Aleph Circulation Procedures - Borrower Circulation Summary

The Borrower Circulation Summary is the only way in Aleph to print a list of items a patron has charged out. It may be accessed at three locations in the Circulation Module of Aleph - Loan, Return, and Patron. Procedures for accessing and printing at each location are as follows:

Loan
(tab 1 or press F5)

Use after loaning out material to a patron.

1. Click on the “Letter” button in the upper right pane of Loan.
2. A “Print Letter to Patron” window will appear.
3. Click on “Borrower Circulation Summary”.
4. Click the “Print” button.
5. The Borrower Circulation Summary will print.

Return
(tab 2 or press F6)

Use after returning items for a patron.

1. Click on the “Letter” button in the upper right pane of Return.
2. A “Print Letter to Patron” window will appear.
3. Click on “Borrower Circulation Summary”.
4. Click the “Print” button.
5. The Borrower Circulation Summary will print.

Patron
(tab 3 or press F7)

Use if a patron just walks up and asks for a list of items checked out.

1. Pull up the patron account by:
   a. Scanning the red UMBC ID or Special Borrower’s Card.
   b. Entering the local ID from a red UMBC ID card, prefaced by ‘BC-’.
   c. Entering the system ID (00000xxxxxx).
   d. Looking up the patron by name:
      i. Click on the button with 3 dots on the patron line.
      ii. Enter name in this format: last name, first name - and press <Enter>.
      iii. Highlight the entry that matches the patron and click the <Select> button.
2. Go to Patron Registration in the Navigation (left) pane and click on Global Patron Information.
3. Click on the “Letter” button in the right pane of Global Patron Details.
4. A “Print Letter to Patron” window will appear.
5. Click on “Borrower Circulation Summary”.
6. Click the “Print” button.