'Addresses' section of the Polaris staff-client interface. The navigation bar on the left has 'Address' selected. The main content area is titled 'Addresses' and contains a '+ ADDRESS' button, an 'Address Check Date' field (showing '5/12/2016'), and a 'Term' section with two dropdown menus (one showing '1' and the other 'Years').

The Address section expands.

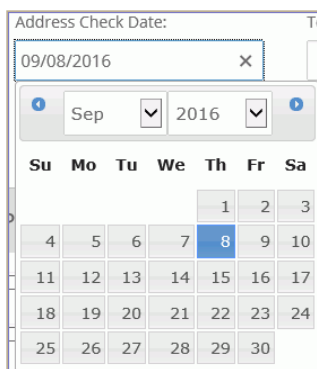


The expanded Address section form contains the following fields:

- Address Type:** A dropdown menu with "Home" selected.
- City:** A text box containing "COBLESKILL".
- Postal Code:** A text box containing "12043".
- Zip+4:** An empty text box.
- State:** A text box containing "NY".
- Street Address:** An empty text box.
- County:** A text box containing "SCHOHARIE".
- Street Address Line 2:** An empty text box.
- Country:** A dropdown menu with "USA" selected.
- DELETE:** A button with a trash icon and the text "DELETE".

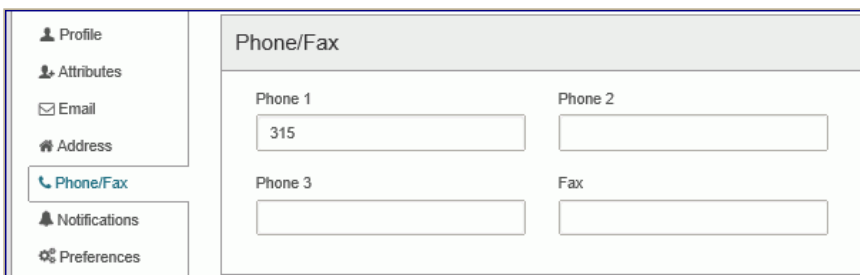
6. Enter the following information in the expanded Address section:

- Select an address type in the **Address Type** box.
- Enter the postal code in the **Postal Code** box. The **City**, **State**, and **County** boxes are filled in based on the postal code you entered. If these boxes are not automatically filled, you can type the city, state, and county.
- Type the patron's street address in the **Street Address** and, if necessary, the **Street Address Line 2** boxes.
- Click/tap in the **Address Check Date** box, and select a date when the patron's address should be checked. Or, under **Term** select a number and select **Years** or **Months**. The address check date changes when you select a term.



The Address Check Date calendar shows the date 09/08/2016. The calendar is for September 2016, with the 8th of the month highlighted in blue. The days of the week are labeled Su, Mo, Tu, We, Th, Fr, Sa.

7. Select **Phone/Fax** in the navigation bar and enter the patron's phone number(s) and fax number (if applicable).



The Phone/Fax section form contains the following fields:

- Phone 1:** A text box containing "315".
- Phone 2:** An empty text box.
- Phone 3:** An empty text box.
- Fax:** An empty text box.

8. Select **Notification Settings** to go to the Notification Settings section.

9. In the Notification Settings section, select from the following options:

- Select the address type to which notices will be sent. The addresses must be entered in the Addresses section to appear in this list. For example, if you specified a home address, it is listed as **Home**.
- Select the electronic receipt option in the **eReceipt Option** box.
- Select the notification option to use in the **Notification Option** box.
- If an additional text message notice will be sent to the patron, select the following options:
 - Select the **Additional TXT Notice** box
 - Select the phone (1, 2, or 3) to which text messages will be sent in the **Text Messaging Phone** box.
 - Select the wireless carrier in the **Wireless Carrier** box.

10. Select **Preferences** to go to the Preferences section.

11. In the Preferences section, select the check boxes that indicate the patron's preferences:

- Under Exclude from Notices and Reminders, select the notice and reminder types that the patron does not want to receive.
- If the patron speaks a language other than English, select it in the Language box.
- Select the other applicable preference check boxes.

12. In the **Password** section, enter the patron's password and re-enter it to confirm it in the **Password (Confirm)** box.

If the passwords do not match, the Password (Confirm) box has a red border.

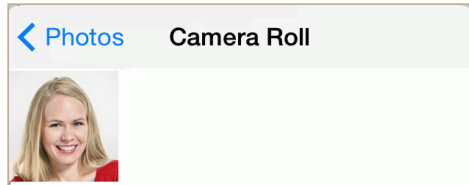
13. To save a patron's picture in the record, go to the Patron Image section, and do the following steps:

Note:

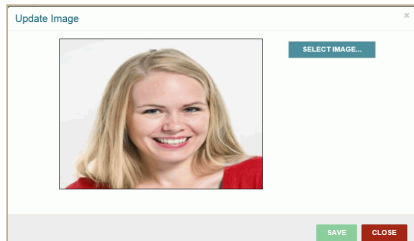
To take a new patron photograph from a workstation, a webcam must be installed. If you are

running Leap on an iPad, you can use the iPad camera.

- a. Select **UPDATE IMAGE**.
- b. Click/tap **SELECT IMAGE** and select one of the following options:
 - **TAKE PHOTO** - The camera opens. Take the patron's photo and select Use Photo to use the image as it was captured. You can select Retake to take a new photograph.
 - **CHOOSE EXISTING**- Browse and select the existing patron photo. On an iPad, you can select the picture from the Camera Roll.



The picture is displayed in the Update Image view.



- c. Select **SAVE** to save the patron's picture.
 - d. Select **CLOSE** to close the Update Image box and return to the patron's record.
14. Select **SAVE** to save the new patron record.

If no similar patron records are found, the new patron record is saved.

If potential duplicate patron records are found in the database, a Record Not Saved dialog box opens listing the potential duplicates.

Note:

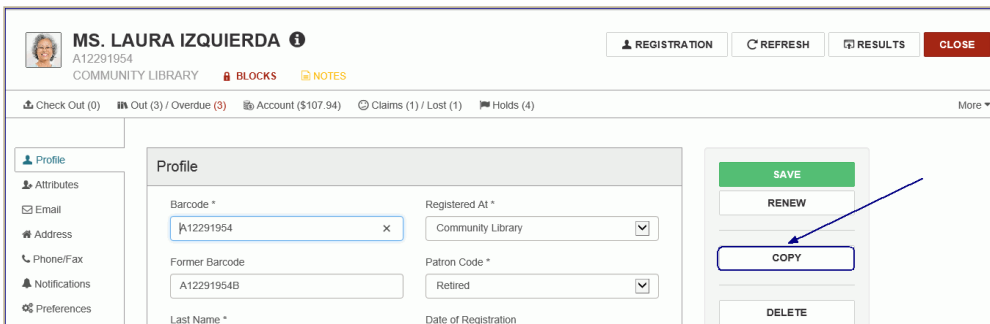
You can update the photo by replacing it, or if you want to delete the photo, select it and select **DELETE**.

Copy an Existing Patron Record

You can copy a patron's registration information when registering a new patron who has similar information, such as a family member.

To copy a patron's registration:

1. Open the patron record that you want to copy.
2. Click **REGISTRATION** to go to the Registration view.
3. Click **COPY**.



The screenshot shows the 'MS. LAURA IZQUIERDA' patron record. The top navigation bar includes 'REGISTRATION', 'REFRESH', 'RESULTS', and 'CLOSE'. Below this, there are tabs for 'Check Out (0)', 'Out (3) / Overdue (3)', 'Account (\$107.94)', 'Claims (1) / Lost (1)', and 'Holds (4)'. The main content area is divided into a sidebar and a main panel. The sidebar contains links for 'Profile', 'Attributes', 'Email', 'Address', 'Phone/Fax', 'Notifications', and 'Preferences'. The main panel has a 'Profile' tab selected, showing fields for 'Barcode *' (A12291954), 'Registered At *' (Community Library), 'Former Barcode' (A12291954B), 'Patron Code *' (Retired), 'Last Name *', and 'Date of Registration'. On the right side of the main panel, there is a vertical menu with buttons: 'SAVE' (green), 'RENEW', 'COPY' (highlighted with a blue arrow), and 'DELETE'.

The patron record is copied and the Patron Registration page displays with the name **Patron Registration 1**. Many field values are copied to the new patron record.

4. Enter the patron's name, barcode, and other information.
5. Click **SAVE** to save the new patron record.

Field values and settings copied to the new patron record.

Profile view

- Last name
- First name
- Middle name
- Title
- Suffix
- Registered Branch
- Patron Code
- Expiration Date
- Birth Date
- Gender

Patron Registration 1

Profile
Attributes
Email
Address
Phone/Fax
Notifications
Preferences
Password
Image

Profile

Barcode *	Registered At *
<input type="text"/>	Community Library
Former Barcode	Patron Code *
<input type="text"/>	Retired
Last Name *	Date of Registration
Izquierda	3/27/2015
First Name *	Expiration Date *
Laura	10/4/2018
Middle Name	Birth Date
<input type="text"/>	12/1/1955
Title	Statistical Class
(None)	Cobleskill-Town
Gender *	
<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> N/A	
Suffix	
<input type="text"/>	

Attributes view

All field values are copied if defined: five user-defined fields (UDFs) and the patron custom data fields (PCDFs) the library uses.

Attributes

ID Number	Privileges / Restrictions
<input type="text"/>	<input type="text"/>
Voter Registration	Library Use Only
Yes	(None)
Not Currently In Use	Parent/Guardian
<input type="text"/>	<input type="text"/>
Parent/Guardian birth date	<input type="checkbox"/> Restricted patron
<input type="text"/>	
License number	<input type="checkbox"/> New PCDF
122145454	

Email view

- Email Address
- Alt Email Address

Email

Email Address	Alt Email Address
<input type="text" value="lizquierda@gmail.com"/>	<input type="text"/>

Addresses view

- All addresses
- Address Check Date

Addresses

Address Type

Home

City

SYRACUSE

Postal Code

13210

Zip+4:

State

NY

Street Address

101 E. Main Street

County

ONONDAGA

Street Address Line 2

Country

USA

DELETE

ADDRESS

Address Check Date

8/28/2016

Term

1

Years

Phone/fax view

- Phone 1,2,3
- Fax

Phone/Fax

Phone 1

315-512-5555

Phone 2

Phone 3

Fax

Notification Settings view

All field values and settings are copied.

Notification Settings

Notices Address

Home

eReceipt Option

(None)

Notification Option

TXT Messaging

Additional TXT Notice

Text Messaging Phone

Phone 1

Wireless Carrier

Verizon

Preferences view

All field values and settings are copied.

Preferences

Exclude from Notices and Reminders

☐ Overdue

☐ Hold

☐ Billing

☐ Almost Overdue/Auto-Renew

☐ Patron Record Expiration

☐ Inactive Patron

Language

English

☒ Maintain Reading History

☐ Do Not Delete Record

☐ E-mail Notices in Plain Text

☐ Exclude from Collection Agency

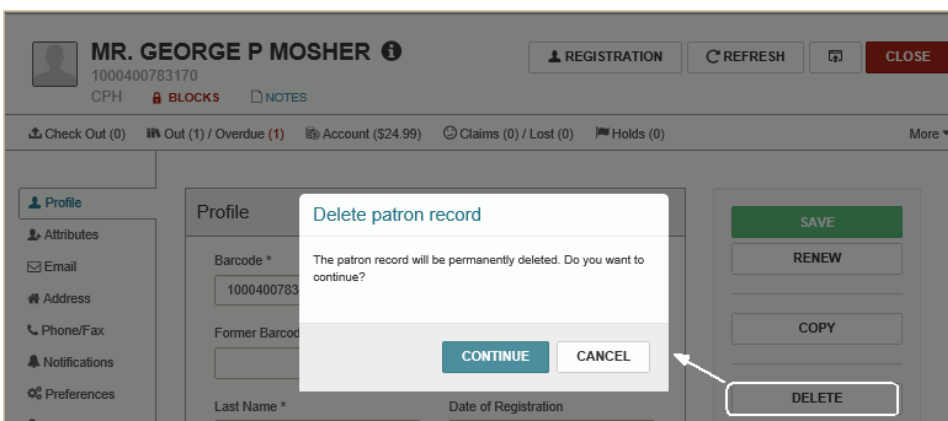
Delete a Patron Record

When a user attempts to delete a patron record in Leap, the same permissions and blocking conditions are checked as with the Polaris ILS. For information about the blocking conditions that prevent deletion of patron records, and the permissions required to delete patron records, see the Polaris ILS online Help.

To delete a patron record from Leap:

1. Open the patron record.
2. Choose **DELETE**.

A confirmation message appears.



3. Select **CONTINUE** to delete the patron record.

If there are any conditions that prevent the patron record from being deleted, a message (or messages) is displayed.

Add a New Associated Patron

To add a new associated patron to a patron’s record:

- 1. Open the patron record.
- 2. Select **More | Associations**.

The Associations view opens.

Check Out (0)Out (12) / Overdue (12)Account (\$14.00)Claims (2) / Lost (0)Holds (5)Associations

New AssociationEditDeleteBlockUnblockAllowDisallowFilter Associations

		PATRON BARCODE	PATRON NAME	BRANCH	NOTE	BLOCK ME	ALLOW ME
<input type="checkbox"/>	!	1004300052868	Elena C Acosta	Amsterdam Free Library		Yes	
<input type="checkbox"/>		1001900123289	Genie R Ozolins	Community Library		Yes	Yes
<input type="checkbox"/>		1001900162725	Brandon S Surento	Community Library			Yes

- 3. Click **New Association**.

The area below the button expands.

Scan or enter patron barcodFIND TOOL

Associated Patron(s)

☐ Block me if these patron records are blocked.
☐ Allow me to pick up holds for these patrons.

Note

ADD

CANCEL

		PATRON BARCODE	PATRON NAME	BRANCH	NOTE	BLOCK ME	ALLOW ME
<input type="checkbox"/>	!	1004300052868	Elena C Acosta	Amsterdam Free Library		Yes	

- 4. Scan the patron’s barcode, or choose **FIND TOOL** to search for and choose the patron.

The patron’s barcode and name are displayed in the expanded area.

- 5. To add an optional note, type a note in the **NOTE** box.
- 6. If applicable, choose additional patrons to associate with the displayed patron record.
- 7. To block the patron if the associated patron is blocked, choose **Block me if these patron records are blocked**.
- 8. To allow the patron to pick up held items for the new associated patron, choose **Allow me to pick up holds for these patrons**.
- 9. Click **ADD** to add the associated patron(s).

The new associated patron or patrons appear in the associations list.

Edit a Patron Association

To edit a patron association:

- 1. Open the patron record.
- 2. Select **More | Associations** in the summary bar.

The Associations view is displayed.

The screenshot shows the 'Associations' view for Sarah R Acosta. At the top, there's a header with her name, ID (1001900144202), and library (COMMUNITY LIBRARY). Below this, a summary bar shows various statistics: Check Out (0), Out (1) / Overdue (1), Account (\$0.00), Claims (2) / Lost (0), and Holds (2). A row of action buttons includes 'New Association', 'Edit', 'Delete', 'Block', 'Unblock', 'Allow', and 'Disallow'. A table lists the associations:

<input type="checkbox"/>	PATRON BARCODE	PATRON NAME	BRANCH	NOTE	BLOCK ME	ALLOW ME
<input type="checkbox"/>	1001900122877	Rebekah E Falotico	Community Library			Yes
<input type="checkbox"/>	1004300052888	Elena C Acosta	Amsterdam Free Library			Yes
<input type="checkbox"/>	1001900123289	Genie R Ozolins	Community Library		Yes	Yes
<input type="checkbox"/>	1001900162725	Brandon S Sureto	Community Library			Yes

- 3. Select the check box next to the associated patron you want to modify, and choose **EDIT**.

This screenshot is similar to the previous one, but with a blue arrow pointing to the 'Edit' button in the action bar. In the table, the checkbox next to the association for Elena C Acosta (barcode 1004300052888) is now checked.

The area below the button displays the settings for the associated patron.

The screenshot shows the settings form for the selected patron association. It has a header with the same action buttons as before. Below, there's a section for 'Associated Patron' with a dropdown menu showing '1004300052888 : Elena C Acosta'. To the right is a 'Note' text area. At the bottom, there are two checkboxes: 'Block me if this patron record is blocked.' and 'Allow me to pick up holds for these patrons.' Below these are 'SAVE' and 'CANCEL' buttons.

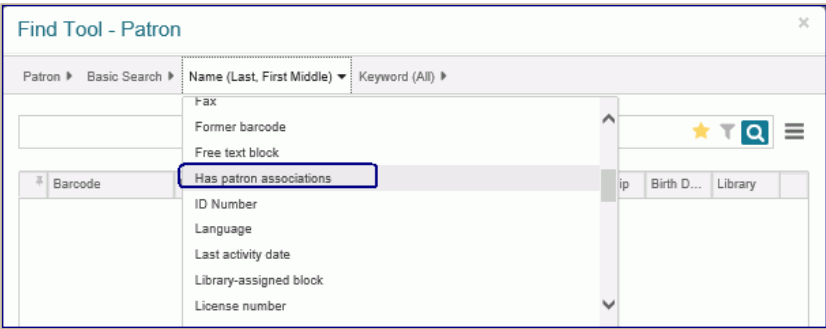
- 4. Select **SAVE**.

The patron association is modified.

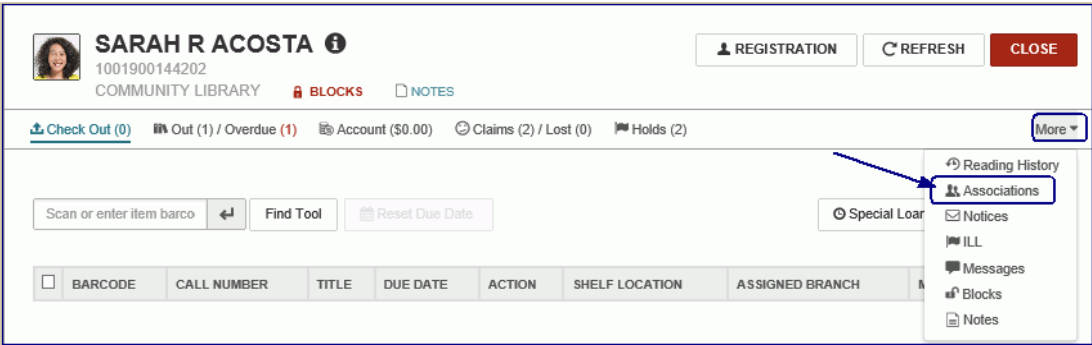
Viewing and Modifying Patron Associations

You can create associations between two or more patron records so that when one record is open, all associated patron records are conveniently accessible. For example, you might associate all members of a family, so when checking out items to parents, you can quickly renew items or pay fines for their children. Depending on your library's default settings in Polaris Administration, patrons may be blocked when their associated patrons are blocked, and/or they may be allowed to [check out items for their associated patrons](#).


To find patron records that have associations, you can limit patron searches in the Find Tool using the qualifier **Has patron associations**.



To see the associated patrons, select **More | Associations**.



If the patron has any associations, the Associations view displays a list. From this view, you can: add a new associated patron; go to the associated patron's record; edit a patron association; or delete an association.



SARAH R ACOSTA ⓘ
1001900144202
COMMUNITY LIBRARY

REGISTRATION

REFRESH

CLOSE

BLOCKS

NOTES

Check Out (0)
Out (1) / Overdue (1)
Account (\$0.00)
Claims (2) / Lost (0)
Holds (2)

Associations ▾

New Association
Edit
Delete
Block
Unblock
Allow
Disallow

Filter Associations

<input type="checkbox"/>	PATRON BARCODE	PATRON NAME	BRANCH	NOTE	BLOCK ME	ALLOW ME
<input type="checkbox"/>	1001900122877	Rebekah E Falotico	Community Library			Yes
<input type="checkbox"/>	1004300052888	Elena C Acosta	Amsterdam Free Library			Yes
<input type="checkbox"/>	1001900123289	Genie R Ozolins	Community Library		Yes	Yes
<input type="checkbox"/>	1001900182725	Brandon S Sureto	Community Library			Yes

When you select a patron in the list, the active buttons correspond to actions that are possible for the selected patron. To select all the associated patrons, select the check box in the header line. The active buttons correspond to actions that are possible for all the selected patrons.

New Association
Edit
Delete
Block
Unblock
Allow
Disallow

Filter Associations

<input type="checkbox"/>	PATRON BARCODE	PATRON NAME	BRANCH	NOTE	BLOCK ME	ALLOW ME
<input type="checkbox"/>	1001900122877	Rebekah E Falotico	Community Library			Yes
<input type="checkbox"/>	1004300052888	Elena C Acosta	Amsterdam Free Library			Yes
<input checked="" type="checkbox"/>	1001900123289	Genie R Ozolins	Community Library		Yes	Yes

See also:

- [Add a New Associated Patron](#)
- [Edit a Patron Association](#)
- [Delete a Patron Association](#)

Delete a Patron Association

To edit a patron association:

1. Open the patron record.
2. Select **More | Associations** in the summary bar.

The Associations view is displayed.

3. Select the check box next to the associated patron you want to delete and choose **Delete**.

A message box opens.

4. Select **CONTINUE** to delete the patron association. This does not delete the patron record, only the association between the records.

You are here: Patron Notes

Viewing and Modifying Patron Notes

The patron Notes view displays existing non blocking notes and blocking notes. You can add notes, edit existing notes, and delete notes from this view. To see patron notes, select **More | Notes**. If the **NOTES** button is yellow, the patron record contains notes. You can click on the information icon to see the note creator and the date and time the note was added or updated.

The screenshot shows the Patron Notes interface for Harold T Smythe. At the top, there's a header with the patron's name, ID (12291954022100), and library (COMMUNITY LIBRARY). There are buttons for REGISTRATION, REFRESH, and CLOSE. Below the header, a status bar shows various account metrics: Check Out (0), Out (0) / Overdue (0), Account (\$10.50), Claims (1) / Lost (0), Holds (0) / Held (0), and ILL (0) / Held (0). A Notes dropdown menu is visible. The main area is divided into two columns: NON-BLOCKING NOTES and BLOCKING NOTES. The NON-BLOCKING NOTES column has a tooltip showing the creator (LAURA.PEER) and status date (6/15/2017 4:31:30 PM). An UPDATE NOTES button is at the bottom right.

See also:

- [Add a Patron Note](#)
- [Delete a Patron Note](#)

Add a Patron Note

To add a patron note:

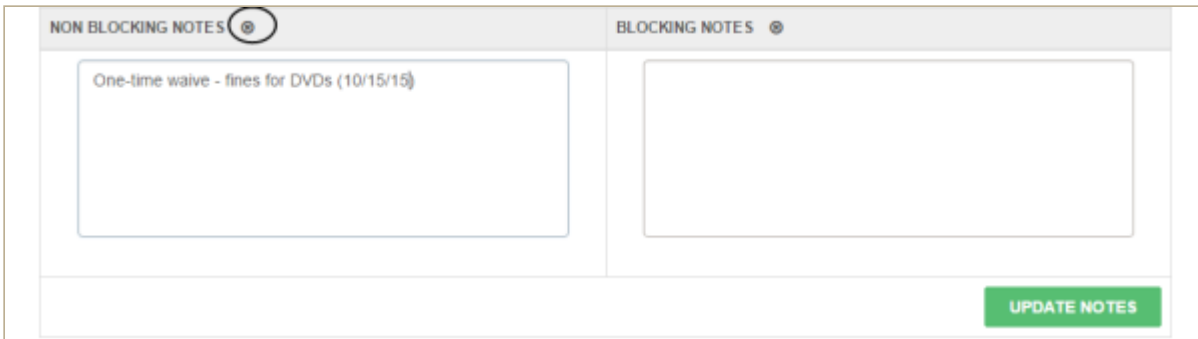
1. Open the patron record, [Notes view](#).
2. Type notes in the **NON BLOCKING NOTES** or **BLOCKING NOTES** box.
3. Click **UPDATE NOTES**.

The notes are updated.

Delete a Patron Note

To delete a patron note:

1. Open the patron record, Notes view.
2. Select the note you want to delete, and choose the delete button above the note.



The screenshot shows a web interface for managing patron notes. It is divided into two main sections: 'NON BLOCKING NOTES' and 'BLOCKING NOTES'. The 'NON BLOCKING NOTES' section is active, indicated by a circled icon. It contains a single note: 'One-time waive - fines for DVDs (10/15/15)'. The 'BLOCKING NOTES' section is currently empty. At the bottom right of the interface is a green button labeled 'UPDATE NOTES'.

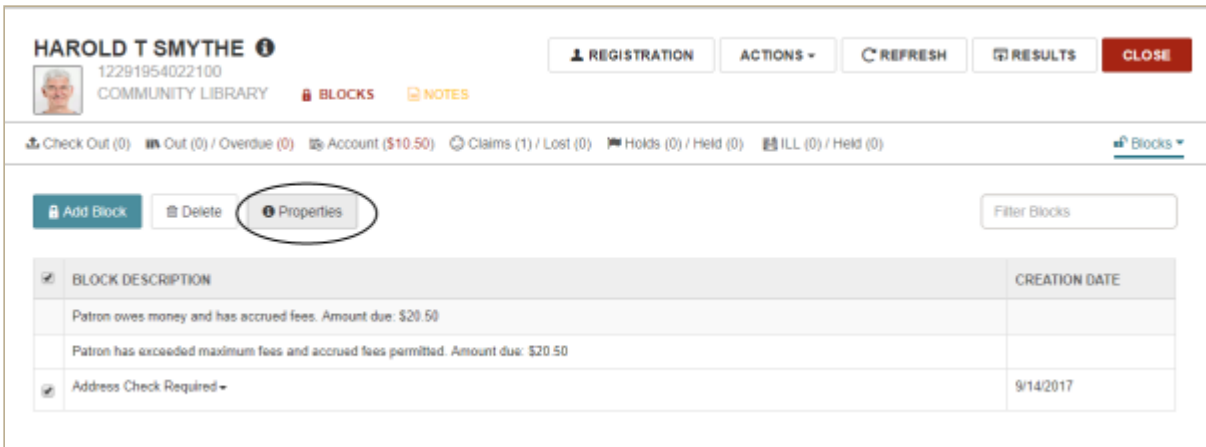
The note no longer appears.

3. Select **UPDATE NOTES** to save your changes.

Viewing and Modifying Patron Blocks

The **BLOCKS** icon is a red closed lock if the patron has blocks that prevent circulations or a green open lock if the patron has no blocks. To see a patron's blocks, click the **BLOCKS** icon or select **More | Blocks**. The blocks are listed with the block description and creation date.

To view more details about a library-assigned or free-text block, select the block in the list, and click **Properties**.



The Block Properties window displays the user name of the staff member who created the block; the date the block was created; the sign-in branch for the staff member who created the block; the workstation where the block was created; and the staff member who modified the block and the date modified (if the block was modified).



See also:

- [Add a Patron Block](#)
- [Delete a Patron Block](#)

Add a Patron Block

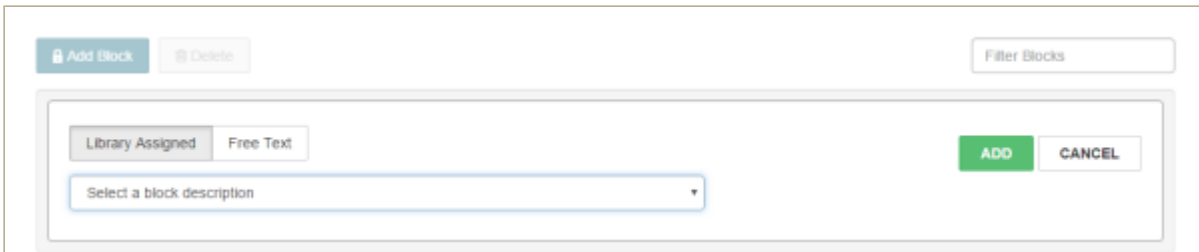
To add a patron block:

1. Open the patron record, [Blocks view](#).

The list of blocks (if any) is displayed.

2. Click **Add Block**.

The area under the button expands.

The screenshot shows a web interface for adding a patron block. At the top, there are two buttons: 'Add Block' (highlighted in blue) and 'Delete' (disabled). To the right is a 'Filter Blocks' input field. Below these is a large, light-gray bordered box. Inside this box, on the left, are two tabs: 'Library Assigned' (selected) and 'Free Text'. Below the tabs is a dropdown menu with the text 'Select a block description' and a downward arrow. On the right side of the box, there are two buttons: 'ADD' (green) and 'CANCEL' (white with a gray border).

3. Add a library-assigned or free text block as follows:

- To add a library assigned block, choose **Library Assigned** and choose the block description from the list box.
- To add a free text block, choose **Free Text**, and type the free text block in the box provided.

5. Click **ADD**.

The block is added to the list.

Delete a Patron Block

You can delete patron blocks that are not system-generated, provided you have the appropriate permissions. If you have permission to remove collection agency blocks, you can also delete these.

To delete a patron block:

1. Open the patron record.
2. Select **BLOCKS**.

The [blocks list](#) appears.

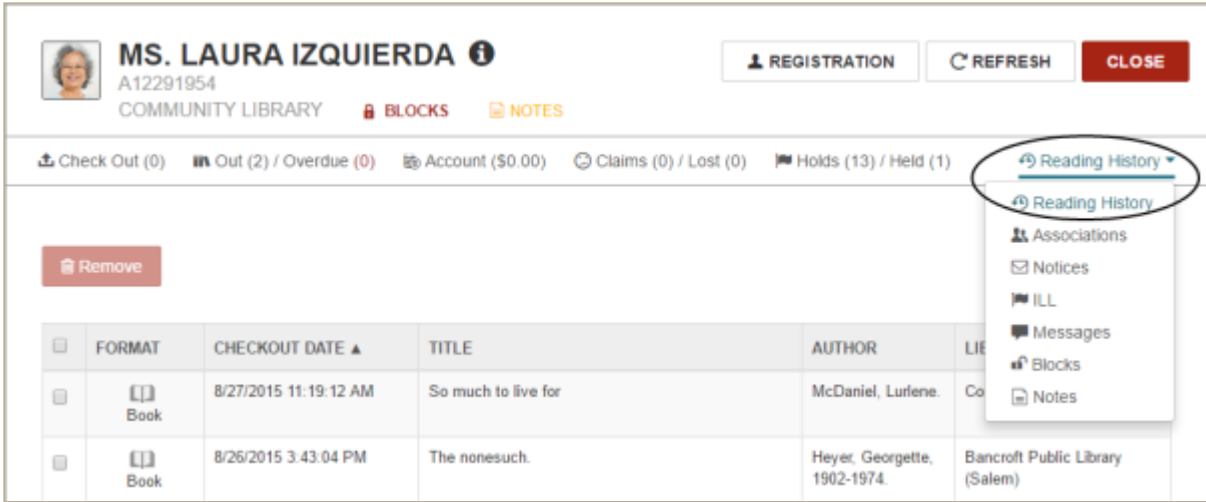
3. Select one or more blocks in the list, and choose the delete (trashcan) button.

The selected patron blocks are deleted.

Viewing and Modifying a Patron's Reading History

You can view a patron's reading history if the library maintains reading histories for its patrons and the Maintain Reading List option is selected in the patron's registration preferences.

To view a patron's reading history, open the patron's record and select **More | Reading History**.



See also: [Remove an Item from a Patron's Reading History](#)



3. ITEM RECORDS

You are here: [Records and Record Sets Displayed in Leap Workforms](#) > Item Record

Item Record


If you have the required permissions set in Polaris Administration, you can [search](#) for, access, [copy](#), [create](#), and [modify](#) item records in Leap.

The settings that apply to item records in the Polaris staff client (such as the loan period, item home branch, and hold limited to) are also applied to item records displayed in Leap.

When you open an item record, it is displayed in the Item Record workform.

Item Record ⓘ

SAVE **ACTIONS** ▾ **LINKS** ▾ **REFRESH** **RESULTS** **CLOSE**

 **Euphoria : a novel**
By King, Lily, author.

Barcode: 1229195499 ☐ ILL ☐ Non-circulating ☐ eContent ☒ Display in PAC

Call number: Record status: Final Issue:

Collection: Adult Fiction Bib control number: 1291283 Issue control number:

Shelf location: None Parent item: Price: \$18.50

Owning branch: Community Library Assigned branch: Community Library Circulation status: In | 6/13/2016 11:44:11 AM

Details | Circulation | Controls | Blocks and Notes | History | Statistics | Record Sets | More ▾

Barcode: 1229195499 Owning Branch*: Community Library (br) ▾ Bib Control Number*: 1291283 **FIND**

Collection: Adult Fiction (ADF) ▾ Assigned Branch*: Community Library (COB) ▾ Parent Item:

Shelf Location: (None) ▾ Price: \$18.50 ☐ Non-circulating

Temporary Location: Circulation Status: In ▾ ☒ Display in PAC

The Item Record workform header displays the following information:

- The Information icon and Properties window - When you hover over the icon, the Properties window displays the following information:
 - Item Record ID
 - Barcode
 - Record Status
 - Creator
 - Creation Date
 - Modifier
 - Modification Date
 - First Available Date
- The book jacket image (if one is associated with the item record)
- Title and author
- Barcode
- Call number
- Collection

- Shelf location
- Owning branch
- ILL, eContent, Non-circulating, and Display in PAC check boxes - A check indicates the option is active. For example, a check box in Display in PAC means the item appears in the Polaris PowerPAC and Mobile PAC.
- Record status
- Bib control number - You can click the link to go to the bibliographic record.
- Parent item
- Assigned branch
- Issue control number
- Price
- Circulation status

The **ACTIONS** menu includes the following options:

- [Check In](#)
- [Place Hold](#)
- [Copy](#)
- [Delete](#)
- [Add to New Record Set](#)
- [Add to Existing Record Set](#)

The **LINKS** menu provides links to:

- [Holds Queue](#)

The bottom part of the page changes depending on the selected view: [Details](#), [Circulation](#), [Controls](#), [Blocks and Notes](#), [History](#), [Statistics](#), [Record Set](#), [Notices](#), or [Source and Donor](#). If there are blocks or notes associated with the item record, the Blocks and Notes icon appears in red.

Note:

If you use the Find Tool to access a record in Leap, a **RESULTS** button is displayed in the record header. Select **RESULTS** to return to the Find Tool results. This button does not display if you opened the record from a quick search or from a list view.

Item Record - Details View

If you have permission to modify item records, you can use the Details view to [change the item record's header information](#).

Details Circulation Controls Blocks and Notes History Statistics Record Sets More ▾		
Barcode 1229195499	Owning Branch* Community Library (br)	Bib Control Number* 1291283 FIND
Collection Adult Fiction (ADF)	Assigned Branch* Community Library (COB)	Parent Item
Shelf Location (None)	Price \$18.50	<input type="checkbox"/> Non-circulating
Temporary Location	Circulation Status In	<input checked="" type="checkbox"/> Display in PAC

Item Record - Circulation View

The Circulation view of the Item Record displays circulation information for the item.

Details <u>Circulation</u> Controls Blocks and Notes History Statistics Record Sets More ▾		
Due date:	Current borrower:	Check-out date:
Renewals taken: 0	Loaning branch:	Original due date:
Renewals limit: 0	Held for:	
Renewal date:	Held at:	
Last location	Last use	In-transit/Transferred
Check-in at: Community Library	Borrower: 1000600712177	From:
Ch-in date: 6/13/2016 11:44:11 AM	Loaning branch: Community Library	Sent:
Wkstn/user: Peerflaura.peer	Circ date: 11/11/2015 3:12:26 PM	To:
		Received:

Item Record - Controls View

The Controls view of the Item Record displays controls or settings for the item.

Details
Circulation
Controls
Blocks and Notes
History
Statistics
Record Sets
More

Material Type *
Book
Loan Period *
Standard
Renewal Limit *
0

Statistical Code
(None)
Fine Code *
Book
Home Branch *
Community Library (COB)
Do not float

Call Number Scheme *
Dewey Decimal
Cutter
Volume

Prefix
Suffix
Copy

Classification
Name of Piece

☒ Loanable outside system
☐ Do not mail to patron
☒ Holdable

Hold Limited To:
☐ Pickup at

☐ Patrons from this library and branches
☐ Patrons from this branch only
☐ Preferred borrowers

Item Record - Blocks and Notes View

The Blocks and Notes view displays blocks and notes associated with the item.

Details
Circulation
Controls
Blocks and Notes
History
Statistics
Record Sets
More

Library Assigned Block
(None)

Free Text Block

System Block

Public Note

Non-Public Note

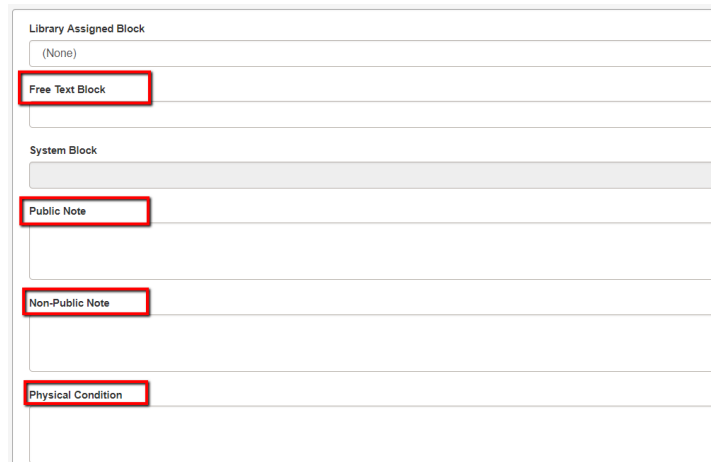
Physical Condition

Special Item Check-In

Item Record - History View

Notes Procedure

Please make sure when adding a note into an item record that the note is necessary and in the appropriate spot. Below you will find a breakdown of the different note and block fields and what information is appropriate for each.



Public Notes

Only the owning library is permitted to enter comments in the public notes field and only if it will be helpful to the general public as any information entered in this field will appear on TRACpac for all patrons to see. No information that is already in the bibliographic record should be added to this field. Only pertinent information to patrons regarding the owning library's item should be placed in the public notes field. If the information applies to all items associated to the bib record it should not be entered in this field. Here are examples of suitable and unsuitable notes for the public notes field:

Suitable Public Notes:

- Map is missing from this book
- Workbook can be found on shelves under 722.538

Unsuitable Public Notes:

- Newbery award winner (this information applies to all the items in the bib record)
- Level 3 (this information would be better suited in the suffix field)
- Give to Bob for cleaning (this information can appear under free text or physical condition)
- Cover is ripped (damaged notes belong in the free text block field)
- Softcover (this information is in the bib record)
- Please give to John Smith (no patron information should appear in this field)
- 8 cds (this information can go in the free text block field)

This note field does not pop up in Polaris when the item is checked in or out.

Non-Public Notes

Only the owning library is permitted to enter comments in the non-public notes field. This note does not show to patrons and will not pop up in Polaris when the item is checked in or out. This field is suitable for comments internal to the owning library regarding their item.

Physical Condition Notes

Only the owning library is permitted to enter comments in the physical condition field. This note will not show to patrons and will not pop up in Polaris when the item is checked in or out. Damaged notes should only go in the free text block.

Free Text Blocks

All libraries may use this field for damage notes, reminder notes, contents notes, etc. that they wish to alert the owning library or transacting library about. This note does not show to patrons but does pop up in Polaris when the item is checked in or out. If a transacting library receives an item that is damaged it is important to enter in a damaged note before checking the item out to a patron or returning the item to the owning library. When entering a damage note in the free text field please include your library's national code and the date the note was entered. If you are the transacting library do not delete notes that other libraries have placed. Only the owning library may delete notes from the item record when necessary.

The History view displays the transaction history for the items. You can click the patron ID to go to the [patron record](#) associated with the transaction.

DATE	ASSIGNED BRANCH	STATUS	ACTION	LOCATION	USER/WKS	PATRONID
6/13/2016 11:44:11 AM	Community Library	Out -> In	Checked in	Community Library	laura.peer/Peer-VW8	13550
3/18/2016 3:23:22 PM	Community Library	Out	Bill notice: Mail	Community Library	marycay.phelps/Phelps-VW8	13550
1/7/2016 11:41:09 AM	Community Library	Out	First overdue notice: Mail	Community Library	marycay.phelps/Phelps-VW8	13550
11/11/2015 3:12:27 PM	Community Library	In -> Out	Checked out	Community Library	laura.peer/Peer-VW8	13550
5/8/2015 12:14:47 PM	Community Library	In-Process -> In	Modified via Item Bulk Change	Community Library	laura.peer/Peer-VW8	
5/8/2015 12:12:43 PM	Community Library	In-Process	Created via Cataloging	Community Library	laura.peer/Peer-VW8	

Item Record - Statistics View

The Statistics view displays circulation and inventory statistics for the item.

Item Record - Record Sets View

The Record Sets view displays a table listing all the record sets to which the item record belongs. You can click on a record set to open it in the Item Record Set workform. When you close the Item Record Set workform, you are returned to this view. If you do not have the required permissions for the record set, an error message appears.

NAME	OWNER	TOTAL RECORDS	CREATION DATE	NOTE
In Items_20160606172648	laura.peer	271	6/6/2016	

Item Record - Notices View

To view the notices associated with this item, select **More | Notices**. The Notices view displays the date and time for the notices sent regarding this item.

Reminder:	1st overdue: 9/13/2017 11:39:14 AM	Bill:
	2nd overdue:	Hold:
	3rd overdue:	

Item Record - Source and Donor View

To view source and donor information, including import information for eContent items, select **More | Source and Donor**.

Details

Circulation

Controls

Blocks and Notes

History

Statistics

Record Sets

Source and Donor

Purchase Order

PO Release Date

Price

Invoice

First Available Date

2/8/2016 5:52:32 PM

Funding Source

Donor First Name

Middle

Last Name

Donor Organization

Import Date

Import Bib Control Number

Import Source

2/8/2016 5:52:32 PM

Vendor Account

Resource Group

OverDrive - Clark County

OverDrive - Clark County (Burnt Hills)

Modify an Item Record

If you have the required Polaris staff client permissions to edit item records, you can modify item records in Leap.

You can edit the following fields on the [Details view](#) of the Item Record workflow:

Note:

The following fields cannot be changed for electronic items: Non-circulating, Display in PAC, Barcode, Bib Control Number. The Find Tool is also disabled so you cannot search for and select a different bibliographic record.

- Barcode
- Collection
- Shelf Location
- Temporary Location
- Owning Branch
- Assigned Branch
- Price
- Circulation Status

Note:

If you change the item to an Unavailable status, and it is the last copy linked to that bib, you can uncheck the **Display in PAC** box on the Bibliographic Record workflow.

- Bib Control Number - Type a different bib control number or click **FIND** to search for and select a different bibliographic records.
- Parent Item
- Display in PAC

You can edit the following fields on the [Controls view](#) of the Item Record workflow:

- Material Type
- Loan Period
- Renewal Limit
- Statistical Code
- Home Branch
- Do not float
- Call Number Scheme
- Cutter
- Volume
- Prefix
- Suffix
- Copy
- Classification
- Name of Piece
- Loanable outside system

- Do not mail to patron
- Holdable
- To indicate limits on the holds, use the check boxes under Hold Limited To:
 - Pickup at this branch
 - Patron from this library and branches
 - Patrons from this branch only
 - Preferred borrowers

You can edit the following fields on the [Blocks and Notes view](#) of the Item Record workform:

- Library Assigned Block
- Free Text Block
- Public Note
- Non-Public Note
- Physical Condition
- Special Item Check-In

You can edit the following fields on the [Source and Donor view](#) of the Item Record workform if the item record was not created from a purchase order:

- Funding source
- Donor First Name
- Middle
- Last Name
- Donor Organization

View an Item's Notification History

To view the notice history for a specific item in the patron's Notices list:

1. Open the patron's record.
2. Select **More | Notices** to open the Notices view.

The Notices view is displayed.

3. Select a notice in the list to see the notification history. You can also select Item Record to [view the item's details](#).

Notification History					
Title: Breath, eyes, memory (large print) Material Type: Book					
NOTICE	METHOD	DATE	FROM	AMOUNT	STATUS
Almost overdue/Auto-renew reminder	Email	9/6/2014	COB		Email Completed
1st Overdue	Email	9/12/2014	COB		Email Completed
				ITEM RECORD	CLOSE

You are here: [Viewing, Renewing, and Modifying Items Out to a Patron](#) > View the Item Record from the Items Out List

View the Item Record from the Items Out List

To open the item record from the items out list:

1. Open the patron record.
2. Click the **Out/Overdue** tab.

The [patron's items out list](#) appears.

3. Select an item in the list.

The [Item Record](#) appears.

4. Click **CLOSE** to close the item record.

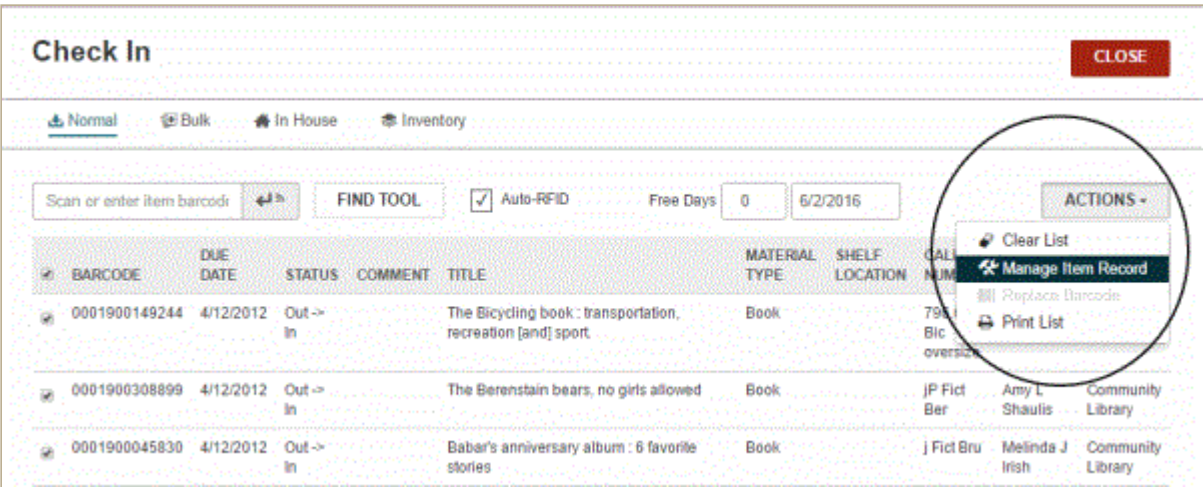
Change Item Information or Barcode During Check-In

When checking in items in Leap, staff members who have the appropriate **Manage item dialogs** Circulation permissions can edit specific fields for a single or multiple items, or replace the item barcode for a single item. These Circulation permissions allow staff members to modify certain fields at check in even if they do not have the Cataloging permissions necessary to modify all fields in item records.

If you have the required permissions, you can select one or multiple items and use the **Manage Item Record** option to change the collection, shelf location, material type, circulation status, non-public note, library assigned block, or free text block. The **Replace Barcode** option is available only when a single item is selected. For more information on these Circulation permissions, see Polaris staff client Help.

To modify items at check-in:

- 1. Select **CHECK IN**.
- 2. Select the check boxes next to the items you want to modify.
- 3. Select **ACTIONS** and choose **Manage Item Record** in the drop-down list box.



The Manage Item Record dialog box opens.

4. Select the check box for the item record field to modify.
5. Select the new value in the drop-down list box.
6. Select **OK**.

The message **Item record(s) updated successfully** appears if all the changes can be made to all the selected records. A transaction is added to the database for each changed item. In addition, the Item Record workform, History view displays a row for each change that was made to the item record, for example: **Assigned collection modified via Manage Item dialog from Check In.**

If one or more of the selected records cannot be changed, the following types of messages appear:

- **Locked item [barcode] cannot be modified from check-in.** This message appears if the item record is locked (open) in either the Polaris staff client or Leap.
- **Item [barcode] must be in and from this branch.** This message appears if the item status has been updated to a status of other than In but the Check In workform displays an In status, or the item's assigned branch has been changed but it still displays as the logged-on branch in the Check In workform.
- **Quick-circ item [barcode] cannot be modified from check-in.** This message appears if the item is a Quick-circ item.
- **ILL item [barcode] cannot be modified from check-in.** This message appears if the item was created via Polaris ILL.

To replace the item barcode for a single item:

Note:

The Replace Barcode option appears only when a single item is selected.

1. Check In an item.
2. Select the checked-in item in the list.
3. Select **ACTIONS** and choose **Replace Barcode** in the drop-down list box.

Check In

CLOSE

Normal

Bulk

Scan or enter item barcode

FIND TOOL

Free Days

0

9/18/2015

ACTIONS

BARCODE	DUE DATE	STATUS	COMMENT	TITLE	MATERIAL TYPE	SHELF LOCATION	CALL NUMBER	PAT
<input checked="" type="checkbox"/> 2221900248962	9/9/2015	Out -> In		Mystery of the flying express	Book		J First Dix #20	M loquaxrds

Clear List

Manage Item Record

Replace Barcode

The Replace barcode dialog box opens.

Replace barcode

×

Enter a new barcode for this item:

Mystery of the flying express

OK

CANCEL

4. Type the new barcode in the box, and choose **OK**.

The item's barcode is changed.



4. BIBLIOGRAPHIC RECORDS

Bibliographic Record

If you have the required permissions in Polaris Administration, you can search for and access bibliographic records in Leap. When you open a bibliographic record, it is displayed in the Bibliographic Record workform.

The screenshot shows the 'Bibliographic Record' workform. At the top, there's a title bar with a title icon and buttons: SAVE, ACTIONS, LINKS, REFRESH, RESULTS, and CLOSE. Below the title bar, the record details are displayed: 'Half of a yellow sun : a novel' by Adichie, Chimamanda Ngozi, 1977-. The control number is 665743, and the owner is QA-POLARIS 5.5 (sys). The record status is Final. There are checkboxes for 'Display in PAC' (checked), 'Do not overlay', 'Host', and 'ILL'. Below this, there's a navigation bar with tabs: Preview, Items, MARC, Headings, Statistics, Record Sets, and Resources. Under the Preview tab, there are sub-tabs: Brief, Full, and Availability. A dropdown menu shows 'English' and another shows 'Community Library'. The main content area displays the book cover for 'Half of a yellow sun : a novel' by Adichie, Chimamanda Ngozi, 1977-. The publisher is Alfred A. Knopf, 2006, and the description is 435 p.; 24 cm. A book icon with the year 2006 is also visible.

Bibliographic Record Workform - Header

The top part of the Bibliographic Record workform displays the header information that identifies the bibliographic record.

This screenshot shows the header section of the Bibliographic Record workform, which is identical to the one above. It includes the title bar with buttons (SAVE, ACTIONS, LINKS, REFRESH, RESULTS, CLOSE), the record title 'Half of a yellow sun : a novel' by Adichie, Chimamanda Ngozi, 1977-, the control number 665743, the owner QA-POLARIS 5.5 (sys), the record status Final, and checkboxes for 'Display in PAC' (checked), 'Do not overlay', 'Host', and 'ILL'.

You can hover the cursor over the information icon to open the Properties window and see information about the record. If you have the required permissions, you can edit the following elements in the header: **Owner**, **Display in PAC**, and **Do not overlay**. Then click **SAVE** to save your changes.

The **ACTIONS** menu includes the following options:

- [Place Hold](#)
- [Create Item](#)
- [Delete](#)

- [Add to New Record Set](#)
- [Add to Existing Record Set](#)

The **LINKS** menu provides links to:

- [Holds Queue](#)
- **PAC** - The title is displayed in the Polaris PowerPAC. You can close the browser window to return to the Bibliographic Record workflow.

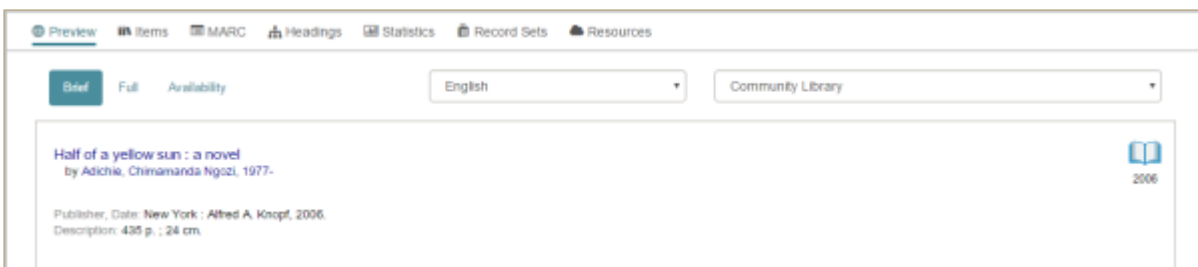
The bottom of the page changes depending on the view selected. When the Bibliographic Record workflow opens, **Preview** is selected.

Note:

If you use the Find Tool to access a record in Leap, a **RESULTS** button is displayed in the record header. Select **RESULTS** to return to the Find Tool results. This button does not display if you opened the record from a quick search or from a list view.

Bibliographic Record - Preview

This is a preview of the **Brief** display in the PAC. You can choose **Full** or **Availability** to change the PAC view.



Bibliographic Record - Items View

The items view displays information about the item records linked to the bibliographic record, including the due date (and time for hourly loan) in the Status column for items with a status of Out or Out-ILL. Select an item in the list to go to the item record. If you have the appropriate permissions, you can click **NEW ITEM** to [add a new item](#) linked to this bib.

<div> Preview Items MARC Headings Statistics Record Sets Resources </div>										
<div> <div>NEW ITEM</div> <div>Filter Items</div> </div>										
ASSIGNED BRANCH	COLLECTION	MATERIAL TYPE	SHELF LOCATION	CALL NUMBER	VOLUME	STATUS	BARCODE	LAST ACTIVITY	RECORD STATUS	CONTROL NUMBER
Clifton Park-Halfmoon Public Library		Book		Fict Ad		In	0000682827396	12/12/2007	Final	2460332
Greenwich Free Library		Book		Fict Ad		In	0004180155656	12/12/2007	Final	2615365
Johnsburg Library, Town of		Book		Fict Ad		In	0002580290107	11/15/2007	Final	2495378

Bibliographic Record - MARC view

The MARC view displays the MARC tags and fields. The MARC view cannot be modified in Leap.



Bibliographic Record - Headings View

The Headings view displays the headings linked to the bibliographic record. If there are no headings linked to the bibliographic record, the following message appears: **No authority headings exist for this record.** You can click a heading to go to the [authority record](#). When you close the authority record, you are returned to this view.

The screenshot shows the Headings view interface with a navigation bar at the top containing links for Preview, Items, MARC, Headings, Statistics, Record Sets, and Resources. The Headings view is active, displaying a table of headings linked to the bibliographic record. The table has a 'Filter Headings' button and the following columns: HEADING, CONTROL NUMBER, RECORD STATUS, BIB COUNT, SEE ALSO COUNT, NAME, SUBJECT, and SERIES. The table contains one row of data:

HEADING	CONTROL NUMBER	RECORD STATUS	BIB COUNT	SEE ALSO COUNT	NAME	SUBJECT	SERIES
Adichie, Chimamanda Ngozi, 1977-	1070501	Final	5	0	Y	Y	N

Bibliographic Record - Statistics View

The Statistics view displays circulation information about the hold requests and items linked to the bibliographic record:

The screenshot shows the Statistics view interface with a navigation bar at the top containing links for Preview, Items, MARC, Headings, Statistics, Record Sets, and Resources. The Statistics view is active, displaying a table of circulation information about the hold requests and items linked to the bibliographic record. The table has three columns: Number of Items, Year-to-date circulation, and Year-to-date in-house use. The table contains three rows of data:

Number of Items	Year-to-date circulation	Year-to-date in-house use
8	0	0
Number of holds: 0	Previous year-to-date circulation: 0	Previous year-to-date in-house use: 0
First available date: 10/14/2007	Lifetime circulation: 13	Lifetime in-house use: 0

Bibliographic Record - Record Sets View

The Record Sets view displays a table view of the bibliographic record sets to which the bibliographic record belongs. All record sets that contain this record are displayed in this view regardless of record set ownership. You can click a record set to open it in the Bibliographic Record Set workflow. However, if you do not have permission to access the record set, the following message appears: **You do not have ownership rights to open this record set.**

<div> <div>Preview</div> <div>Items</div> <div>MARC</div> <div>Headings</div> <div>Statistics</div> <div>Record Sets</div> <div>Resources</div> </div>				
<div>Filter record sets</div>				
NAME	OWNER	TOTAL RECORDS	CREATION DATE	NOTE
Bibs DIP = Yes - Not all linked IRs have DIP - No	JoAnne Zukowski	684215	1/12/2015	
Bibs with DIP = Yes (no ILLs)	JoAnne Zukowski	698898	1/15/2015	

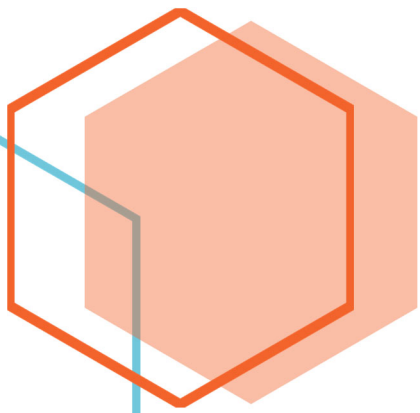
Bibliographic Record - Resources View

The Resources view displays resource entity information only if the bibliographic record is for integrated eContent.

<div> <div>Preview</div> <div>Items</div> <div>MARC</div> <div>Headings</div> <div>Statistics</div> <div>Record Sets</div> <div>Resources</div> </div>	
<div>OverDrive - Clark County</div>	
Account Name:	OverDrive - Clark County
Active:	Yes
Resource Group:	OverDrive - Clark County (Burnt Hills)
Imported MARC Data:	856 40 \$3Click for more information\$uhttp://api.overdrive.com/v1/collections/v1L2BGQAAAHwOAAA1z/products/e361c3cf-f625-45da-9efb-f4db4ee4c324?x0560
Object Identifier:	E361C3CF-F625-45DA-9EFB-F4DB4EE4C324
URL:	http://api.overdrive.com/v1/collections/v1L2BGQAAAHwOAAA1z/products/e361c3cf-f625-45da-9efb-f4db4ee4c324
Link Text:	Click for more information
Cover Image URL:	http://images.contentreserve.com/imageType-200/0111-1/E361C3CF-F625-45DA-9EFB-F4DB4EE4C324/img200.jpg
Public Note:	
Non-Public Note:	
Creator:	PolarisExec
Creation Date:	4/7/2015 10:47:08 AM
Modifier:	
Modification Date:	



5. USING THE FIND TOOL



Using the Find Tool

The Leap Find Tool features and functions are similar to those available in the Polaris staff client Find Tool. However, you cannot search for all record types, search external Z39.50 targets, or perform certain functions from the Find Tool results list in Leap.

With the Leap Find Tool, you can do the following:

- Search for authority, bibliographic, hold request, ILL request, item, and patron records.
- Search for item, bibliographic, authority, or patron record sets.
- Do a [basic search](#), a [power search](#), or an [SQL search](#).
- Specify the [columns](#) in the Find Tool results list and the order in which they appear.
- Add [filters](#) to narrow your search.
- Save search and column settings as your [user default](#) when searching for records.
- Get a quick [count](#) of the records that meet your search criteria without returning the results list.
- Send all Find Tool results to a [new](#) record set.
- Select records in the Find Tool results list and put them in a [new](#) or [existing](#) record set.

Find Tool System Administration Settings Applied to Leap

Polaris Find Tool permissions, such as those for setting up and saving SQL searches, are checked in the Leap application. In addition, if your library has set the **Find Tool: Filter search results by permission** Staff Client profile to **Yes** in Polaris Administration, Find Tool results are filtered by the user's permissions.

When you create a record set in Leap from all Find Tool results or from another record set, a warning message may appear depending on the number of records being added to the record set and the setting in the Polaris Administration Staff Client profile **Find Tool/record-set-to-record-set creation: Record set size warning**.

The following Polaris Administration Staff Client profile settings do not apply to the Leap Find Tool:

- **Find Tool: Default number of records to return in a result set**
- **Find Tool: Use initial article table**
- **Find Tool: Use language scoping display**

The Polaris ILS performance issues that may be encountered with large search results sets do not apply to Leap. In Leap, the results are returned in a virtual result set with 10,000 as the set maximum. The results are filtered by permission by default without regarding the Administration setting.

Initial articles are not stripped out when exact match searches are done, and Leap does not use the initial article table. In addition, Leap has its own automatic suggestions and does not use the Cataloging parameter **Auto-suggest feature enabled**.

See also:

- [Do a Basic Search for Records or Record Sets](#)
- [Search for Records and Get a Count](#)
- [Do a Power Search](#)
- [Save a Power Search](#)
- [Browse Search for Bibliographic Records](#)
- [Set Up and Save an SQL Search](#)

- [Rename a Saved Search](#)
- [Delete a Saved Search](#)
- [Apply a Filter to a Find Tool Search](#)
- [Specify Columns for Search Results](#)
- [Save a Set of Find Tool Search Options as Your User Default](#)
- [Sort Find Tool Search Results List](#)

Use the Find Tool to Search for a Patron

To search for a patron using the [Find Tool](#):

1. Sign in to Polaris Leap.

The Circulation page opens.

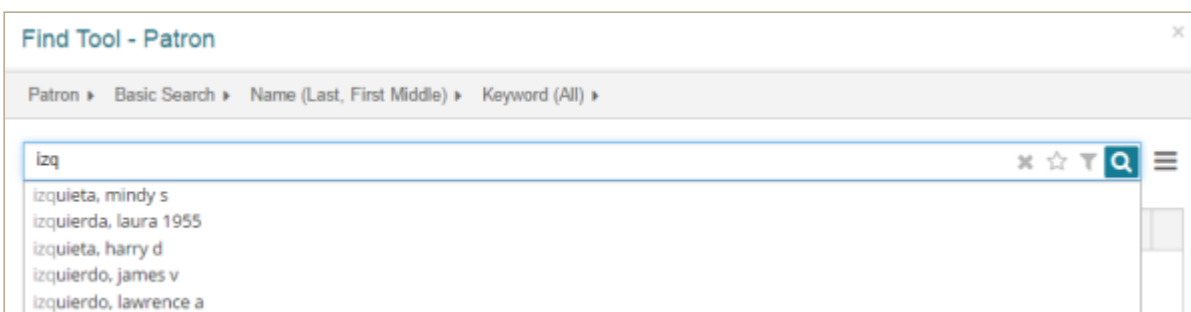
2. Click **FIND**.

The Find Tool opens with **Bibliographic Record** selected as the search database.


3. Select **Patron** to change the search database.

4. Enter the search criteria.

As you type, automatic suggestions appear.



5. Open the patron record:

- If the patron is listed in the automatic suggestions list, select the patron, and click **OPEN**.
- If the patron is not listed in the automatic suggestions, click  to search, then select the patron in the search results and click **OPEN**.

The patron's record opens.

You are here: [Using the Find Tool](#) > Do a Basic Search for Records or Record sets

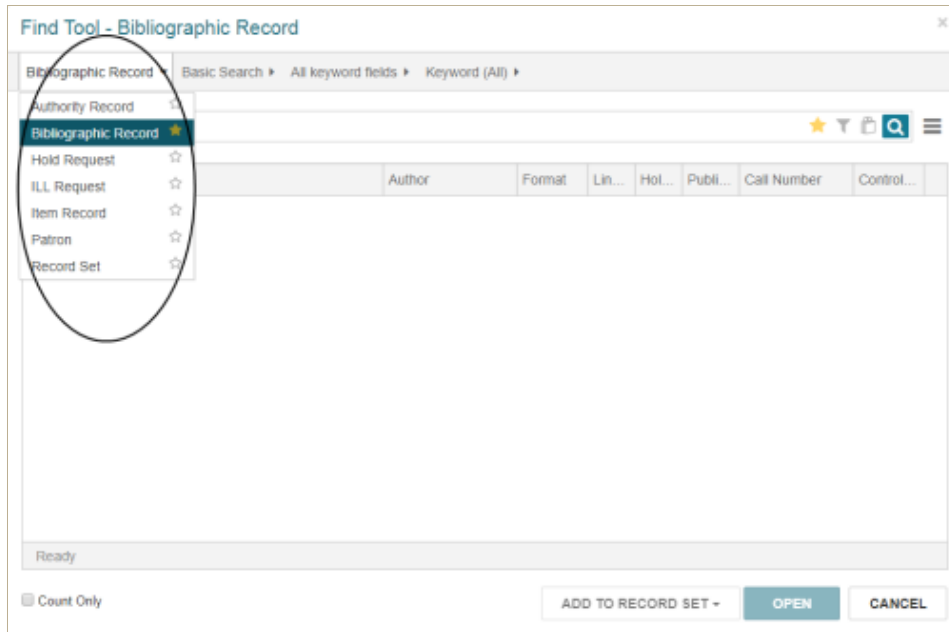
Do a Basic Search for Records or Record Sets

Note:

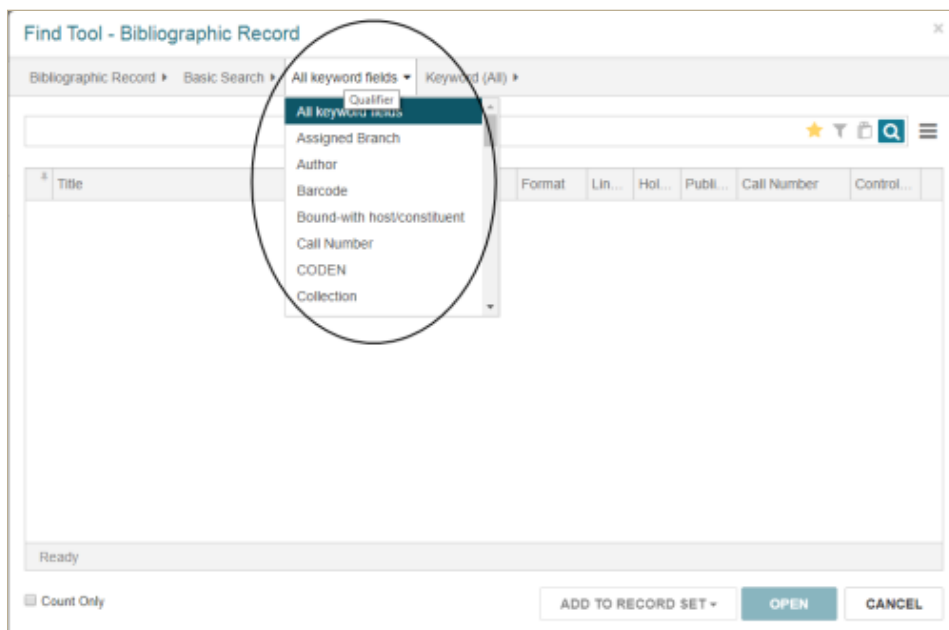
You can set and save your own [user defaults for the Find Tool](#).

To search for a patron, item, bibliographic, authority, hold request record or ILL request record, or a record set:

1. Open the Find Tool.
2. Select the record type or record set if it is not already selected.

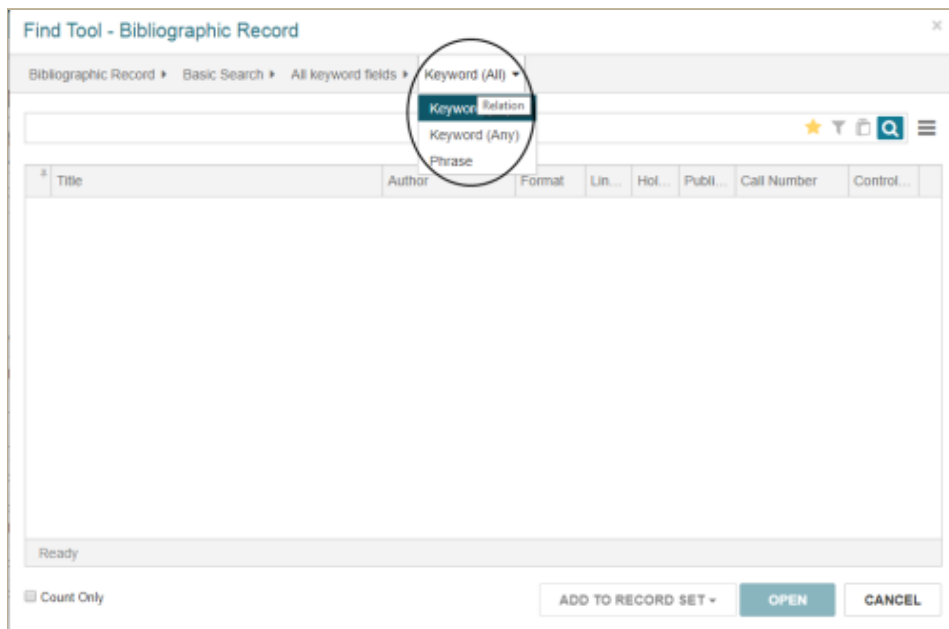


3. Select **Basic Search**.
4. Select the search by access point or qualifier.

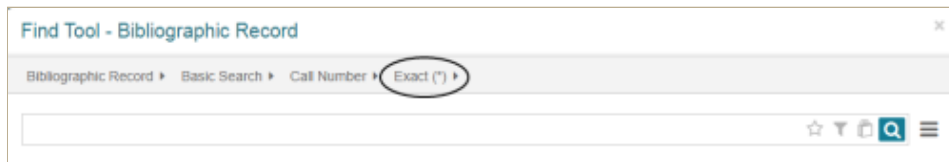


5. Select the relation option. The options depend on the selected search by access point or qualifier.

For example, if **All keyword fields** is selected as the access point, the selections are **Keyword (All)**, **Keyword (Any)**, and **Phrase**.



If the search type supports implicit truncation, **Exact (*)** is selected by default.

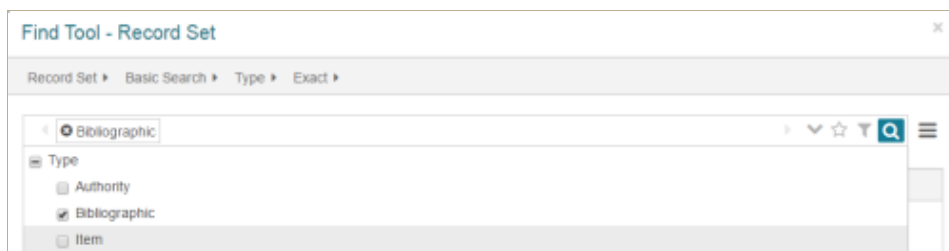


6. Enter the search term or choose the search option (qualifier):


- If the search access point does not have an associated list, type the search term. For example, if you search for a bibliographic record by **Author**, type the author's name.
- If a list is displayed, click the appropriate check boxes. For example, if you are searching for record sets and select **Type**, you can select the record set type.

Note:

When multiple check boxes are selected, an OR is implied between the selections.



7. (Optional) [Apply additional filters](#).

8. Click  to start the search.

The search results list is displayed.

9. Select the record in the list, and click **OPEN**.

The record or record set workform opens.

10. To return to the Find Tool results list, click  .

Note:

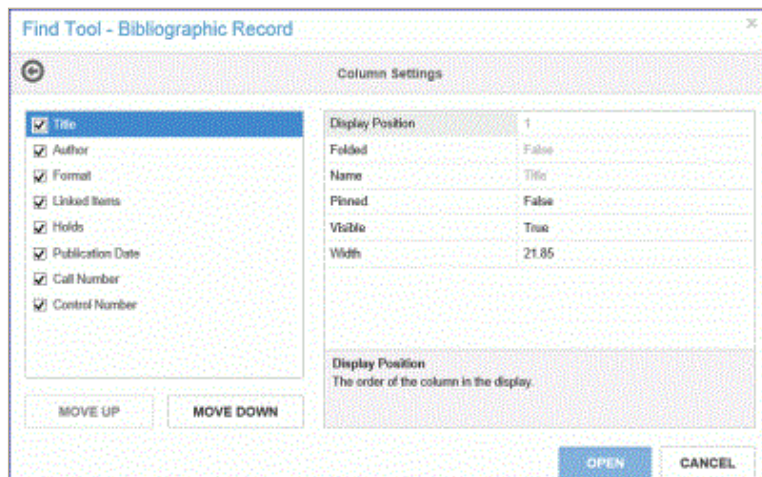
Only the icon appears on this button when displayed on a narrower screen or window.

You are here: [Using the Find Tool](#) > Specify Columns for Search Results

Specify Columns for Search Results

To specify the columns to display in search results:

1. Open the Find Tool.
2. Go to the options menu.
3. Select **Column Settings**.
4. The Column Settings dialog box opens.



When you select a column heading, you can view the column settings: Display Position, Folded, Name, Pinned, Visible, and Width. Column settings that display in black type can be modified; those that display in gray type cannot be modified.

Note:

When you select a column setting, the definition is displayed in the shaded box.

The column settings are as follows:

- **Display Position:** The order in which the columns display from left to right, with 1 being the first column on the left. To change the display position, select the MOVE UP or MOVE DOWN button.
- **Folded:** Indicates whether a column will be “folded” to a secondary line. When set to True, the column is folded; False is not folded.
- **Pinned:** Indicates whether a column will move when scrolling the results list horizontally. When set to True, the column is pinned; False is not pinned.
- **Visible:** Indicates whether a column will be visible. When set to True, the column is visible; False is not visible.
- **Width:** The width of the column in characters. The minimum setting is 2, and the maximum setting is 255.

5. Select the check boxes for the columns to display in the Find Tool search results.
6. Select the **MOVE UP** or **MOVE DOWN** button to change the position of the column from left to right.
7. Select **OPEN** when you have finished defining the columns for search results.

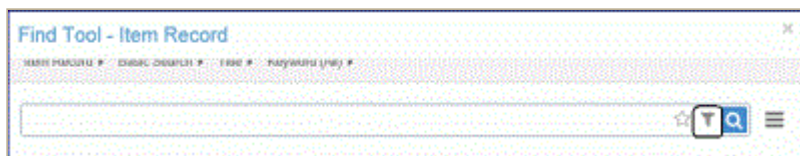
Apply a Filter to a Find Tool Search

To apply a filter to limit search results:

Note:

You can [apply filters and save them in your user defaults](#).

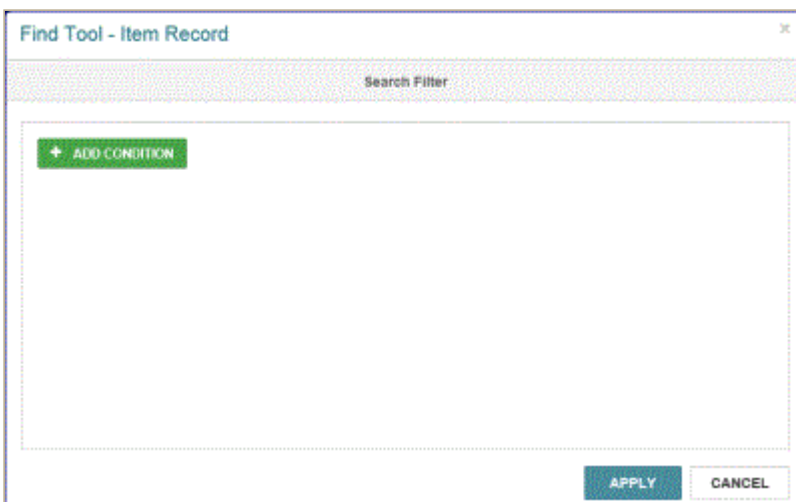
1. Select **FIND** in the Leap header, or select the **FIND TOOL** button to open the Find Tool.
2. [Set up the search criteria](#).
3. To open the Search Filter view:
 - Select the filter icon.



- Or, choose the slide-out button and choose **Search Filter**.

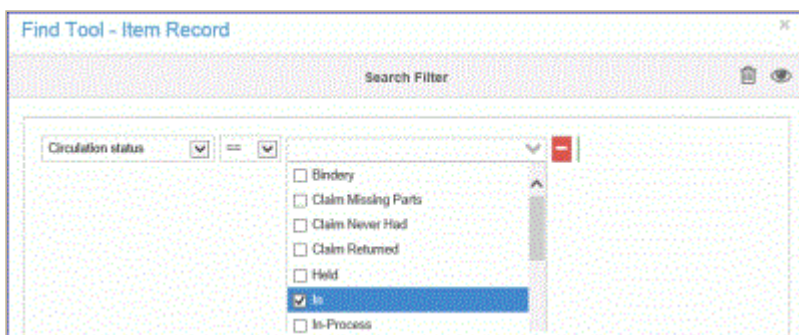


4. On the Search Filter view, select **ADD CONDITION**.

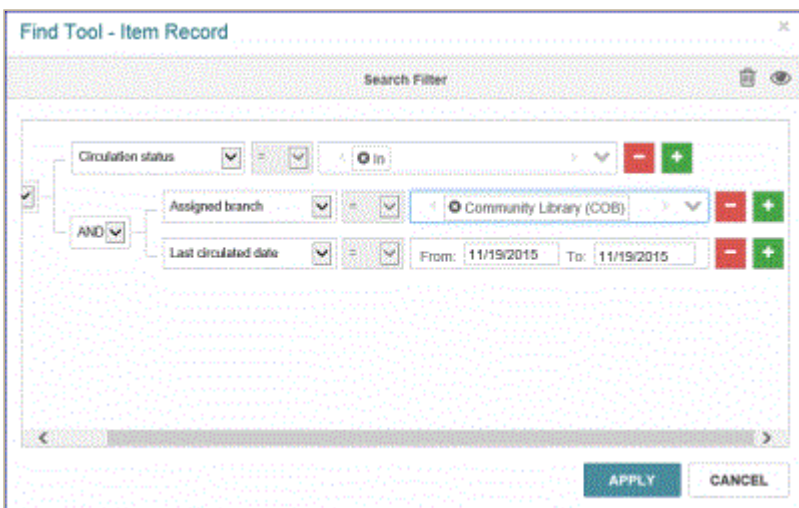


The search filter options appear.


5. Select the access point. For example, **Circulation status**.
6. Select the qualifier. For example, **=**.



7. (Optional) To add another filter, select the plus button.



Note:

To see the Contextual Query Language (CQL) that composes the query, select the Preview Query button  .

8. When you have added all the filters for the search, select **APPLY**.

The Search Filter view closes.

9. Select the search button .

The search is initiated with the filter applied.

You are here: [Using the Find Tool](#) > Save a Set of Find Tool Search Options as Your User Default

Save a Set of Find Tool Search Options as Your User Default

You set up a search and save it so that these Find Tool search options are selected when you open the Find Tool in Leap.

You can save the following search options as a user default.

- Database (record type) - Patron, Item, Bibliographic
- Mode - Basic, Power, SQL
- Qualifier - Name, Title, Author etc.
- Columns in search results display
- Order of the columns in search results display

To save a set of search criteria and search results columns:

1. Open the Find Tool.
2. Select the record type or record set.
3. Select the search mode.
4. Select the search qualifier (access point or search by) option.
5. Select the search relation.
6. To include specific columns for search results in your user default, set up the columns. See [Specify Columns for Search Results](#).
7. Select the star icon.

A dialog box opens.

8. Select **Save the current search and column settings as the user's default**.

Note:

To see the changes that will be made when you save the current search and column settings, select **Show pending changes**.

9. Select **SAVE**.

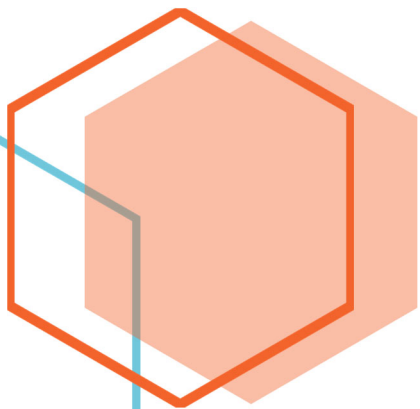
The dialog box closes and the star icon is displayed in yellow, indicating your user defaults are saved.

Note:

To return to the system defaults, select the star icon again and select **Revert to system default search and column settings**.



6. HOLDS



Hold Request

To access a Hold Request record, you can search for the hold request using the [Find Tool](#), or you can link to a hold request from the [Holds Queue](#), the [Patron Record](#) workform, or the [Item Record](#) workform. The Hold Request workform includes a [header](#) and the following views: [Details](#), [Notes](#), [Satisfied By](#), [History](#) and [All Hold Requests](#).

Hold Request Workform - Header

The Hold Request workform header includes general information about the hold request, including a **Bib control number** link to the bibliographic record and a **Patron barcode** link to the patron record. The header information does not change when you select another workform view.

To perform an action on the hold request, select **ACTIONS** and choose an action from the list:

Note:

The list of available actions depends on the status of the hold request.

- **Cancel** - Cancel the hold request
- **Reactivate** - Reactivate the hold request
- **Delete** - Delete the hold request
- **Fill Now** - Scan an item barcode to fill the hold request.

To go to the Holds Queue, select **Links | Holds Queue**

The screenshot shows the 'Hold Request' header in a web application. At the top left is the title 'Hold Request' with an information icon. To the right are buttons: 'SAVE' (green), 'ACTIONS' (dropdown), 'LINKS' (dropdown), 'REFRESH' (circular arrow icon), 'RESULTS' (document icon), and 'CLOSE' (red). Below the title is a book cover for 'ZADIE SMITH SWING TIME' and the title 'SWING TIME'. The details are organized into three columns: Request ID: 850907, Status: Active 6/9/2017, Request date: 5/22/2017, Origin: Library; Bib control number: 1373343, This Item only (checked), Borrow by mail (unchecked), Tracking number: ; Patron barcode: 1229195408668, Patron name: Nasir Aziz, Registered at: Red Rock Library, Notification option: Email Address.

Request ID: 850907	Bib control number: 1373343	Patron barcode: 1229195408668
Status: Active 6/9/2017	<input checked="" type="checkbox"/> This Item only	Patron name: Nasir Aziz
Request date: 5/22/2017	<input type="checkbox"/> Borrow by mail	Registered at: Red Rock Library
Origin: Library	Tracking number:	Notification option: Email Address

When you open a hold request that another staff member has open in either Leap or the Polaris staff client, the following message appears: The record is being modified by [username]. In addition, a red key icon indicates the record is locked. You cannot make any modifications to a locked hold request, but you can still click a link to go to another record. Click the key icon to see [information regarding the object lock](#).

Hold Request Workform - Details View

The Details view of the Hold Request workform appears when you first open the workform. It includes the pickup branch, the activation date, expiration date, bibliographic information, item information (if the hold is item-specific), and constituent/title information if the hold request is placed on a Bound-With title.

Details Notes Satisfied By History All Hold Requests

Pickup: Community Library

Activation: 6/9/2017 Expiration: 6/24/2017

Title: Swing time Barcode: 123312331233 Format: Book

Author: Smith, Zadie, author. ISBN/ISSN: 9781594203985 (hardcover) Pages:

Series: Edition: Issue:

Publisher: Call NO: Fict Serial Copy:

Date: 2016 LCCN: 2016043454 Volume:

Constituent Title/Author:

Hold Request Workform - Notes View

The **Notes** view displays any notes that may have been entered for a hold request. You can enter notes in the Staff Display Notes, Non-public Notes, and PAC Display Notes fields.

Details Notes Satisfied By History All Hold Requests

Staff Display Notes

Non-public Notes

PAC Display Notes

Patron Notes

Hold Request Workform - Satisfied By View

The **Satisfied By** view lists all the items that can fill the hold request. You can select an item in the list to open the Item Record workform.

<input checked="" type="checkbox"/> Details	<input type="checkbox"/> Notes	<input checked="" type="checkbox"/> Satisfied By	<input type="checkbox"/> History	<input type="checkbox"/> All Hold Requests
---------------------------------------------	--------------------------------	--------------------------------------------------	----------------------------------	--------------------------------------------

BIB CONTROL #	ITEM BARCODE	STATUS	BRANCH	NOT SUPPLIED REASON
1373343	123312331233	Out	Community Library	

Hold Request Workform - History View

The **History** view displays the history for this hold request.

<input checked="" type="checkbox"/> Details	<input type="checkbox"/> Notes	<input checked="" type="checkbox"/> Satisfied By	<input checked="" type="checkbox"/> History	<input type="checkbox"/> All Hold Requests
---------------------------------------------	--------------------------------	--------------------------------------------------	---------------------------------------------	--------------------------------------------

DATE	STATUS	BARCODE	BRANCH	USER	ACTION
6/9/2017 12:09:02 PM	Active			laura peer	Request reactivated manually by user
6/7/2017 4:40:04 AM	Expired			PolarisExec	Request has reached the expiration date
5/22/2017 2:43:30 PM	Active			laura peer	Request activated during request creation

Hold Request Workform - All Hold Requests View


The **All Hold Requests** view displays all hold requests for the bibliographic record, including requests with an Inactive, Cancelled, Expired, Unclaimed, or Out to Patron status.

Note:

The default sort order for this view is by patron, but you can click any column header to change the sort.

<input checked="" type="checkbox"/> Details	<input type="checkbox"/> Notes	<input checked="" type="checkbox"/> Satisfied By	<input type="checkbox"/> History	<input checked="" type="checkbox"/> All Hold Requests
---------------------------------------------	--------------------------------	--------------------------------------------------	----------------------------------	-------------------------------------------------------

Filter Holds

PATRON NAME	PATRON BRANCH	STATUS	PICKUP BRANCH	ACTIVATION DATE	EXPIRATION DATE
Anderson, George P	Community Library	Active	Community Library	6/9/2017	6/24/2017
 Aziz, Nasir	Red Rock Library	Active	Community Library	6/9/2017	6/24/2017
Izquierda, Laura	Community Library	Active	Community Library	6/9/2017	6/24/2017
Mujica, Eugene J	Community Library	Cancelled	Community Library	6/9/2017	6/24/2017

View a Hold Request's Details and History

To view a hold request's details and history:

1. Go to the [Patron record | Holds view](#).
2. Select a hold in the list to open it.

The held title's details are displayed.

3. To view notes, go to the bottom of the hold details view, and select the arrow next to **Notes** to expand the area.
4. To go to the [Hold Request workflow](#), click the **Request ID** link.

Request ID 853119 **Bib control number** 1395762 **Activation** 9/8/2017 **SAVE** **CLOSE**

Pickup Community Library **Expiration** 9/23/2017

Status Active 9/8/2017 **Request date** 9/8/2017 **Origin** Library

☐ This item only ☐ Borrow by mail **Tracking number**

Title The leavers : a novel **Barcode** **Format** Book

Author Ko, Lisa, author. **ISBN/ISSN** 9781616206888 : **Pages**

5. To view the request history, select the arrow next to **Request History** to expand the area.

Below the notes is the **Request Satisfied By** list of items that can fulfill the hold request.

Holds Queue

From the Holds Queue, you can view hold requests for a specific title or item; change the order in which requests are filled; and place new hold requests.

To go to the Holds Queue workform, select **Utilities | Holds Queue**. Then search for the title (bibliographic record) for which you want to see the hold requests.

The screenshot shows the 'Holds Queue' interface for the book 'Lincoln in the Bardo' by George Saunders. At the top, there's a header with the title and author, and a control number. Below this, there are tabs for 'Queue (3)' and 'All Holds Requests (4)'. A table below shows three active hold requests, each with a checkbox, position, patron name, branch, status, pickup branch, volume, issue, request date, and expiration date. The table is filtered to show only active holds.

	POSITION	PATRON NAME	PATRON BRANCH	STATUS	PICKUP BRANCH	VOLUME	ISSUE	REQUEST DATE	EXPIRATION DATE
<input type="checkbox"/>	1 of 3	Leonne, Adrienne Rose	Community Library	Active	Community Library			8/3/2017	8/18/2017
<input type="checkbox"/>	2 of 3	Anderson, George P	Community Library	Active	Community Library			8/3/2017	8/18/2017
<input type="checkbox"/>	3 of 3	Kamat, Anar	Community Library	Active	Community Library			8/3/2017	8/18/2017

The Holds Queue has two views: the Holds Queue view, which displays the Active holds associated with this bibliographic record, and the All Holds Requests view, which displays all linked hold requests, including those with a status of Inactive, Cancelled, Expired, Held, Unclaimed, or Out to Patron.

On either view, you can filter the list by typing in the **Filter Holds** box. The list immediately responds displaying the rows that have text matching the characters entered.

Example:

If you type **Ship** in the **Filter holds** box, the list displays the rows with a Shipped status.

You can click on a row in either view to open the Hold Request workform.

See also:

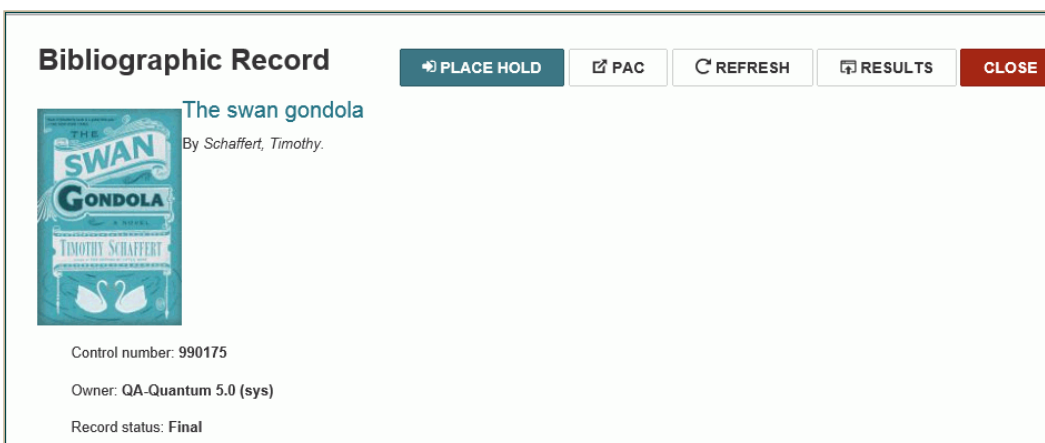
- [View and Reorder Hold Requests in the Holds Queue](#)
- [Place a Hold Request from the Holds Queue](#)

You are here: [Placing and Managing Hold Requests](#) > Place a Hold Request from the Bibliographic Record

Place a Hold Request from the Bibliographic Record

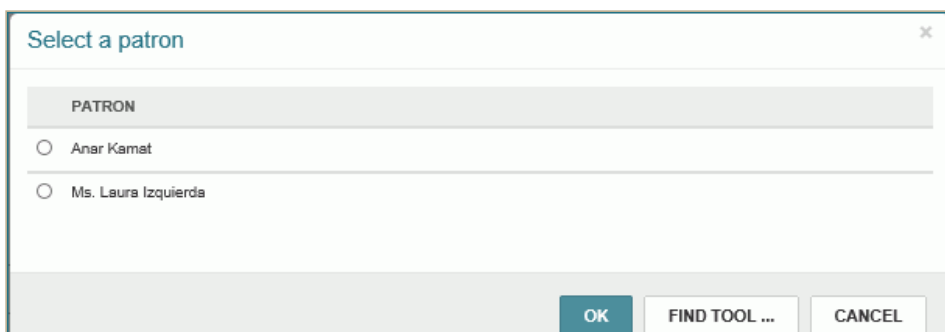
To place a hold request on a single title from the bibliographic record:

1. Open the bibliographic record.
2. Select **PLACE HOLD**.



The screenshot shows a web interface for a bibliographic record. At the top, there's a header "Bibliographic Record" followed by a row of buttons: "PLACE HOLD" (highlighted in blue), "PAC", "REFRESH", "RESULTS", and "CLOSE" (in red). Below the header, on the left, is a book cover for "THE SWAN GONDOLA" by Timothy Schaffert. To the right of the cover, the title "The swan gondola" is displayed in blue, followed by the author "By Schaffert, Timothy." Below the cover and title, there are three lines of text: "Control number: 990175", "Owner: QA-Quantum 5.0 (sys)", and "Record status: Final".


If patron records are open, the **Select a patron** box opens, and you can select the patron if he or she is placing the hold.



The screenshot shows a dialog box titled "Select a patron" with a close button (X) in the top right corner. Inside the dialog, there's a section labeled "PATRON" with a list of two names: "Anar Kamat" and "Ms. Laura Izquierda", each preceded by a radio button. At the bottom of the dialog, there are three buttons: "OK" (highlighted in blue), "FIND TOOL ...", and "CANCEL".

If the patron record is not open, select **FIND TOOL...** and search for the patron.

When you select the patron, the patron's record opens to the Holds view with the title selected.



ANAR KAMAT ⓘ
1001900146413
COMMUNITY LIBRARY

REGISTRATION

REFRESH

CLOSE

BLOCKS
NOTES

Check Out (0)
Out (2) / Overdue (0)
Account (\$0.00)
Claims (0) / Lost (0)
Holds (4)
More ▼

New Hold
Deny
Ask Me Later
Cancel
Reactivate
More ▼

Filter Holds

Activation
Expiration
Pickup

06/13/2015
6/28/2015
Community Library ▼

PLACE HOLD
CANCEL

Title
The swan gondola
FIND TOOL

Author
Schaffert, Timothy.

Edition

Pages

Series

Call NO

Issue

Publisher

LCCN
2013030317

Serial Copy

ISBN/ISSN
9781594486098 (hbk.) :

Format
Book

Tracking Number

Barcode
Scan a barcode

Date
2014

3. Review the information and select **PLACE HOLD**. For more details, see [Place a Single Title-Level or Item-Level Hold Request for a Patron](#)

Place Multiple Hold Requests for the Same Patron

To place multiple holds at once for the same patron:

1. Go to the [Patron record | Holds view](#).

The patron's holds list is displayed.

2. Select **More | Multiple Holds**.

The area below the button bar expands.

Activation	Expiration	Pickup				
12/21/2015	1/5/2016	Community Library				

<input type="checkbox"/>	AUTHOR	TITLE	FORMAT	ASSIGNED BRANCH	CALL NUMBER	ITEM BARCODE
--------------------------	--------	-------	--------	-----------------	-------------	--------------

3. Select **ADD TITLES** to open the Find Tool.
4. Search for the titles that the patron wants to request.

The search results are displayed.

5. Select one or more check boxes next to the titles on which the patron wants to place a hold.

Note:

You may be able to search for and select multiple titles at once and select them in the Find Tool results. For example, if the patron wants to place holds on multiple titles with the same author, you can search by author and select the titles in the Find Tool results list.

Find Tool - Bibliographic Record

Bibliographic Record ▶ Basic Search ▶ Author ▶ Keyword (All) ▶

thomas mann

#	Title	Author	Format	Li...	H...	Pub...	Call Number	Contr...
<input checked="" type="checkbox"/>	Joseph and his brothers	Mann, Thomas...	Book	4	0	1948	Fict	63279
<input checked="" type="checkbox"/>	Joseph in Egypt	Mann, Thomas...	Book	12	0	1938	Fict Man	63330
<input checked="" type="checkbox"/>	The Holy Sinner	Mann, Thomas...	Book	2	0	1951	Fict Man	63333
	Joseph and his brothers	Mann, Thomas...	Book	1	0	1934	Fict	63335
	The transposed heads : a legend of India	Mann, Thomas...	Book	1	0	1941	Fict Man	63656
	Young Joseph	Mann, Thomas...	Book	1	0	1935	Fict Man	63657
<input checked="" type="checkbox"/>	Confessions of Felix Krull, confidence man : ...	Mann, Thomas...	Book	6	0	1955	Fict Man	69087
<input checked="" type="checkbox"/>	Death in Venice.	Mann, Thomas...	Book	2	0	1965	Fict	69088
	The magic mountain <Der zauberberg>	Mann, Thomas...	Book	3	0	1927	Fict	69089

Ready 106 result(s)

☐ Count Only

6. Select **OPEN**.

The titles are displayed in a list, but the holds are not placed until you select **PLACE HOLD**.

Activation
12/21/2015

Expiration
1/5/2016

Pickup
Community Library

PLACE HOLD

CANCEL

<input checked="" type="checkbox"/>	AUTHOR	TITLE	FORMAT	ASSIGNED BRANCH	CALL NUMBER	ITEM BARCODE
<input checked="" type="checkbox"/>	Mann, Thomas, 1875-1955.	The Holy Sinner	Book			
<input checked="" type="checkbox"/>	Mann, Thomas, 1875-1955.	Death in Venice.	Book			
<input checked="" type="checkbox"/>	Mann, Thomas, 1875-1955.	Confessions of Felix Krull, confidence man : the early years.	Book			
<input checked="" type="checkbox"/>	Hesse, Hermann, 1877-1962.	The Hesse-Mann letters : the correspondence of Hermann Hesse and Thomas Mann, 1910-1955	Book			
<input checked="" type="checkbox"/>	Mann, Thomas, 1875-1955.	Joseph and his brothers	Book			
<input checked="" type="checkbox"/>	Mann, Thomas, 1875-1955.	Joseph in Egypt	Book			

ADD TITLES

Notes

7. To add more titles, select **ADD TITLES**, and search for and select the additional titles.

8. When all requested titles are displayed in the list, select the check boxes next to the titles, or select the check box in the column header to select all titles.

9. If you want to enter notes regarding this hold request, select **Notes** to expand the area and type the notes.

10. Select **PLACE HOLD**.

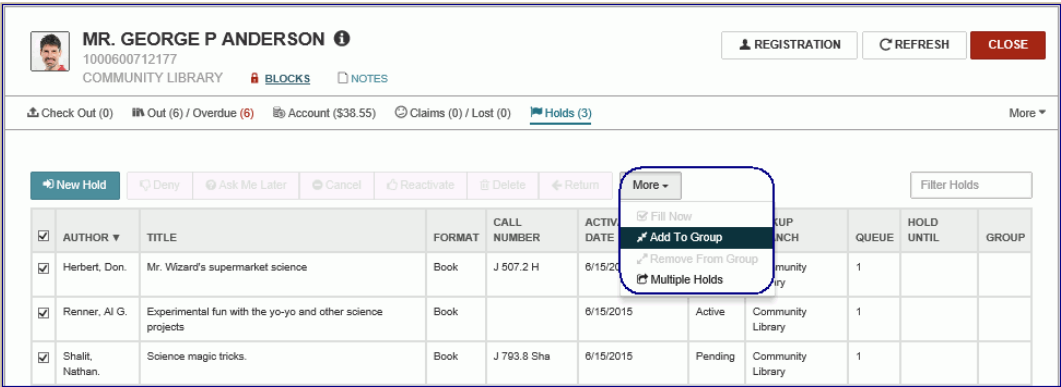
The hold requests are placed on all the selected titles.

Group Multiple Holds

You can group several titles if any one of the titles will satisfy a hold request. When one of grouped requests is filled, the other requests in the group are deleted. The group is counted as a single request against the patron's total request limit.

To group multiple holds:

- 1. Open the patron's record.
- 2. Select **Holds**.
The patron's hold list is displayed.
- 3. Select the holds to group.
- 4. Select **More | Add to Group**.



The holds are grouped, and the letter **A** displays in the Group column.

<input type="checkbox"/>	AUTHOR ▼	TITLE	FORMAT	CALL NUMBER	ACTIVATION DATE	STATUS	PICKUP BRANCH	QUEUE	HOLD UNTIL	GROUP
<input type="checkbox"/>	Herbert, Don.	Mr. Wizard's supermarket science	Book	J 507.2 H	6/15/2015	Pending	Community Library	1		A
<input type="checkbox"/>	Renner, Al G.	Experimental fun with the yo-yo and other science projects	Book		6/15/2015	Active	Community Library	1		A
<input type="checkbox"/>	Shalit, Nathan.	Science magic tricks.	Book	J 793.8 Sha	6/15/2015	Pending	Community Library	1		A

Note:
To remove titles from the grouped holds, choose the check box next to the title and choose arrow button.

When you scan the item that fills the hold request for any of the titles in the group, the hold is placed on the selected title, and the other titles in the group are no longer listed.

Viewing and Managing a Patron's Hold Requests

The patron's holds list is displayed when you select the **Holds** tab on the Patron workform. The tab indicates the total number of holds and the number of held items.


When you select an item in the list, you can perform the following actions if the button or option is available: **Cancel**, **Reactivate**, **Delete**, **Fill Now**, **Deny**, or **Ask Me Later**. You can also select the following options (if available for the selected hold requests) from the **More** menu: **Return**, **Add to Group**, **Remove from Group**, and **Multiple Holds**.

Note:

Depending on the width of the application view, some action buttons may appear under the **More** menu instead of in the button bar.

When you access a locked hold request, a message indicates the record is being modified by another user. You can click the **LOCKED** indicator to display the locked information.

You can [place a single or multiple hold requests](#) from this view by clicking **New Hold**.

**ALEXANDRIA LEE REMEY** ⓘ
122919540926
COMMUNITY LIBRARY

BLOCKS **NOTES**

REGISTRATION REFRESH CLOSE

Check Out (0) Out (1) / Overdue (1) Account (\$0.00) Claims (1) / Lost (0) **Holds (7) / Held (2)** ILL (0) / Held (0) More ▾

New Hold Cancel Reactivate Delete Fill Now Deny Ask Me Later More ▾

Filter Holds

	AUTHOR ▾	TITLE	FORMAT	CALL NUMBER	ACTIVATION DATE	STATUS	PICKUP BRANCH	QUEUE	HOLD UNTIL	GROUP
<input type="checkbox"/>	Akhinskaya, Yelena	Panic in a suitcase : a novel	Book	F	8/14/2014	Unclaimed	Community Library		8/22/2014	
<input type="checkbox"/>	García Márquez, Gabriel, 1927-2014	Love in the time of cholera	Book	Fict Gar	4/9/2015	Shipped	Easton Library	2		
<input type="checkbox"/>	Gladwell, Malcolm, 1963-	The tipping point : how little things can make a big difference	Book	302 Gla	8/19/2014	Unclaimed	Community Library		8/22/2014	
<input type="checkbox"/>	Jackson, Richard L., 1937-	Black writers and the Hispanic canon	Book	860.9 Jac	11/10/2015	Shipped	Cambridge Public Library	1		
<input type="checkbox"/>	Moyes, Jojo, 1969-	Me before you	Book	823/.92	6/6/2017	Active	Community Library	1		
<input type="checkbox"/>	Nabokov, Vladimir Vladimirovich, 1899-1977.	Speak, memory : an autobiography revisited	Book	92 Nabokov	8/10/2015	Shipped	Galway Public Library	1		
<input type="checkbox"/>	Russo, Richard, 1949- author.	Everybody's fool	Book		6/9/2017	Active	Community Library	1		

See also:

- [Modify a Hold](#)
- [Fill a Hold Now](#)
- [Group Multiple Holds](#)
- [Cancel a Hold](#)
- [Deny a Hold](#)
- [Reactivate a Hold](#)
- [Change the Pickup Branch for a Held or Shipped Hold Request](#)
- [Set a Hold Request to Ask me later](#)

- [View a Hold Request's Details and History](#)
- [Delete a Hold](#)
- [Rerouting and Transfer Messages for Held Items with Changed Pickup Branch](#)

Modify a Hold

To modify a patron's hold request:

1. Go to the [Patron record | Holds view](#).

The patron's holds list is displayed.

2. Select a hold in the list to open it.

The hold details are displayed.

Note:

To go to the Hold Request workflow, click the **Request ID** link.

Check Out (0) Out (2) / Overdue (2) Account (\$47.50) Claims (0) / Lost (0) Holds (5) / Held (1) ILL (1) / Held (0) More ▾

New Hold Cancel Reactivate Delete Fill Now Convert To ILL Deny Ask Me Later More ▾ Filter Holds

Request ID 853119 **Bib control number** 1395762 **Activation** 9/8/2017 **SAVE** **CLOSE**

Pickup Community Library **Expiration** 9/23/2017

Status Active 9/8/2017 **Request date** 9/8/2017 **Origin** Library

☐ This item only ☐ Borrow by mail **Tracking number**

Title The leavers : a novel **Barcode** **Format** Book

Author Ko, Lisa, author. **ISBN/ISSN** 9781616206888 **Pages**

Series **Edition** First edit **Issue**

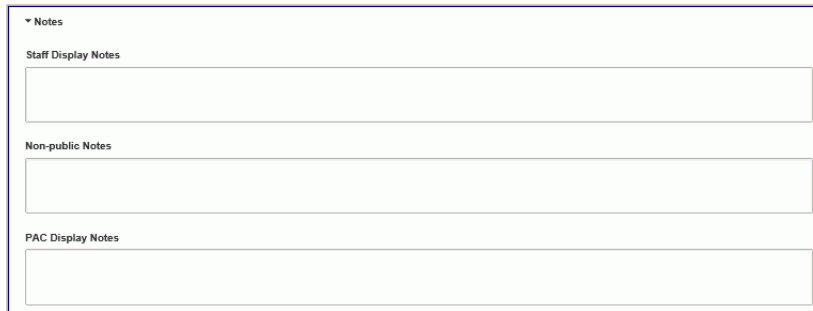
Publisher **Call NO** **Serial Copy**

Date 2017 **LCCN** 2016043934 **Volume**

3. Modify the hold as follows:

- To change the date range for which the hold is active, click/tap inside the **Activation** box and choose the beginning date from the calendar. Then click/tap inside the **Expiration** box and choose the ending date from the calendar.
- To change the branch where the patron will pick up the item, choose a branch in the **Pickup** drop-down list box.
- To change the notes that display with the hold request, choose the arrow next to **Notes** to expand the Notes area, and enter or edit the notes.
- To change the date range for which the hold is active, click/tap inside the **Activation** box and choose the beginning date from the calendar. Then click/tap inside the **Expiration** box and choose the ending date from the calendar.
- To change the branch where the patron will pick up the item, choose a branch in the **Pickup** drop-down list box.

- To change the notes that display with the hold request, choose the arrow next to **Notes** to expand the Notes area, and enter or edit the notes.



The screenshot shows a section titled "Notes" with a downward arrow. Below this title are three text input fields. The first field is labeled "Staff Display Notes", the second is labeled "Non-public Notes", and the third is labeled "PAC Display Notes". Each field is currently empty.

4. When you are finished editing the hold request, choose **SAVE**.

The hold request is modified.

Cancel a Hold

To cancel a hold:

1. Go to the [Patron record | Holds view](#).

The patron's hold list is displayed.

2. Select the check box next to the hold you want to cancel, and choose **Cancel**.

The hold is canceled, and the status is updated in the holds list.

Reactivate a Hold

You can reactivate Canceled, Expired, and Not-supplied hold requests to permit items to fill them. When you reactivate a hold request, the request becomes active with a new expiration date.

To reactivate a hold:

1. Go to the [Patron record | Holds view](#).

The patron's holds list is displayed.

2. Select the check box next to the canceled, expired, or not-supplied hold request to be reactivated.

3. Select **Reactivate** to reactivate the hold.

The hold request is reactivated.

Delete a Hold

To delete a hold:

1. Go to the [Patron record | Holds view](#).

The patron's hold list is displayed.

2. Select the check box next to the hold you want to delete, and choose **Delete**.

Note:

The **Delete** button is active only when the hold can be deleted.

The hold is deleted and removed from the patron's holds list.

Change the Pickup Branch for a Held or Shipped Hold Request

To change the pickup branch for a hold request with a status of **Held** or **Shipped**:

Note:

The pickup branch list in Leap excludes branches (if any) selected in the Request parameter: **Hold options | Pickup | Exclude selected branches in staff client**.

1. Go to the [Patron record | Holds view](#).
2. Select a hold with a status of **Held** or **Shipped**.

The Hold Request page opens.

3. Select a different pickup branch in the **Pickup** drop-down list box.
4. Select **SAVE**.


A message informs you that the hold was modified, and the pickup branch is changed in the holds list.

Note:

When a hold request pickup branch is changed for an item held at another branch, a message alerts staff members at the other branch that the pickup branch was changed so that they can ship the item to the new pickup location. Leap also indicates if the pickup branch for a held or shipped item was changed in PowerPAC, Mobile PAC, Leap, or the Polaris staff client. See [Rerouting and Transfer Messages for Held Items with Changed Pickup Branch](#).

Rerouting and Transfer Messages for Held Items with Changed Pickup Branch

If the pickup branch is changed (from PowerPAC, Mobile PAC, the Polaris staff client, or Leap) for a hold request with a status of **Held**, and that item is being held at a branch other than your logged-in branch, the following message displays in the **PICKUP BRANCH** column of the Holds view: **Rerouting from: original pickup branch to: new pickup branch.**



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REGISTRATION

REFRESH


CLOSE

Check Out (0)Out (14) / Overdue (1)Account (\$17.50)Claims (2) / Lost (0)Holds (6)More ▾

New HoldDenyAsk Me LaterCancelReactivateMore ▾Filter Holds

	AUTHOR	TITLE	FORMAT	CALL NUMBER	ACTIVATION DATE	STATUS	PICKUP BRANCH ▲	QUEUE	HOLD UNTIL	GROUP
	Heyer, Georgette, 1902-1974.	The nonesuch.	Book	Fict	8/26/2015	Held	Rerouting from: Hudson Falls Free Library to: Inlet Public Library, Town of		9/8/2015	

When you open the hold request, the original pickup branch is selected in the **Pickup** drop-down list box, and the new pickup branch is selected in the **Rerouted to** drop-down list box.



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COMMUNITY LIBRARY

REGISTRATION

REFRESH

CLOSE

Check Out (0)Out (14) / Overdue (1)Account (\$17.50)Claims (2) / Lost (0)Holds (6)More ▾

New HoldDenyAsk Me LaterCancelReactivateMore ▾Filter Holds

Request ID841512Bib Control Number72480Activation8/26/2015Unclaimed9/8/2015Expiration10/25/2015

PickupHudson Falls Free Library ▾Rerouted toInlet Public Library, Town of

SAVE

CLOSE

When you check in an item that can fill a hold request for which the pickup location has been changed, the **Transfer for hold** message box displays the new pickup branch. You can select **YES** to transfer the checked-in item to the new pickup location, **NO** to check the item in but cancel the hold, or **CANCEL** to cancel the check in.

105

Transfer for hold

Barcode: 0002700008101

Title: The nonesuch.

This item fills a request at

Hadley-Luzerne Public Library (LUZ)

Transfer for hold?

(Click Cancel to stop the check-in/check-out process.)

YES

NO

CANCEL



7. CHECK OUT

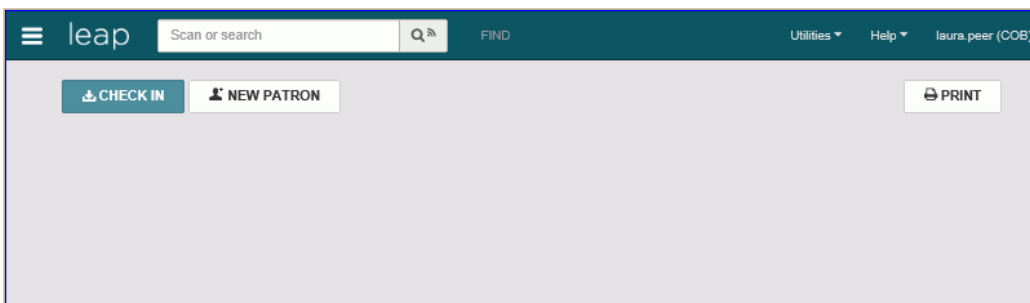
Do a Quick Search for an Existing Patron

You can do a quick search by scanning a patron barcode or entering search criteria in the search box. Or, you can [use the Find Tool](#).

To do a quick search for an existing patron's record:

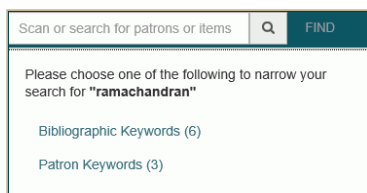
1. Sign in to Polaris Leap.

The Circulation page opens with the cursor in the search box.



2. Do one of the following steps:

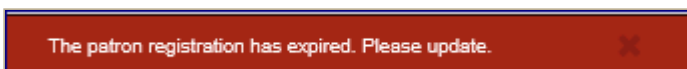
- Scan the patron's barcode.
- Start entering search criteria in the box. As you type, automatic suggestions are displayed that may include both patron and bibliographic records. If only one patron record matches the entry, it opens immediately. You can choose a patron from the list of automatic suggestions or press **Enter** or tap **Go**. If the search criteria match keywords in both patron and bibliographic records, a total count is displayed for each type of record. Select **Patron Keywords** to open the Find Tool. Select a patron in the Find Tool results list.



The patron's record opens to the patron's library account view. Select **REGISTRATION** to go to the existing patron's [registration view](#).

Note:

If the patron record requires updates, a message appears.



Checking Out Items to a Patron

When you open an existing patron's record, **Check Out** is the active option in the toolbar and the cursor is in the box where you can scan a barcode to check out an item. To renew an item already checked out to a patron, go to the [patron's items out list](#).

The screenshot shows the Polaris staff client interface for a patron's record. At the top, the patron's name is NASIR AZIZ with a profile picture and ID 1229195408668. Below the name, it says COMMUNITY LIBRARY. There are buttons for REGISTRATION, REFRESH, and CLOSE. Below these, there are tabs for BLOCKS and NOTES. A toolbar shows various status indicators: Check Out (0), Out (0) / Overdue (0), Account (\$0.00), Claims (0) / Lost (0), and Holds (2) / Held (1). Below the toolbar, there is a search bar with a magnifying glass icon and a 'Find Tool' button. There is also a checkbox for 'Auto-RFID'. To the right of the search bar, there are buttons for 'Reset Due Date' and 'Special Loan'. Below the search bar, there is a table with columns: BARCODE, CALL NUMBER, TITLE, DUE DATE, ACTION, SHELF LOCATION, ASSIGNED BRANCH, and MATERIAL TYPE.

If your library has enabled charging for checkouts and/or renewals in Polaris Administration, you can manage these charges in Leap by paying, waiving, or charging the amount.

The permissions required to manage charges in Leap and the Polaris ILS are the same. For example, to manage fines in Leap, the **Fines: Pay fines at circ** and **Fines: Waive fines at circ** permissions are required.

If configured in Polaris Administration, a prompt appears in Leap when a charge has been enabled for the item's assigned branch and that charge applies to: the action (check out or renewal); the item's material type; and the patron code. The charges for check-out and renewals are set for the item's assigned branch using the Check-out: Charge Options dialog box in Polaris Administration.

Note:

For more information on Polaris permissions and parameters, see the Polaris staff client Help.

If a patron is allowed to check out items held for an [associated patron](#), you can scan the item's barcode and check it out to the primary patron.

See also:

- [Messages and Blocks During Check-Outs and Renewals](#)
- [Check Out Items](#)
- [Set a Special Due Date/Loan Period During Check Out](#)
- [Reset the Due Date/Loan Period](#)
- [Manage Charges for Check-outs/Renewals](#)
- [Resolve Charges for Renewal and Overdue Fine](#)
- [Check Out an Item Held for an Associated Patron](#)
- [Circulate Quick Circ Items](#)

Viewing, Renewing, and Modifying Items Out to a Patron

The patron's items out list is displayed when you choose the **Out (#)/Overdue (#)** tab on the Patron workflow. The tab indicates the number of items out to the patron (in blue) and the number of overdue items (in red). The **Due On** column displays the due date with an exclamation point if the item is overdue. If the item can fill a hold request, a **Yes** appears in the Fills Hold column.

The screenshot shows the 'Items Out' tab for a patron named NASIR AZIZ (ID: 1229195408668) at RED ROCK LIBRARY. The interface includes a header with the patron's name and ID, a 'REGISTRATION' button, a 'REFRESH' button, and a 'CLOSE' button. Below the header, there are statistics for various library actions: Check Out (0), Out (1) / Overdue (0), Account (\$52.00), Claims (0) / Lost (0), Holds (4) / Held (1), and ILL (0) / Held (0). A 'More' dropdown menu is available. The main section contains a row of action buttons: Renew, Special Renew, Reset Due Date, Estimate Fines, Make A Claim, Declare Lost, and a 'More' dropdown. A 'Filter Items' button is also present. Below the buttons is a table with the following data:

	TYPE	DUE ON ▼	BARCODE	TITLE	AUTHOR	RENEWALS LEFT	FILLS HOLD	CALL NO.	BRANCH
	Book	6/20/2017	336410000032237	Me before you	Moyes, Jojo, 1969-	2 of 2	Yes	823/.92	Community Library

When you select an item in the list, you can perform the following actions if the button or option is available: renew an item; set a special renew period; reset the due date; estimate fines; make a claim; or declare the item lost.

Depending on the width of the application view, some action buttons may appear under the **More** menu instead of in the button bar. You can also choose **More** to go to the patron's notification history view; check in an item; or print the items out list.

See also:

- [Renew Items from the Items Out List](#)
- [Reset the Due Date from the Items Out List](#)
- [Set a Special Renew Date or Loan Period from the Items Out List](#)
- [Estimate Fines from the Items Out List](#)
- [Claim an Item from the Items Out List](#)
- [Declare an Item Lost from the Items Out List](#)
- [View the Item Record from the Items Out List](#)

Renew Items from the Items Out List

To renew one or multiple items from the items out list:

1. Open the patron record.
2. Click the **Out/Overdue** tab.

The [patron's items out list](#) appears.

3. Select the item or items in the list and select **RENEW**.

The item is renewed if there are no conditions preventing its renewal, and the new due date is displayed in the **DUE ON** column.

A message appears if the renewal exceeds the limit.

If the item is overdue, the Overdue Fine dialog box opens. From this dialog box, you can pay, waive, charge the patron's account, or cancel.

If your library prints receipts for renewals, the print dialog box opens. See also: [Setting Up Receipt Printing for Leap](#).

Reset the Due Date/Loan Period

To reset the due date for an item:

1. Open the patron's record, and select the items out view.
2. Select the item, and select **Reset Due Date**.

The calendar opens.

3. Select a new due date.

The due date is changed.

Set a Special Due Date/Loan Period During Check Out

To set a special due date or specify a special loan period when checking out items:

Note:

You can also select **Settings** under your username to specify a special loan period for all items checked out during your logged-in session. See Leap User Interface.

Open the patron's record.

The Check Out view is displayed.

1. Click **SPECIAL LOAN**.

The area below the button expands.

The screenshot shows the library system interface for a patron named NASIR AZIZ. The interface includes a header with the patron's name, ID (1229195408668), and library (RED ROCK LIBRARY). Below the header is a navigation bar with links for 'Check Out (0)', 'Out (1) / Overdue (1)', 'Account (\$0.00)', 'Claims (0) / Lost (0)', and 'Holds (3) / Held (1)'. The 'SPECIAL LOAN' button is selected, and the expanded area shows a calendar for September 2017, a 'Loan period' input field with '7' and a 'Days' dropdown, and two radio button options: 'Apply to next item only' (selected) and 'Apply to all items for this patron'. 'OK' and 'CANCEL' buttons are at the bottom right of the expanded area.

2. Set the special due date using one of these methods:
 - Select a date using the calendar control.
 - Type a number in the **Loan period** box, and select **Days**, **Hours**, or **Minutes** in the drop-down list box.
3. To use this special loan period for the next item checked out to this patron, select **Apply to next item only**.
4. To use this special loan period for all items you check out to this patron during this session, select **Apply to all items for this patron**.
5. Select **OK**.

Set a Special Renew Date or Loan Period from the Items Out List

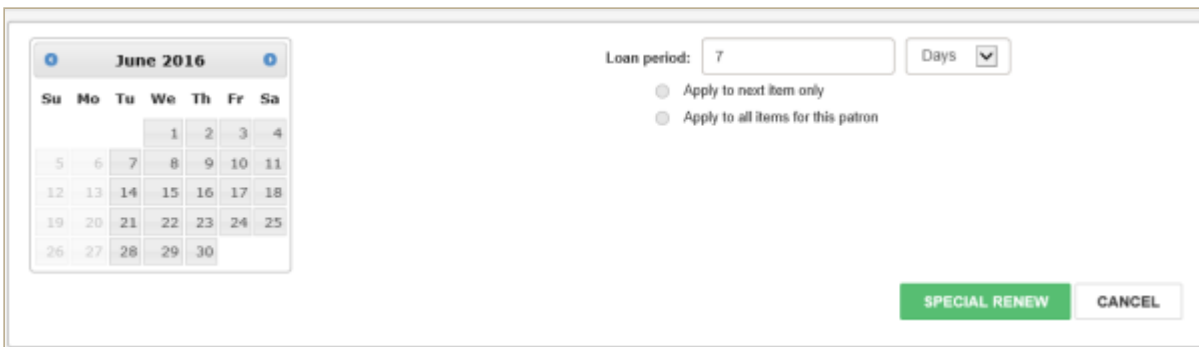
To set a special renew date or renewal loan period:

1. Open the patron record.
2. Click the **Out/Overdue** tab.

The [patron's items out list](#) appears.

3. Select an item in the list, and select the special renew button.

The area below the button bar expands.



The screenshot shows a web interface for setting a special renewal. On the left is a calendar for June 2016 with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-30). The date 7 is highlighted. To the right of the calendar is a 'Loan period:' input field containing the number '7', followed by a dropdown menu currently set to 'Days'. Below these are two radio button options: 'Apply to next item only' (which is selected) and 'Apply to all items for this patron'. At the bottom right are two buttons: 'SPECIAL RENEW' (in green) and 'CANCEL'.

4. Do one of these steps to set the special renewal:
 - Select a specific due date from the calendar.
 - Specify a loan period other than the default setting of **7 Days** by typing a different number in the **Loan period** box and selecting **Days**, **Hours**, or **Minutes** from the drop-down list box.
5. (Optional) If you want the loan period to apply to other items for this patron, select **Apply to next item only** or **Apply to all items for this patron**.
6. Click **SPECIAL RENEW**.

The item is renewed for the period specified.

Messages and Blocks During Check-Outs and Renewals

As you check out items in Leap, messages or blocks may appear due to the status of the item or the patron. For example, the item may be in-transit, or the patron may owe fines.

Patron is blocked

Do you want to continue with this operation?

Patron owes money. Amount due: \$10.00

Patron has exceeded maximum fees permitted. Amount due: \$10.00

Patron has unread messages

CONTINUE

CANCEL

If a message or block appears in Leap, you can select **CONTINUE** (if you have the appropriate permissions) or **CANCEL**.

These messages and blocks appear in Leap according to the same criteria that they appear in the Polaris staff client. For more information on the types of messages and blocks that may appear when checking out items in Leap, see the topic *Check-Out Blocks and Messages* in Polaris ILS Help.

Check Out an Item Held for an Associated Patron

If the primary patron is allowed to pick up held items for an associated patron, the primary patron can pick up and check out held items for the associated patron.

To check out items to a primary patron when the items are on hold for an associated patron:

- 1. Open the primary patron's record.
- 2. Select **CHECK OUT**.
- 3. Scan the held item's barcode.

The item is checked out to the primary patron and the history view is updated for the item and the hold request.

In the **ACTION** column of the item record's history view, the text **Checked out by associated patron**, is displayed.

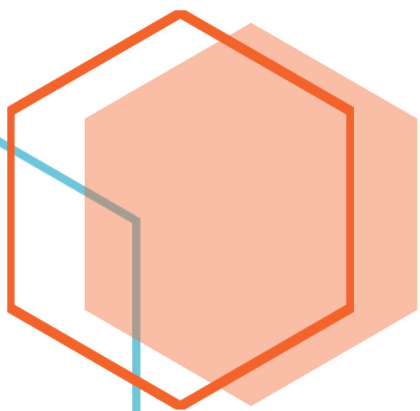
Circulation Controls Blocks and Notes History						
DATE	ASSIGNED BRANCH	STATUS	ACTION	LOCATION	USER/WKS	PATRONID
2/17/2015 12:04:49 PM	Schenectady Branch - Central	In -> Out	Checked out by associated patron	Community Library	laura.peer/Peer-W8	208972
11/25/2013 3:44:29 PM	Schenectady Branch - Central	In	Created via Circulation	Schenectady Branch - Central	Phelps/Phelps-W8	

In the **ACTION** column of the request history, the text **Request satisfied by associated patron** is displayed.

Request History					
DATE	STATUS	BARCODE	BRANCH	USER	ACTION
2/17/2015	Out to patron	test112513	Schenectady Branch - Central	laura.peer	Request satisfied by associated patron



8. CHECK IN



Set Workform User Defaults

To specify your preferred opening view for the Check in or Item Record workform:

Note:

Your library can also set an opening view for the Leap Item Record workform using the Polaris Administration Staff Client profile [Web App: Default view selected when item record opened](#).

1. Select your username, and choose **Settings**.

The Settings page opens.

2. Select the **Workform User Defaults** tab.

The screenshot shows the 'Settings' page with the 'Workform User Defaults' tab selected. At the top right are buttons for 'SAVE' (green), 'REFRESH' (grey), and 'CLOSE' (red). Below the title bar are tabs for 'Print Options', 'Special Loan', 'Workform User Defaults' (active), and 'RFID'. The main content area is divided into two columns: 'Check in' and 'Item record'. Under 'Check in', there are radio buttons for 'Normal' (selected), 'Bulk', 'In House', and 'Inventory'. Under 'Item record', there are radio buttons for 'Details', 'Circulation', 'Controls', 'Blocks and Notes' (selected), 'History', 'Statistics', 'Record Sets', 'Notices', and 'Source and Donor'.

3. Select one of the radio buttons below Check in to specify the opening view of the Check In workform, or select one of the radio buttons below Item record to specify the opening view of the Item Record workform.

Check In Items in Normal mode

To check in items in Normal mode:

Note:

To use the bulk check-in mode in Leap, see [Check in Items in Bulk Mode](#).

1. Click **CHECK IN**.

The Check In page opens with the cursor in the barcode box.

2. If the view is set to another mode, choose **Normal**.
3. (Optional) To change the number of free days, type the number in the **Free Days** box. The date changes accordingly.
4. Scan the item barcodes. Or, if you are using Leap on a library workstation for which RFID has been enabled, you can place items on the pad, and choose the return button to read the tag and check the items in. If RFID has been enabled, the return button displays the RFID icon.

Note:

You can also choose **FIND TOOL** and search for an item to check in. See [Check In from the Item Record](#) .

The items are checked in. If you want to print a check-in receipt, see [Print Check-in Receipts](#).

Check in Items in Bulk Mode

You can quickly check in multiple items in bulk mode. With bulk check-in, most blocks and dialog boxes do not appear. Users who have selected the bulk view as the default check-in view in Leap or in the Polaris staff client will automatically go to the bulk view when checking in items using Leap.

The default view for the Leap Check In workform can be set in Leap on the **Workform User Defaults** view of the **Settings** page. See [Set Workform User Defaults](#).

In the Polaris staff client, the default view is set using the **View** menu on the Check In workform.

If the user's default is set to **In House** or **Inventory** mode in the staff client, the Leap Check In workform opens in the Normal view.

The Leap Bulk Check In view uses the same display settings as the Bulk Check In mode in the Polaris staff client. The displayed columns are determined by the settings in the **Check in list view options** parameter in Polaris Administration. For more information on bulk check in, see the Polaris staff client online Help.

To check in items in bulk using Leap:

1. Select **CHECK IN**.

The Check In page opens in the default check-in mode setting.

2. If the **Normal** check-in mode is displayed, choose **Bulk** to change to the Bulk check-in mode.
3. If you want to change the free days, enter the number of days in the **Free Days** box or choose a date from the calendar. Free days are set according to the **Free days (bulk)** Patron Services parameter in Polaris Administration.
4. Scan the item barcodes to check the items in.

As items are checked in, they display at the top of the list, the status in the Status column indicates the status change: from > to. For example: **Out > In**.

The item barcode, due date, status, comments, and fine charged to the borrowing patron, if applicable, appear in columns in the list of items checked in. Your library may also choose to display the item's title, material type, and/or the borrower's name. The Comment column displays conditions such as **Quick circ item** for a Quick Circ item or **To Branch name** for an item that is in-transit.

5. Continue to scan item barcodes until you have checked in all the items.

When an item is checked in, a transaction is logged with the type: Checkin Leap Bulk.

Bulk Check-in - Messages and prompts

When you check in items using bulk check in, you may encounter messages, dialog boxes, or prompts for the following types of items:

- **Items belonging to other branches**

If you scan an item that does not belong to your branch, a prompt displays if the **Patron Services parameter Check-in: Prompt for in-transit in bulk mode** is set to **Yes**. If the parameter is set to **No**, items that belong to other branches are set to In-transit without a prompt. When the item is checked in, the Status column displays **In-Transit** and the Comment column displays **To Branch**

name. If you set Polaris for in-transit slip printing at the Check In workform, an in-transit slip is printed.

- **Items that have been billed**

If the patron has been billed for an item, the Resolve billed item dialog box appears. Select an action for each billed amount and choose **CONTINUE**.

- **Items with blocks**

If an item has a free-text or manually-assigned block, a dialog box displays the text and offers the option to check in or cancel.

- **Items that satisfy hold requests**

When you scan an item that will fill a hold request where the pickup branch is also the check-in branch, the item is trapped for the request, and the status becomes Held. The Comment field displays "For [patron name]". If the pickup branch is a different branch, the item status becomes Transferred to pickup branch, and the Comment field displays "To [branch]"

If the item is already held, the item status changes to In, In-transit, or Held for the next patron. The Comment field displays the action taken.

- **Items from other library systems (ILL items)**

If you check in an ILL item from another library system, a message indicates the item is an ILL and prompts you to continue or stop the check in. If you continue with the check in, the ILL item will be processed in the same way as in the Polaris staff client.

- **Quick Circ items**

If you check in a quick circ item in bulk mode, the Comment column displays **Quick-circ item**.

- **Claimed items**

If you check in an item with a Claimed status, the status column displays Claim Returned, Claim Never Had, or Claim Missing Part.

- **Items in floating collections**

When you check in items in the bulk view, items float (or not) according to the library's policy. If the option "Prompt for additional floating items" is set to yes for the check-in branch, the prompt displays. The floating limits set in Polaris administration are respected.

- **Items with fines**

If items that you are checking in have fines, they are charged to the patrons' accounts automatically as the items are checked in and no messaging displays. The amount is displayed in the Fine Charged column.

Checking In Items and Managing Fines

The Check In workform opens to the view selected in your [user settings in Leap](#) or the Check-In workform setting in the Polaris staff client (**Check-In workform | View | Save Current View as Default View**). The columns displayed on the Leap Check In page are determined by the settings in the **Check in list view options** parameter in Polaris Administration. For more information, see Polaris online Help.

The screenshot shows the 'Check In' workform interface. At the top, there's a title bar with 'Check In' and a 'CLOSE' button. Below the title bar, there are four tabs: 'Normal (0)', 'Bulk (0)', 'In House (0)', and 'Inventory (0)'. The 'Normal (0)' tab is selected. Below the tabs, there's a search bar with the placeholder text 'Scan or enter item barcode' and a 'FIND TOOL' button. To the right of the search bar, there's a checkbox for 'Auto-RFID', a 'Free Days' field with the value '0', and a date field with the value '12/21/2015'. An 'ACTIONS' dropdown menu is also visible. At the bottom, there's a table header with the following columns: BARCODE, DUE DATE, STATUS, COMMENT, TITLE, MATERIAL TYPE, SHELF LOCATION, CALL NUMBER, PATRON NAME, ASSIGNED BRANCH, and COLLECTION.

When you check in items, messages may appear for items that are overdue and have a fine; items for which holds have been placed; or items that have other blocks. If you have the appropriate permissions, you can resolve fines and fees from the Check In page.

As you check in items, the count of checked-in items is updated.

If your library is set up to print check-in receipts, you can print receipts either in Normal or Bulk mode.

See also:

- [Check In Items in Normal mode](#)
- [Check in Items in Bulk Mode](#)
- [Check In Items in In House mode](#)
- [Check In Items in Inventory Mode](#)
- [Check In from the Item Record](#)
- [Manage Fines During Check In](#)
- [Resolve Billed Items During Check In](#)
- [Change Item Information or Barcode During Check-In](#)
- [Print Check-in Receipts](#)

Check In from the Item Record

To check in an item from the Item Record workflow:

1. Open the item in the Item Record workflow.
2. Select **ACTIONS | Check In**.

A message box informs you the item will be checked in.

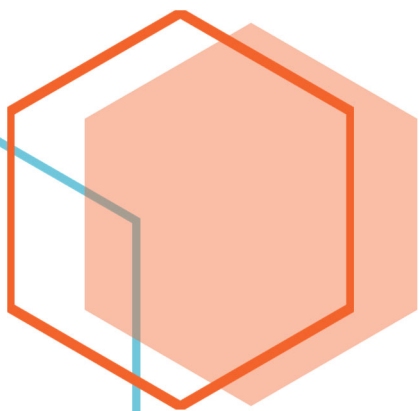
3. Click **CONTINUE** to continue checking in the item.

Note:

Leap uses the same checks for permissions and blocking conditions as are used in the Polaris staff client.




9. NOTICES



Viewing Patron Notices and Associated Items

The Notices view of the patron record displays the patron’s notification history with the following information for each notice: title, type of notice, date, method, and amount. You can filter the notices, view the notification history, and view the associated item record. To open the Notices view of the patron record, select **More | Notices**.



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REGISTRATION

REFRESH

CLOSE

Check Out (0)Out (2) / Overdue (2)Account (\$37.44)Claims (1) / Lost (1)Holds (5) / Held (0)Notices

Reading History

Associations

Notices

ILL

Messages

Blocks

Notes

TITLE	TYPE	DATE	METHOD
The great airport mystery	Bill	3/18/2016	Print
Fireflies	Bill	3/18/2016	Print

See also:

- [View an Item’s Notification History](#)
- [Open the Item Record Associated with a Notice](#)

You are here: [Viewing Patron Notices and Associated Items](#) > Open the Item Record Associated with a Notice

Open the Item Record Associated with a Notice

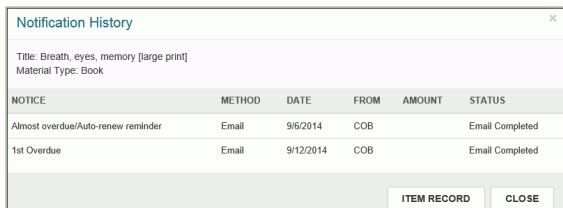
To open the item record associated with a patron notice:

1. Open the patron's record.
2. Select **More | Notices**.

The patron's notification history is displayed.

3. Select a notice in the list.

The Notification History for the item is displayed.



Notification History					
Title: Breath, eyes, memory [large print] Material Type: Book					
NOTICE	METHOD	DATE	FROM	AMOUNT	STATUS
Almost overdue/Auto-renew reminder	Email	9/6/2014	COB		Email Completed
1st Overdue	Email	9/12/2014	COB		Email Completed
				ITEM RECORD	CLOSE

4. Select **ITEM RECORD**.

The Item record opens.




10. CLAIMS and LOST

Viewing and Modifying a Patron's Claimed and Lost Items

If the patron has claimed items or declared items lost, the items are listed in the patron's record when you select **Claims/Lost**. The first number indicates the number of claimed items and the second number indicates the number of items that were declared lost.

From the **Claims/Lost** list, you can: reset the patron's total claim count; estimate fines (if your library has opted to include claimed items in estimated fines); and view the notification history for a claim.



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[REGISTRATION](#) [REFRESH](#) [CLOSE](#)

[BLOCKS](#) [NOTES](#)

[Check Out \(0\)](#) [Out \(2\) / Overdue \(2\)](#) [Account \(\\$37.44\)](#) [Claims \(1\) / Lost \(1\)](#) [Holds \(5\) / Held \(0\)](#) [More](#)

[Reset Claim Count](#) [Estimate Fines](#) [Notification History](#) [Declare Lost](#) [Filter Claims](#)

Total Claims: 1Current Claims: 1Lost: 1

<input type="checkbox"/>	BARCODE	TITLE	CLAIM DATE	DESCRIPTION	DUE DATE
<input type="checkbox"/>	0001900248954	The great airport mystery	6/13/2016	Claim Returned	9/8/2015
<input type="checkbox"/>	0000204078463	Uncataloged Items - Periodicals - Saratoga Springs Public Library	6/13/2016	Lost/Unpaid	2/1/2008

See also:

- [View Estimated Fines for Claimed and Lost Items](#)
- [View Notices for Claimed or Lost Items](#)
- [Reset the Claim Count](#)
- [Change a Claimed Item to a Status of Lost](#)

Claim an Item from the Items Out List

When an item is listed as checked out to the patron, but the patron claims she never checked out the item or has already returned it, you can assign a claim status to the item.

To assign a claimed status to an item in the patron's item list:

1. Open the patron record.
2. Click the Out/Overdue tab.

The [patron's items out list](#) appears.

3. Select the check box in the column to the left of the item that you want to claim, and select **Make a Claim**.

The area below the button bar expands.

A screenshot of a web interface for claiming an item. It features a light gray rectangular box. On the left, the text "Choose a claim status:" is followed by a dropdown menu showing "Claim Returned" with a downward arrow. On the right side of the box, there are two buttons: a green button labeled "CLAIM" and a white button with a gray border labeled "CANCEL".

4. Select the claim status, and click **CLAIM**.

The item is claimed and appears on the Claims view of the Patron Record.

Change a Claimed Item to a Status of Lost

You can change a claimed item to a status of Lost from the Claimed/Lost view of the patron's record.

To change a claimed item (Claim Never Had, Claim Returned/Accruing, Claim Missing Part) to a status of Lost:

- 1. Open the patron's record.
- 2. Go to the **Claims/Lost** list.
- 3. Select a claimed item in the list.
- 4. Select the **Declare Lost** button.

The Declare Lost dialog box opens.

Declare lost item

Item Barcode: 0000900371113

Title: The golden compass!

Due Date: 10/6/2016

Billed Date:

☐ Billed

Patron Name: Test Abbou, Sienna

Patron Barcode: 21234000010009

Total Fine: \$25.02

	Replacement:	Processing:	Overdue:
Charge:	\$20.00	\$5.02	\$0.00
Paid:	\$0.00	\$0.00	\$0.00
Waived:	\$0.00	\$0.00	\$0.00
Amount due:	\$20.00	\$5.02	\$0.00

Action:

Pay

Waive

Leave as is

Amount:

\$20.00

\$5.02

\$0.00

Payment method:

Cash

Payment amount: \$20.00

OK

CANCEL

- 5. Specify the action to take for each charge.
- 6. Select **OK**.

Depending on your selections in the dialog box, the Claims/Lost view displays the description **Lost/Unpaid** or **Lost/Accruing**.

Declare an Item Lost from the Items Out List

To declare an item lost:

- 1. Open a patron record.
- 2. Click the **Out/Overdue** tab.

The [patron's items out list](#) appears.

- 3. Select the check box in the column to the left of the item that you want to declare lost, and choose the **Declare Lost** button.

The Declare lost item dialog box opens.

Declare lost item

Item Barcode: 0000900371113

Due Date: 10/6/2016

Patron Name: Test Abbou, Sienna

Title: The golden compass!

Billed Date:

Patron Barcode: 21234000010009

☐ Billed

Total Fine: \$25.02

	Replacement:	Processing:	Overdue:
Charge:	\$20.00	\$5.02	\$0.00
Paid:	\$0.00	\$0.00	\$0.00
Waived:	\$0.00	\$0.00	\$0.00
Amount due:	\$20.00	\$5.02	\$0.00

Action:

Pay

Waive

Leave as is

Amount:

\$20.00

\$5.02

\$0.00

Payment method:

Cash

Payment amount: \$20.00

OK

CANCEL

- 4. For each charge type, select the appropriate action in the **Actions** box.
- 5. Select the method of payment in the **Payment method** box.

Note:
Integrated credit card payments are not available in this version of Leap.

- 6. Click **OK**.

View Notices for Claimed or Lost Items

To view the notification history for a claimed or lost item:

1. Open the patron's record.
2. Select **Claims/Lost** to open the list of claimed or lost items.
3. Select the check box next to the item, and select the notification history button.

The notification history for the claimed or lost item is displayed.

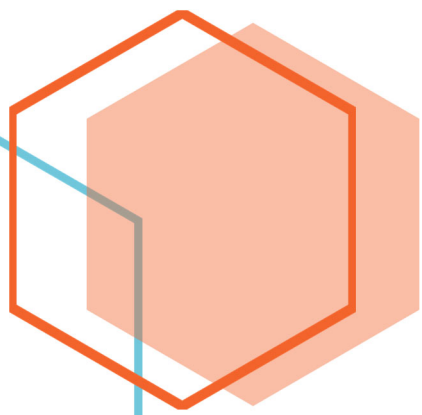
Notification History					
Title: The theatre of Tennessee Williams					
Material Type: Book					
NOTICE	METHOD	DATE	FROM	AMOUNT	STATUS
1st Overdue	Email	8/29/2014	COB		Email Completed
				ITEM RECORD	CLOSE

4. To see the claimed or lost item record, select **ITEM RECORD**.

The item record is displayed.




11. MANAGING FINES



Viewing and Managing a Patron's Financial Account

To view the patron's financial account with your library, open the patron record, and select **Account**. The patron's Account Summary list appears. To change the view, select **Collection Agency** or **Transaction Summary**.



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REGISTRATION

REFRESH

CLOSE

Check Out (0) | Out (3) / Overdue (1) | Account (\$29.40) | Claims (0) / Lost (0) | Holds (4) / Held (1)

More ▾

Pay

Waive Charge

Add Charge

Create Credit

Refund Credit

More ▾

Filter Charges

Charges: \$29.40 | Deposits: \$0.00 | Credits: \$0.00 | Balance: \$29.40

									View: Account Summary ▾	
	TYPE	DATE	BARCODE	TITLE	REASON	ORGANIZATION	NOTE	BILLED		
	Charge	3/18/2016	0001900042910	The new diary : how to use a journal for self-guidance and expanded creativity	Overdue Item	Community Library	Billed with replacement charge	Yes		
	Charge	3/18/2016	0001900042910	The new diary : how to use a journal for self-guidance and expanded creativity	Replacement Cost	Community Library	Billed	Yes	\$22.00	\$22.00
	Charge	7/14/2015	0000401367461	Gone girl. [sound recording]	Check Out Charge	Schenectady Branch - Central			\$1.00	\$1.00
	Charge	7/14/2015	0000401367461	Gone girl. [sound recording]	Overdue Item	Community Library			\$1.40	\$1.40
										\$29.40

The columns in the Account list display the type of charge, credit, or deposit; the date; the item barcode and title (if applicable); the reason for the charge, credit or deposit; the organization that made the financial transaction; notes (if entered); and the amount. When you choose a specific line in the **Account** list, the applicable task buttons are active. For example, when you choose a credit, the refund credit button is active.

See also:

- [Add a Charge to a Patron's Account](#)
- [Pay Patron Charges](#)
- [Waive Patron Charges](#)
- [Add a Credit to a Patron's Account](#)
- [View a Patron's Collection Summary](#)
- [Remove a Patron Account from Collections](#)
- [View a Patron's Transactions, Refund or Credit Payments, and Reprint Receipts](#)
- [Secure and Release Patron Records](#)

Add a Charge to a Patron's Account

To add a charge to a patron's account:

1. Open the patron's record.
2. Click **Account** to go to the [account](#) view.
3. Click **Add Charge**.

The area below the button toolbar expands.

4. Type the amount of the charge in the **Amount** box.
5. Select the reason for the charge in the **Fee Reason** box.
6. Do one of the following steps:
 - If the charge is related to an item, scan or type the barcode in the box.
 - If the item is not in hand, click **FIND TOOL** to open the Find Tool, search for the item and select it.
7. To enter notes regarding this charge, type them in the **Notes** box.
8. Click **ADD CHARGE** button at the bottom of the dialog box to add the charge.

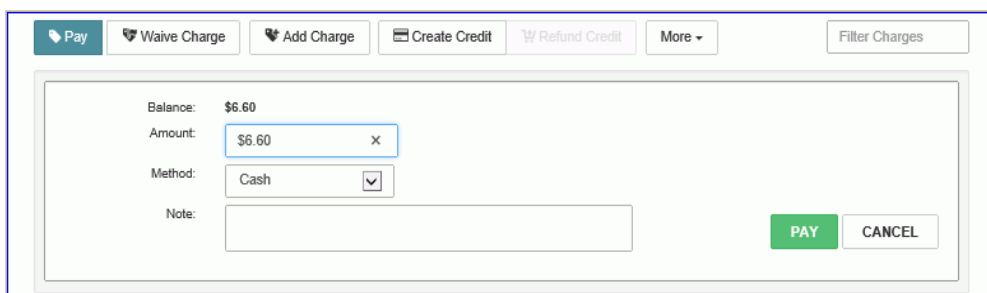
The charge is added to the patron's account.

Pay Patron Charges

To select charges and pay them:

1. Open the patron's record.
2. Select **Account** in the summary toolbar to go to Account view.
3. Select the check box next to the charge or charges you want to pay.
4. Select **PAY**.

The area below the button expands.



The screenshot shows a software interface for paying a patron's charges. At the top, there is a toolbar with buttons: 'Pay' (highlighted in blue), 'Waive Charge', 'Add Charge', 'Create Credit', 'Refund Credit', and a 'More' dropdown menu. To the right of these buttons is a 'Filter Charges' button. Below the toolbar, a form is displayed with the following fields: 'Balance' showing '\$6.60', 'Amount' with a text input containing '\$6.60' and a clear 'x' button, 'Method' with a dropdown menu showing 'Cash', and 'Note' with a text input area. At the bottom right of the form are two buttons: 'PAY' (green) and 'CANCEL' (white with a grey border).

5. If the amount paid is different from that displayed in the **Amount** box, type the amount.
6. Select a payment method in the **Method** box.
7. (Optional) Type a note in the **Note** box.
8. Select **PAY**.

The charges are paid, and the patron's account is updated.

Waive Patron Charges

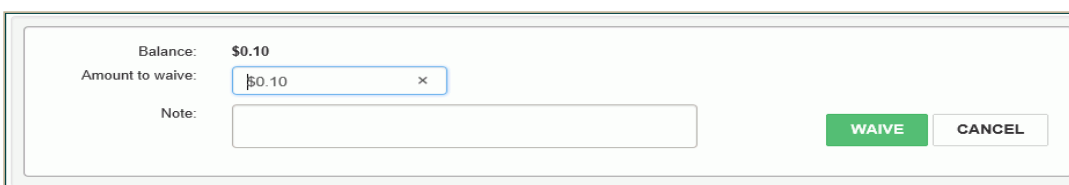
To waive a charge or charges, and distribute waived amounts:

1. Open the patron's record and select **Account** to go to the account view.

The Account view displays the account summary at the top of the list with totals for Charges, Deposits, Credits, and the total balance on the account.

2. Select the check box next to the charge (or charges) you want to waive.
3. Select the **Waive Charge** button.

The area below the toolbar buttons expands.



The screenshot shows a dialog box for waiving charges. It contains the following elements:

- Balance:** \$0.10
- Amount to waive:** A text input field containing "\$0.10" with a small 'x' icon to its right.
- Note:** A large empty text area for entering a note.
- Buttons:** Two buttons at the bottom right: a green **WAIVE** button and a white **CANCEL** button.

4. (Optional) Enter a note regarding the waived amount.
5. Select **WAIVE** to waive the amount displayed, or:
 - Enter an amount less than the total amount of the charge, enter it in the **Amount to waive** box, and select **WAIVE**.
 - If you selected multiple charges and want the waived amount to be distributed among the selected charges, select **Distributed waive**, enter an amount in the **Amount to waive** box, and select **WAIVE**.

A message indicates the charge was waived successfully.

Add a Credit to a Patron's Account

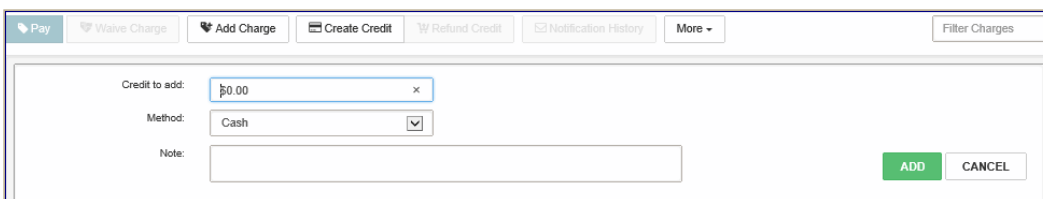
To add a credit to a patron's account:

1. Open the patron's record.
2. Click **Account**.

The [Account list](#) appears with totals at the top of the list for Charges, Deposits, Credits, and the total balance on the account.

3. Click **Create Credit**.

The area below the button toolbar expands.



The screenshot shows a software interface with a toolbar at the top containing buttons: Pay, Waive Charge, Add Charge, Create Credit, Refund Credit, Notification History, and a More dropdown. A Filter Charges button is on the right. Below the toolbar, the 'Create Credit' form is expanded. It includes a 'Credit to add:' text box with a currency symbol and a value of 0.00, a 'Method:' dropdown menu set to 'Cash', and a 'Note:' text area. At the bottom right of the form are 'ADD' and 'CANCEL' buttons.

4. Enter the amount in the **Credit to add** box.
5. Select the payment method in the **Method** box.

Note:

Integrated credit card payments are not available in this Leap version.

6. To enter an optional note, type it in the **Note** box.
7. Click **ADD** to add the credit amount to the patron's account.

View a Patron's Transactions, Refund or Credit Payments, and Reprint Receipts

You can view patron account transactions, go to the item record associated with the transaction, or print past receipts from the Transaction Summary view.

To view the patron's account transactions and reprint receipts:

1. Open the patron record.
2. Select **Account**.

The Account Summary view appears.

3. Select **View |Transaction Summary**.

The Transaction Summary view displays the patron's transaction history.

Note:

You can select an item in the list to display the item details view.

4. Do one of the following:
 - Select a payment transaction, and select **Credit** to credit the patron's account.
 - Select a payment transaction, and select **Refund** to refund the payment.
 - Select one or more transactions, and select **Print List** to reprint the receipts.

Estimate Fines from the Items Out List

To estimate fines for items in the items out view:

1. Open the patron record.
2. Click the **Out/Overdue** tab.

The [patron's items out list](#) appears.

3. Select the item or items in the items out list, and choose **Estimate Fines**.

The estimated fines appear.

Note:

The Estimated Fines dialog box displays the amount owed for all items, not just the selected items.

TITLE	AUTHOR	ITEM STATUS	DUE DATE	FINE
Danny and the dinosaur [sound recording]	Hoff, Syd, 1912-2004.	Lost	1/9/2015	\$5.00
The once and future king	White, T. H. (Terence Hanbury), 1906-1964.	Lost	10/7/2014	\$5.00
The last time they met : a novel	Shrove, Anita.	Lost	6/18/2015	\$5.00
The narrow road to the deep north	Flanagan, Richard, 1901- author.	Lost	6/24/2015	\$5.00
Estimated Fine Total:				\$20.00

4. To change the due date, choose **SELECT DATE**, and select a different date from the calendar.
5. Select **CLOSE** to close the dialog box and return to the items out list.

Note:

If your library has opted to include lost and/or claimed items in the estimated fines calculation, you can also estimate fines from the **Claims/Lost** view.

Resolve Charges for Renewal and Overdue Fine

If your library charges for renewals and prompts for the renewal charge, a single dialog box appears when you renew an item for which overdue fines are owed. You can then resolve both the renewal charge and the overdue charge in one step. The options to charge for renewals and prompt for the charge are set using the **Check-Out: Charge Options** Patron Services parameter in Polaris Administration.

Note:

If your library charges for renewals but has not selected the **Prompt in the Staff Client** check box on the Check-Out: Charge Options dialog box, the overdue fine dialog box appears and the renewal amount is applied to the patron's account.

To resolve charges for a renewal and overdue fines:

1. Renew the item.

The Renew chargeable overdue item dialog box appears.

2. For the **Checkout (renewal) charge** and the **Overdue Fine**, select an action in the **Action** box.
3. Enter an amount for each charge in the **Amount** box.
4. Select the payment type in the **Payment method** box.

Example:

Select **Pay** from the **Actions** drop-down list for each charge and enter an amount equal to or less than the charge in the **Amount** box.

Note:

If you enter an amount less than the total charge, the amount is added to the patron's account.

5. Click **CONTINUE**.

If you selected **Pay** in the **Actions** drop-down list, the payment is recorded in the patron's account, and a receipt is printed. The receipt includes the **Checkout Charge/Overdue** in the **Reason** field, the total charges, the total amount paid, and the patron's remaining account balance..

Manage Charges for Check-outs/Renewals

To manage charges for check-outs and renewals in Leap:

Note:
If your library charges for renewals, and you are renewing an item for which overdue fines are charged, you can [resolve both the renewal charge and the overdue fine](#).

1. Check-out or renew an item for which a charge has been assigned for check-out/renewal in Polaris Administration.

The Patron Check-out Charge or Patron Renewal Charge dialog box opens where you can manage the charge.

Patron Check-out Charge

There is a charge to check out this item.

Item barcode: 123456789

Title: The tiger's wife : a novel

Patron barcode: A12291954

Name: Ms. Laura Izquierda

Charge:

PAY...

WAIVE

CHARGE ACCOUNT

CANCEL

2. If you want to change the amount that is paid, waived, or charged, modify the amount in the **Charge** box.
3. Click one of the following buttons:
 - **PAY** - The area below the charge expands. If the amount paid is different than the amount charged, you can enter it in the **Amount** box. Select the payment method in the **Method** box. Then, click **PAY**.

Patron Check-out Charge

There is a charge to check out this item.

Balance: \$1.00

Amount:

Method:

Cash

▼

Note:

PAY

CANCEL

- **WAIVE** - The charge is waived and the item is checked out.

- **CHARGE ACCOUNT** - the charge is added to the patron's account, and the item is checked out.

Manage Fines During Check In

To check in multiple items and manage fines:

1. Log into Leap, and choose **CHECK IN**.

The Check In page opens with the cursor in the barcode box.

The screenshot shows the Leap library management system interface. At the top is a dark teal navigation bar with the 'leap' logo, a search bar with the placeholder 'Scan or search', and links for 'Utilities', 'Help', and the user 'laura.peer (COB)'. Below this is a light gray bar containing a 'NEW PATRON' button and a 'CHECK IN' button. The main section is titled 'Check In' and features a barcode input field with a cursor, a 'FIND TOOL' button, 'Free Days' fields set to '0' and '5/15/2015', and a 'CLOSE' button. At the bottom of this section is a table header with the following columns: BARCODE, DUE DATE, STATUS, COMMENT, TITLE, MATERIAL TYPE, SHELF LOCATION, CALL NUMBER, PATRON NAME, and ASSIGNED BRANCH.

2. Scan each item's barcode.

If the patron has been billed, the Resolve billed item dialog box opens. See [Resolve Billed Items During Check In](#).

If the item is overdue, the Overdue Fine dialog box opens. You can resolve the overdue fines immediately or choose **CONTINUE** to continue checking in items.

If you choose **CONTINUE** on the Overdue Fine dialog box, the box closes and you can continue to check in items. Fines will be totaled for each patron, and you can resolve the charges after checking in all the items.

3. To view and resolve the fines, choose **RESOLVE CHARGES**.

The patrons for whom the checked-in items included fines are listed at the bottom of the Check In page with totals for new fines and old fines.

Check In

Free Days:

BARCODE	DUE DATE	STATUS	COMMENT	TITLE	MATERIAL TYPE	SHELF LOCATION	CALL NUMBER	PATRON NAME	ASSIGNED BRANCH
0000101432037	5/13/2015	Out -> In-Transit	To Lake Pleasant Public Library, Town of	Under the Tuscan sun : [sound recording] at home in Italy	Audiobook		RC 914 .D5 May	Mr. Mark M Swota	Lake Pleasant Public Library, Town of
3987800002319	4/5/2015	Out -> In-Transit	To Mary Cay's Branch	The art of calligraphy: a practical guide.	Book		745.6 A3	Mrs. Connie Colson	Schenectady Branch - Central
0004400197200	5/29/2015	Out -> In-Transit	To Frothingham Free Library (Fonda)	Water for elephants [large print]	Book		LT Fict (Fru	Miss Rachael A Gaal	Frothingham Free Library (Fonda)
0001000035103	7/23/2015	Out -> In-Transit	To Canajoharie Library	One hundred years of solitude	Book		Fict Gar	Anar Kamat	Canajoharie Library
3384100100000751		In-Transit -> In-Transit	To Southern Adirondack Library System	The Vietnamese gulag	Book		959.704 D		Southern Adirondack Library System
0000100368505		In-Transit -> In-Transit	To Schenectady Branch - Central	Stars	Book		J 523.8 B		Galway Public Library

<input type="checkbox"/>	PATRON NAME	BARCODE	NEW FINES	OLD FINES
<input type="checkbox"/>	Mr. Mark M Swota	1000201342622	\$3.30	\$0.00
<input type="checkbox"/>	Mrs. Connie Colson	1000401539316	\$5.00	\$12.90
<input type="checkbox"/>	Miss Rachael A Gaal	1000402454782	\$2.04	\$6.60

4. Select the check box next to the patron for whom you are resolving charges.

The action buttons to manage charges become active.

<input type="checkbox"/>	PATRON NAME	BARCODE	NEW FINES	OLD FINES
<input checked="" type="checkbox"/>	Mr. Mark M Swota	1000201342622	\$3.30	\$0.00
<input type="checkbox"/>	Mrs. Connie Colson	1000401539316	\$5.00	\$12.90
<input type="checkbox"/>	Miss Rachael A Gaal	1000402454782	\$2.04	\$6.60

5. Select the appropriate action button. If you choose **Manage all Fines**, you can go to the patron's account and manage all the patron's charges. See [Viewing and Managing a Patron's Financial Account](#) .

Resolve Billed Items During Check In

When you check in an item returned by a patron who has billed fines and/or fees, you can resolve the billed item.

To resolve a billed item during check in:

1. Log into Leap, and select **CHECK IN**.

The Check In page opens with the cursor in the barcode box.

2. Scan the item barcode, or search for and select the item.

If the patron has been billed for amounts owed to the library, the Resolve billed item dialog box opens.

Resolve billed item

Item Barcode: 0000602255028 Title: The Emperor's new clothes [DVD]

Due Date: 8/23/2013 Billed Date: 9/10/2013 ☒ Billed

Patron Name: Mr. George P Anderson Patron Barcode: 1000600712177

	Replacement:	Processing:	Overdue:
Charge:	\$29.99	\$0.00	\$5.00
Paid:	\$29.99	\$0.00	\$0.00
Waived:	\$0.00	\$0.00	\$0.00
Amount due:	\$0.00	\$0.00	\$5.00

Amount:

Actions:

Payment method: **Total Fine: \$34.99**

CONTINUE **CANCEL**

Under each column, a drop-down list box contains options for performing actions applicable to the charge type.

3. To resolve a charge during check in, select one of the following options in the **Action** box:

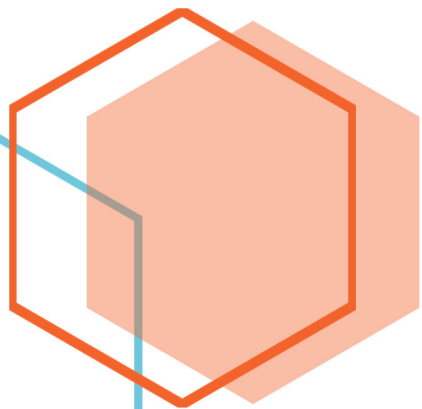
- **Waive**
- **Leave as is**
- **Pay**
- **Charge**

4. Select **CONTINUE** to check in the item and perform the selected action on the charges.



12. HOLDS PICKLIST

(REQUEST MANAGER)



Using the Holds Picklist

When you open the Picklist, the Pending requests are listed for the branch you selected when logging into Leap. You can choose a different branch from the drop-down list box at the top of the Picklist. To view holds with other statuses, select another tab. The totals are displayed for each view for the selected branch, and these totals are updated as the hold requests change statuses.

Note:

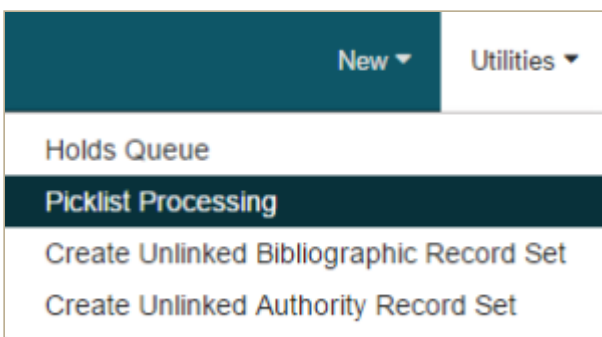
If a hold request is for a serial, the call number includes the volume and copy, and the title includes the serial title and designation.

For information on INN-Reach requests, see [Circulate Items Requested via INN-Reach](#).

You can take a tablet into the library stacks, and do the following for selected hold requests in the Picklist:

- Indicate the item was located
- Indicate an item was not claimed (picked up)
- Set a hold request to "Ask me later" - This removes the hold request from the pending list, and moves it to the next step in the Request to Fill (RTF) process.
- Deny a hold request
- View the held items that need to be transferred to another pickup branch
- Open the Hold Request workflow
- Link to the item record
- Link to the patron record

To open the holds Picklist, choose **Utilities | Picklist Processing**.



Picklist

Schenectady Branch - Central
REFRESH
CLOSE

Pending (16)
Located (0)
Unclaimed (74)
Unclaimed ILL (19)
Holds to Transfer (0)

Located
Ask Me Later
Missing
Deny
Properties

Filter requests

Total Items | 16 total

<input type="checkbox"/>	COLLECTION ▲	SHELF LOCATION	CALL NUMBER	AUTHOR	TITLE	MATERIAL TYPE	PICKUP BRANCH	BARCODE	PENDING DATE
<input type="checkbox"/>	Paperbacks		Fict Smi	Smith, Betty, 1896-1972.	A tree grows in Brooklyn	Book	STI	0000408238152	6/13/2017
<input type="checkbox"/>	Children's Nonfiction		J 637 Ill	Ilisley, Linda	Cheese	Book	BAL	0000404361248	5/25/2017
<input type="checkbox"/>	Children's Nonfiction		J 636.2 Mil	Miller, Sara Swan.	Cows	Book	AMS	0000409394087	6/14/2017
<input type="checkbox"/>	Children's Fiction		J Fict	Potter, Beatrix, 1866-1943.	The tale of Jemima Puddle-duck : and other farmyard tales.	Book	SCP	0000403146178	6/10/2017

- Select a hold request and choose **Properties** to open the Properties dialog box.



The Hold Properties dialog box displays the following information on the Hold Request, Item, and About tabbed views:

- **Hold Request** view:
 - Hold Status
 - Status Date
 - Activation Date
 - Expiration Date
 - Patron - The patron name is a link to the patron record.
 - Registered At
 - Pickup Branch
- **Item** view:
 - Title
 - Barcode - The barcode is a link to the item record.
 - Assigned Branch
 - Material Type
 - Routing Sequence
- **About** view:
 - Request ID
 - Created by
 - Date created
 - Modified by
 - Date modified

The Picklist has the following views:

- **Pending** - Click the **Pending** tab to list the hold requests with a Pending status for the selected branch.
- **Located** - Click the **Located** tab to list the holds that have been set to Located for the selected branch.
- **Unclaimed** - Click the **Unclaimed** tab to list the holds with an Unclaimed status for the selected branch.
- **Unclaimed ILL** - Click the Unclaimed ILL tab to list the ILL requests for the selected pickup branch that have a status of received-held and an unclaimed date earlier than the current date. You can click a row in this view to open the ILL Request workflow.
- **Holds to Transfer** - Choose the **Holds to Transfer** tab to list the held items that need to be transferred to a changed pickup branch.



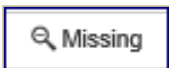


To perform an action on hold requests in the Picklist, select the check box to the left of each hold request you want to change. When a hold request is selected, the applicable action buttons are activated. To select all the requests, choose the check box in the column header.

To modify the circulation status from the Picklist, you must have the **Picklist application: Modify circulation status** permission set in Polaris Administration.

Then, choose an action button to change the pending hold request.

Note:

The **REFRESH** button refreshes the list.

Action Button	Action
	Indicates that the item has been selected and is on the way to a processing location where it will become held for the patron or go in-transit. The pending request moves to the Located list, which you can view by selecting Located at the top of the page.
	The hold request is removed from the pending list, and it moves to the next step in the Request to Fill (RTF) process.
	The item is set to Missing. When an item is declared missing from the Picklist in Leap, the item history is updated with the following: Circulation status modified via Picklist processing.
	The hold request is denied, and it is removed from the pending list.
	Opens the Hold Properties box that contains information about the hold request and links to the patron and item records.

See also:

- [Sort and Filter the Picklist](#)
- [Indicate an Item Was Located](#)
- [Mark a Hold Request with Ask Me Later](#)
- [Return a Located Item to the Pending List](#)

Sort and Filter the Picklist

You can do the following to sort or filter the Picklist:

- Select a branch from the drop-down list at the top of the Picklist.
- Click a column header to sort the list.
- Start typing in the Filter requests box. For example, start typing the call number to locate all items in the same library location.

Indicate an Item Was Located

To mark items as located in the picklist:

1. Open the picklist.

Your login branch is the default branch displayed. You can choose a different branch by selecting it in the drop-down list box.

Tip:

To filter the hold requests by a category, such as a collection, that corresponds with the location of items in the library, start typing the filter term in the **Filter requests** box.

2. Locate the items on the shelves that match the hold requests in the list.
3. Select the check box next to each found item in the picklist.
4. Select **Located**.

The following occurs for each hold request marked as Located:

- The hold request status changes to Located
- The item status remains In
- The request moves from the **Pending** list to the **Located** list.

After marking the requested items in the picklist as Located, you can take the located items to the pickup location where they can be scanned at a Polaris workstation where they become “held.” All other holds processing and notices function according to established methods in the Polaris staff client.