Circulation Desk Quick Start Guide

This guide is designed as a launch point for common workflows related to Circulation tasks. If you cannot find needed information elsewhere on the Alma section of the LTS Staff Documentation wiki or if you need additional assistance with Alma, please submit an Alma Support Ticket.

Quick Guide (PowerPoint)

Quick Guide to Circulation in Alma.pptx: This is designed for students but may also serve as a refresher for staff. It covers basic searches in Alma, loans, proxy loans, viewing requests, missing, renewals, and returns. Last update: 6/29/18

Patron-Facing Services

- Loaning Items
  - Loan an Item
  - Loan an Item to a Sponsor via a Proxy Account
  - Loan an Item That Has No Barcode (a.k.a. Create Item)

- Placing Requests
  - Request a Title for a Patron
  - Request a Specific Item for a Patron
  - Locate a Request
  - Modify a Request
  - Change the Priority on a Request
  - Delete or Cancel a Request

- Paying or Waiving Fines
  - Add a Fine or Fee
  - Dispute a Fine or Fee
  - Waive a Fine or Fee
  - Pay a Fine or Fee

- Viewing Patron Accounts
  - About Patron Records
  - View a Patron Record
  - View a Patron's Fines or Fees

- Returning Items
  - Returns

- Hold Shelf
  - Clearing the hold shelf

Other Key Functions

- Mark an Item as Missing
- Mark an Item Claimed Return, Lost, or Found
- Print a pick from shelf list
- Open a work-order for another department

Printed Products

- Notifications: Overdue notices, fine notices, etc.