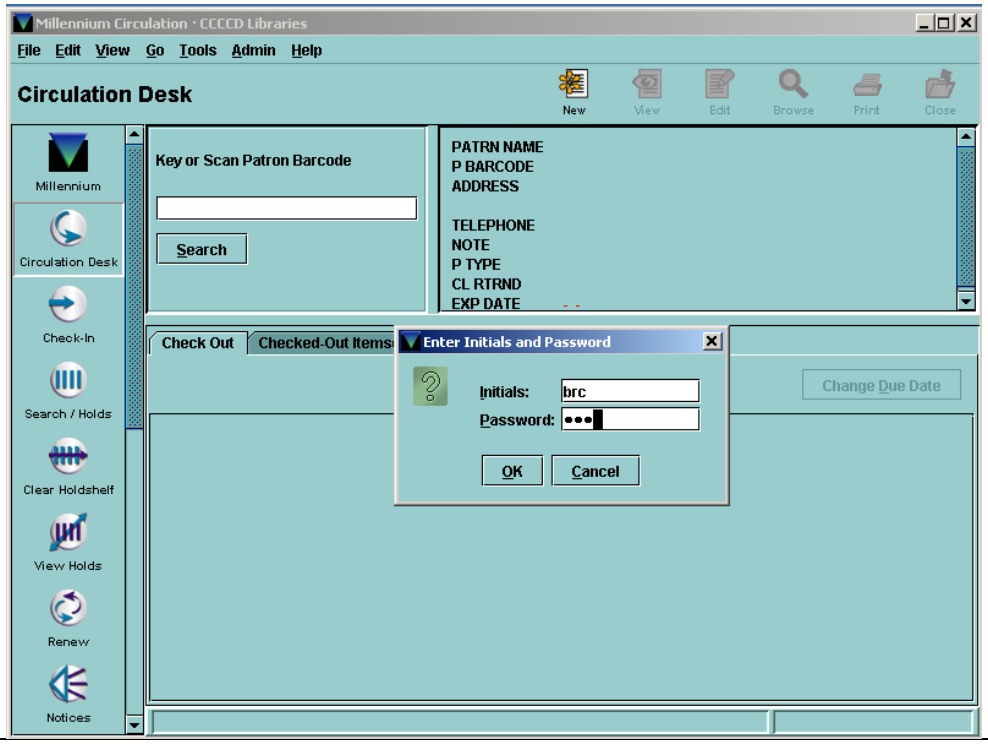
LMC Brentwood Center

RESERVE LIBRARY COLLECTION
Millennium Circulation Procedures

4 Ways Find a Reserve Book on the shelf that a Student requests:

- Your collection is small enough that you may be able to visually locate the books on the shelf by title or course abbreviation on the spine.
- Look up the book by course in Course Reserves.
- Look up the book by instructor in Course Reserves.
- Look up the book by title or author in the Library Catalog.

Open Millennium Circulation Module:

1. Double click on the Innovative Millennium icon.	
2. Username: milcircb 3. Password: milcircb 4. Click: OK	
5. Initials: brc 6. Password: brc 7. Click: OK	

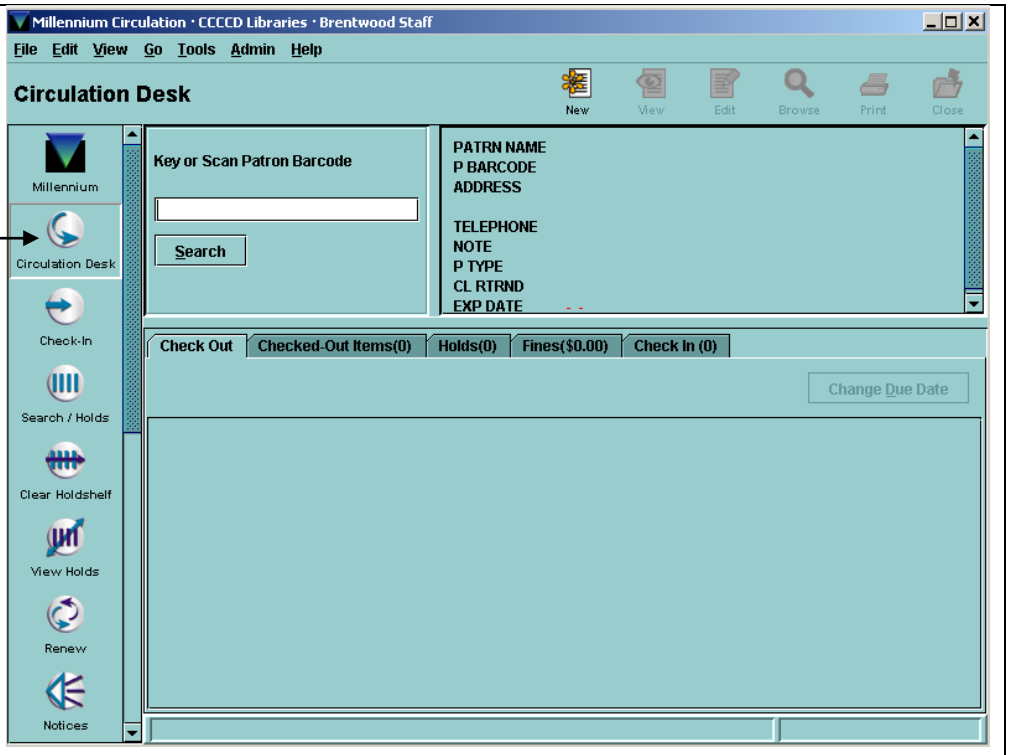
Check a Reserve Book OUT to a Student/Staff/Faculty Member:

(Notice that the **Circulation Desk** button is automatically selected.)

1. Scan the barcode on the student's id.

(If a faculty of staff member does not have an id, you may search for his/her record by last name. Type the letter "n" followed by the person's last name. *example: nwentworth*)

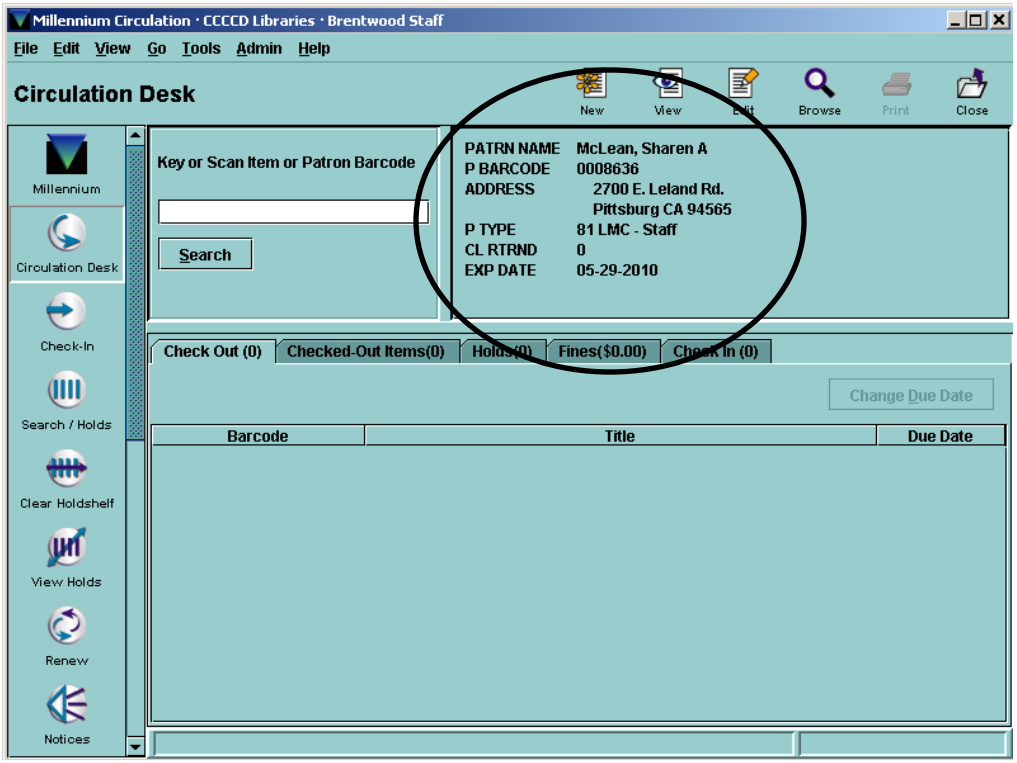
POLICY: All students must have a student id to check out books.



(Notice that the patron record appeared.)

2. Scan the barcode on the book.

✓ Check the name of the record to the name on the student id.
✓ Check to make sure that the photo on the id matches the person in front of you.

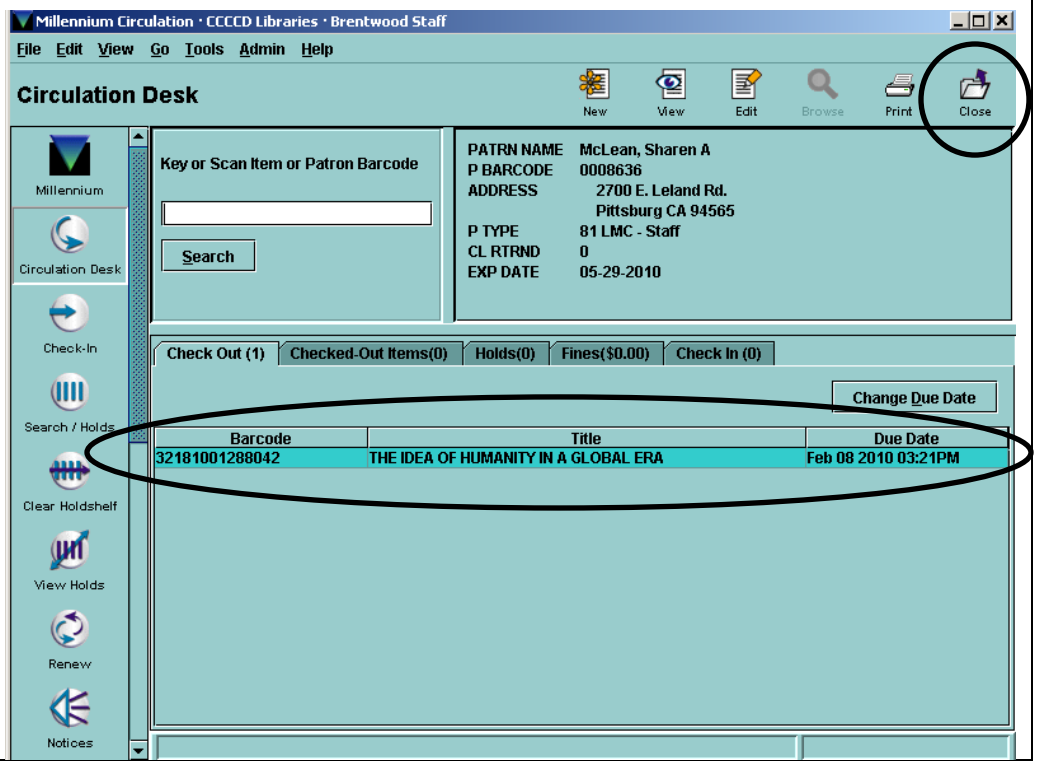


(Notice the book information pop up.)

3. Tell the patron what time his/her item is due.

4. Scan any additional item for this patron.

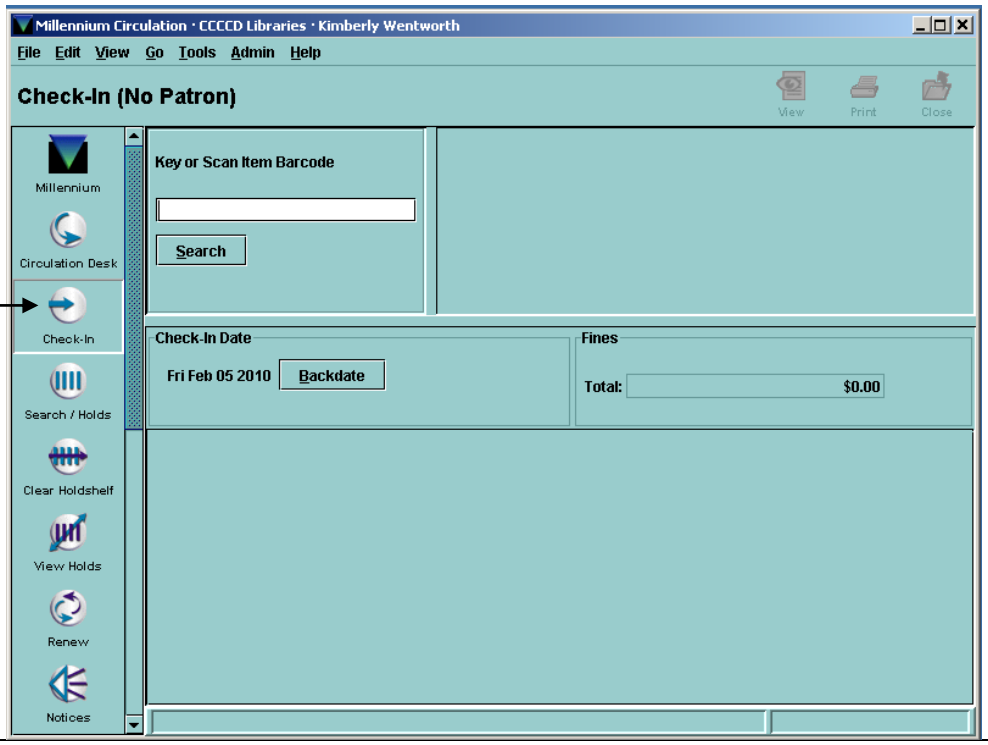
5. Click on the **Close** button when you are finished.



Check a Reserve Book IN to a Student/Staff/Faculty Member:

1. Click the **Check-In** button.

2. Scan the barcode of the item to be returned.

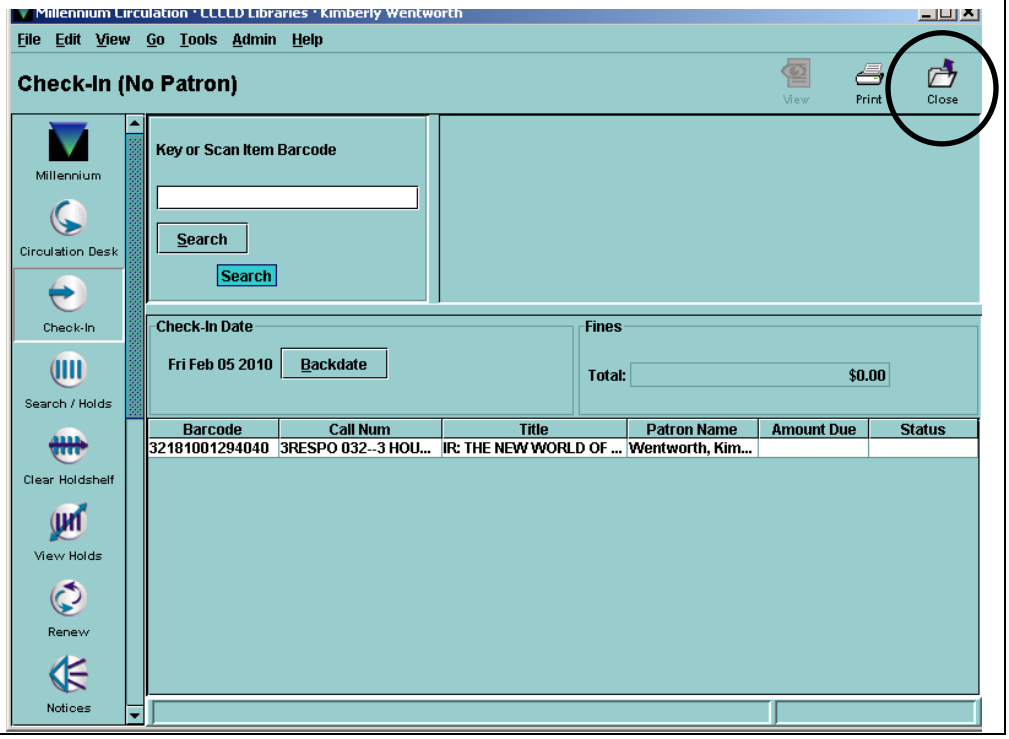


(Notice the book information will appear. If the book is late, a total will appear in the **Fines** box.)

3. Click on the **Close** button when you are finished.

If a patron owes fines, they will be automatically, blocked from checking out more items until his/her fines are paid.

RULE: All fines must be paid in-person at LMC Main Campus Library.

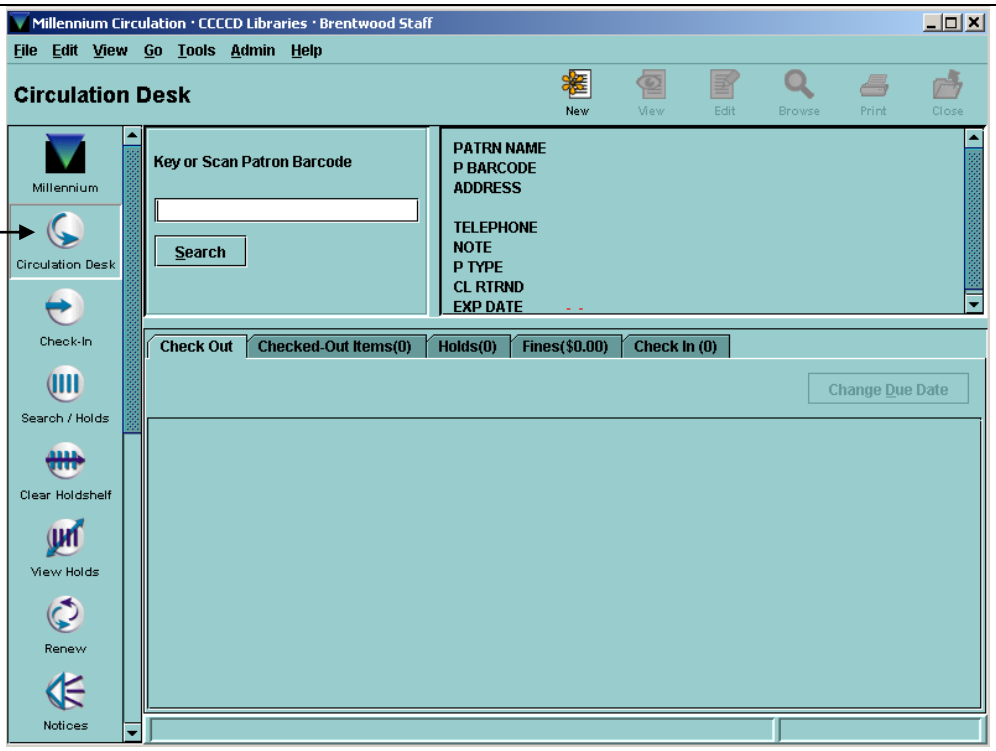


Waive Overdue Fines for Students/Staff/Faculty Members:

It is OK to Waive the overdue fines for items that are a few minutes late.

1. Click the Circulation Desk button.

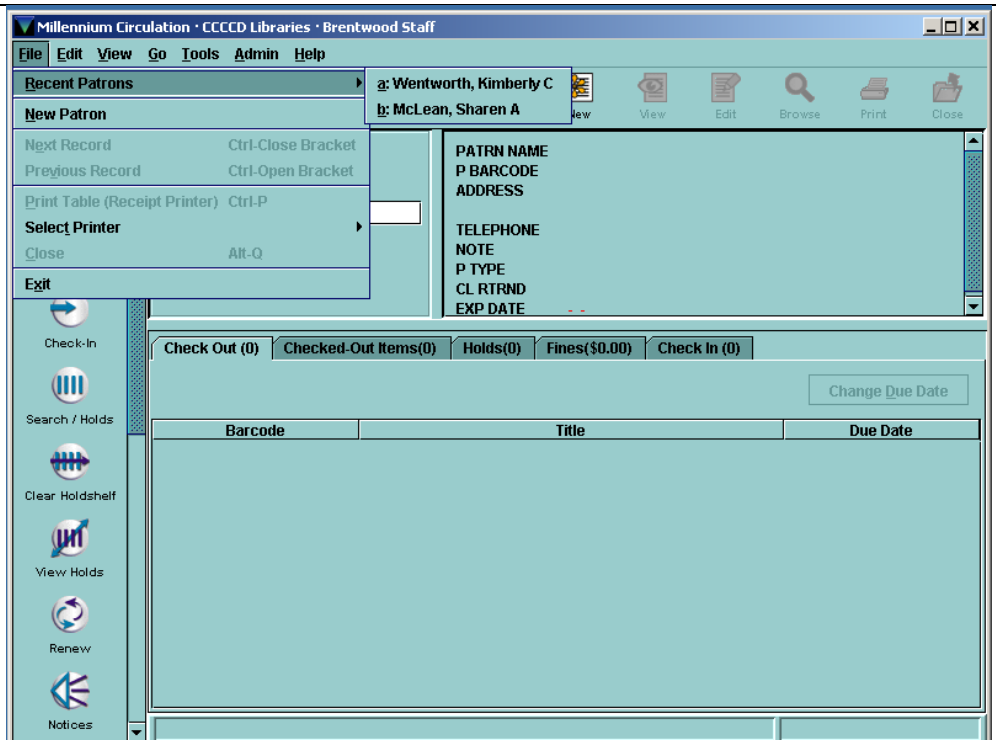
2. Open the patron's record by scanning their id.



OR (If you just checked in his/her book, you can click:

- File
- Recent Patrons

to pull his/her record back up.)



3. Click on the **Fines** tab.

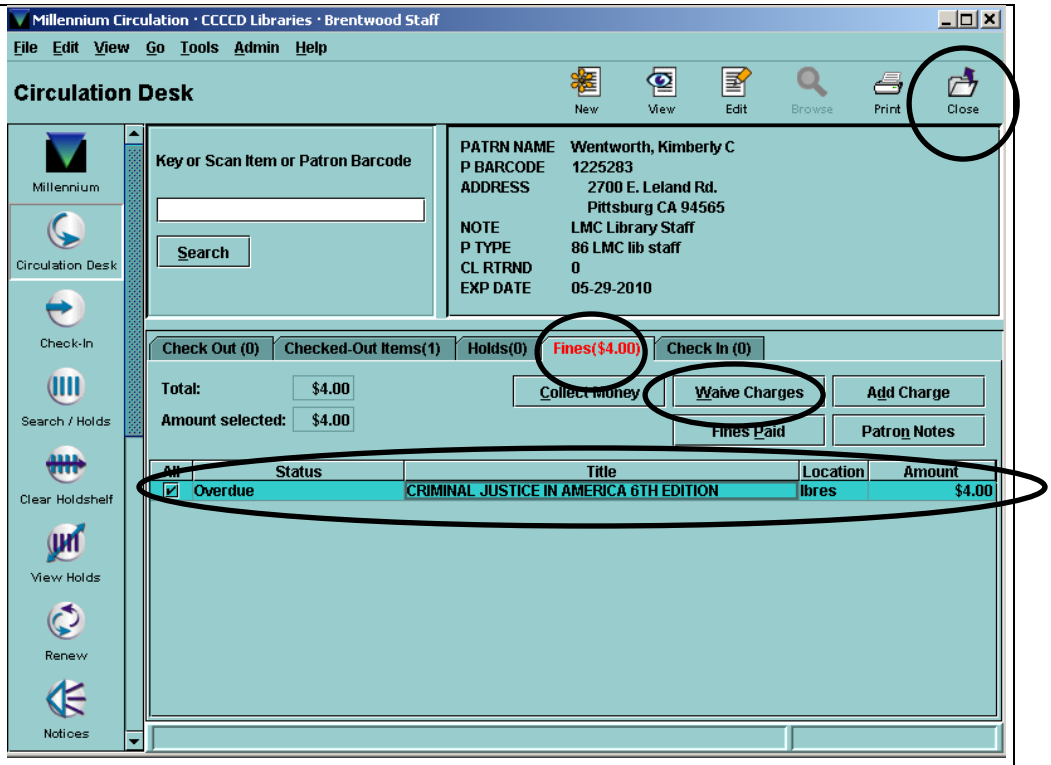
4. Click the book **Title** for the fine you wish to waive.

5. Click the **Waive Changes** button.

6. Click the **Yes** button when asked to confirm.

   (A receipt will pop up. You may choose to print it or not.)

7. Click the **Close** button.



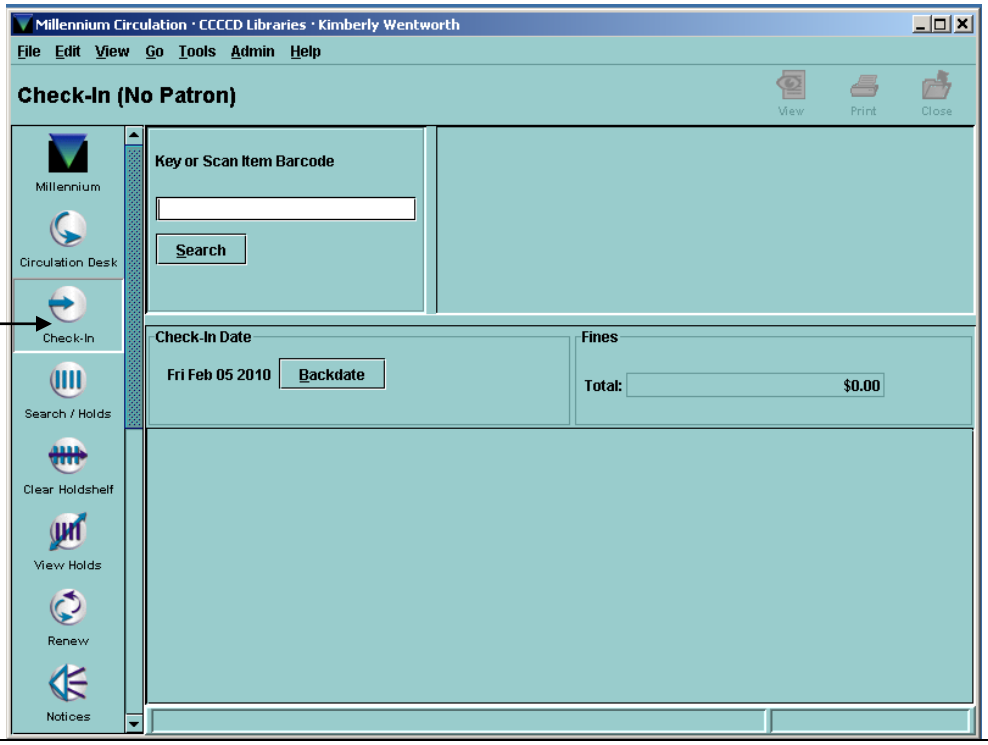
PROCESSING A BOOK THAT WAS REQUESTED FROM ANOTHER DISTRICT LIBRARY

(These instructions are for books that students have requested from another district library through the online catalog and designated the Brentwood Center as the pickup location.)

A library book will arrive at BWC from another district library.

A transit slip should be sticking out of the book.

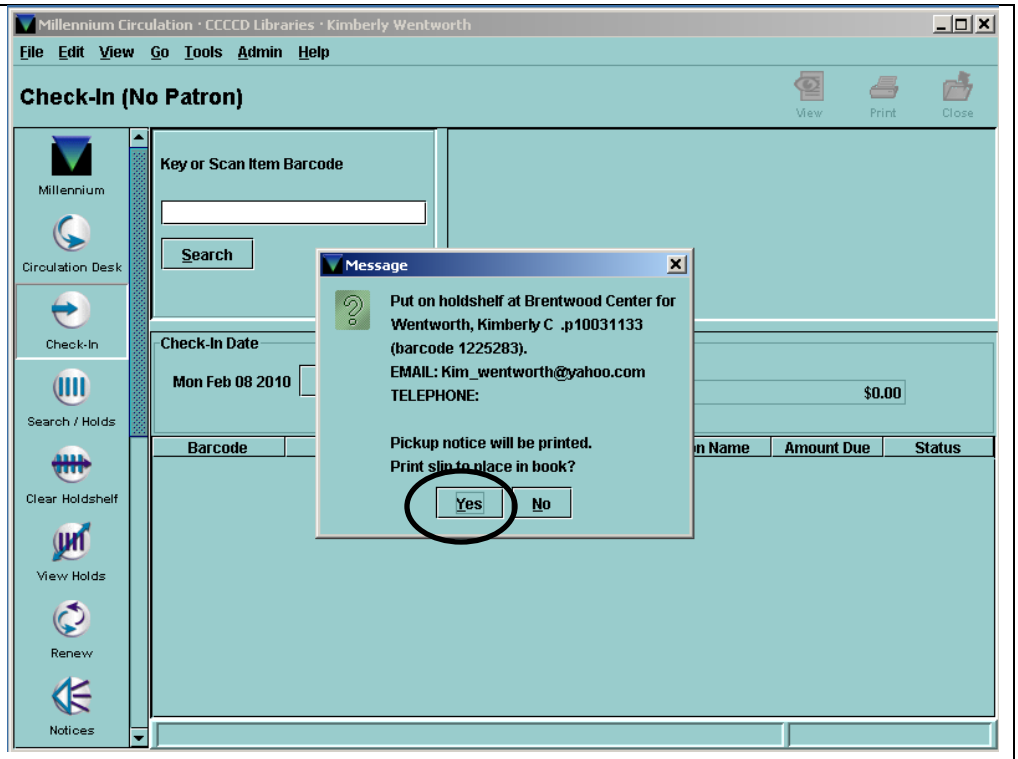
1. Click the **Circulation Desk** button.



2. Scan the book that has just arrived.

   (This message will appear.)

3. Click the **Yes** button.



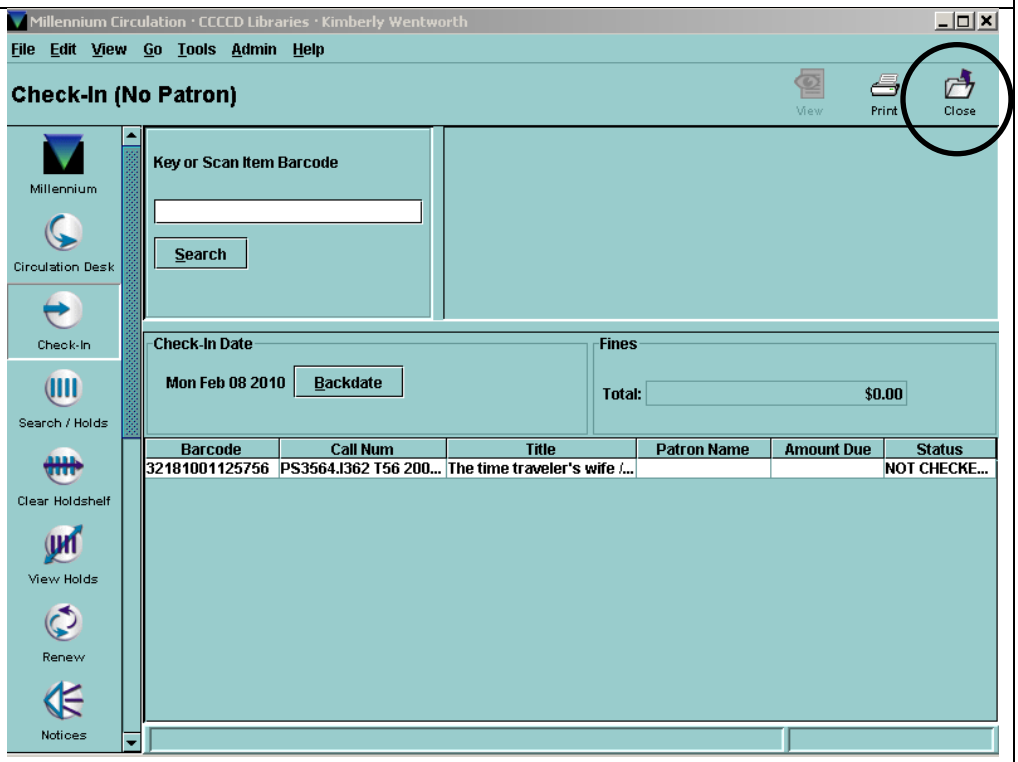
(A Hold Slip will print out.)

4. Place the Hold Slip in the book and put it on the BRW HOLD Shelf.

   (LMC Library will send an email to the student saying that the item is available for pickup at the BWC.)

   (The book info will appear.)

5. Click the **Close** button.



Check out the book to Patron as normal.
Stamp with due date stamp.

When the student returns the book, check it back in as normal.
You should be prompted to print an in-transit slip back to the owning library. Place the slip in the book. Put the book in an interoffice envelope and send back to the owning library.