



Introduction: TLC Check Out function attaches an item to a borrower. The circulation period is based on borrower type and item type/format.

Search for borrower; when the borrower window opens, the check out function is default option.

Scan the item barcode. If the scanner is programmed with a return key (carriage return) the item will drop down to the checked out box or hit search to finalize check out.

The screenshot shows the library system interface for a borrower named SUZETTE JOHNSTONE with ID 7608324. The interface includes a navigation menu at the top with options like 'Borrower Services', 'Staff Services', 'PAC', 'REPORTS', and 'FirstSearch'. A green header bar displays 'Ptarmigan Circulation' and the current time '5:04 pm, August 05, 2011'. On the left, there is a 'No Image' placeholder. The borrower's details are listed: Borrower Type (ASD Staff), Items Overdue (0), Items Out (0), and Balance (\$0.00). On the right, there are statistics for Requests Arrived (0) and Requests Pending (0). Below this, there is a 'Check Out Items' section with a search bar and buttons for 'Search', 'Change Due Date', and 'Stats Only'. A table below the search bar has columns for Item ID, Title, Author, Call Number, Check Out Date, and Due Date. On the far left, there are several green buttons: 'Check Out' (F2), 'Requests' (F6), 'Charges', 'Borrower Info', and 'Check In'.

A title can be searched as an alternate check out function. Enter title and select search. From the results click on title and then click on the barcode or click *select* to complete the check out process.

The screenshot shows a 'Title Search' window. The search input field contains 'clifford the big red dog' and the search type is set to 'Smart'. A 'Search' button is visible. Below the search bar, there is a checkbox for 'Home Location Only' which is checked. The results section is titled '1 Titles Found' and contains a table with the following data:

Title	Author	Format	Pub. Date	Collection
Clifford, the big red dog	Bridwell, Norman	Book	1985	PTEB

Below the table, there is another table with columns for Item ID, Collection, Location, and Status. The data row shows:

Item ID	Collection	Location	Status
31328000106573	PTEB	Ptarmigan	Available

At the bottom right of the window, there is a 'Select' button.

