

Is this person from a participating library?

Check the list of participants at:

https://www.maine.gov/msl/libs/directories/reciprocal_borrowing_libraries.shtml

- Yes - Carry on.
- No - Sorry, walk in borrowing is not available for that library.
* Note: Although some libraries previously had a “try it and see if it works” policy for walk-in borrowing, please do not check out to the patron of a library not on the list. Certain libraries made purposeful decisions not to participate based on their local situations, and we need to respect their decision.

Is this person from a MILS library?

Check the list of participants if you are unsure:

https://www.maine.gov/msl/libs/directories/reciprocal_borrowing_libraries.shtml

- Yes – Follow directions for **In-System Checkout**
- No - Follow directions for **MaineCat/INN-Reach Visiting Patron Checkout**

In-System Checkout

Check out the items in Leap exactly as you would one of your own patrons:

1. Open the patron’s record.
2. The **Check Out** view should be selected by default, but double check before scanning or entering the item barcodes.
3. Scan the item barcode in the barcode box to check each item out.
4. A Checkout successful message is displayed (when there are no blocking conditions), the item is listed as checked out, and the **Check Out** count indicates the number of items the patron has checked out.

The screenshot shows the Leap library system interface for a patron named SYLVIA PLATH. The interface includes a search bar at the top, navigation tabs for CHECK IN, NEW PATRON, and PRINT, and a main section for the patron's account. The patron's name is SYLVIA PLATH, with ID 29998000000234, and they are associated with A. B. RICKER MEMORIAL LIBRARY. There are buttons for REGISTRATION, ACTIONS, and a prominent red COMPLETE button. Below this, there are statistics for Check Out (2), Out (2) / Overdue (0), Account (\$0.00), Claims (0) / Lost (0), Holds (0) / Held (0), and ILL (0) / Held (0). A search bar contains the barcode 34281000397493. Below the search bar is a table of checked-out items:

BARCODE	TITLE	ASSIGNED BRANCH	ACTION	DUE DATE
34281000413779	The hunt for the curious cheese	Paris Public Library	Check Out	2/2/2023
34281000401642	The goonies	Paris Public Library	Check Out	1/26/2023

- When you are finished checking out all the items for the patron, select **COMPLETE**.

MaineCat/INN-Reach Visiting Patron Checkout

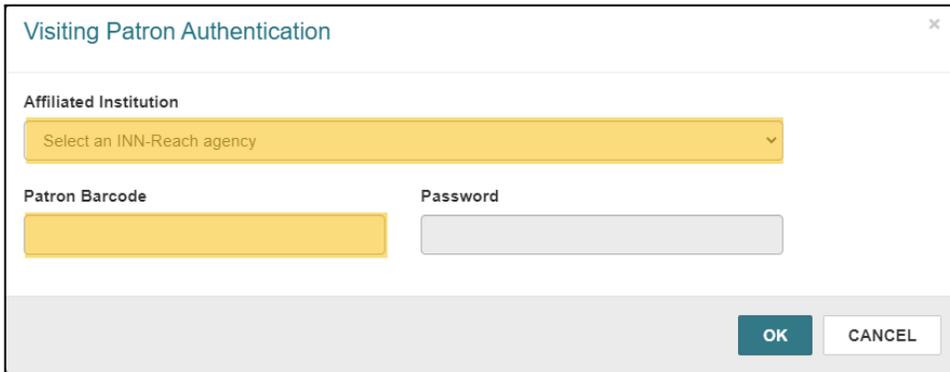
Check out the video for a walkthrough of the steps: https://youtu.be/xxmtD6_UdA4

To check out items to a walk-in or visiting patron:

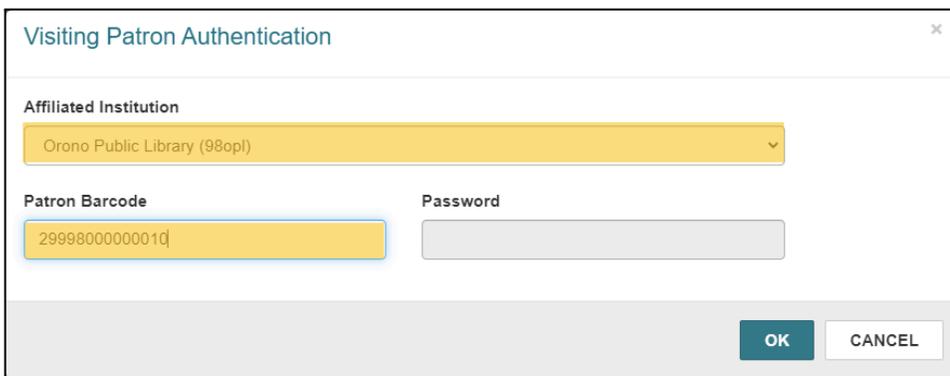
- In Leap, select **Utilities > Visiting Patron Check Out (INN-Reach)**.

The screenshot shows the Leap library system interface with the Utilities dropdown menu open. The menu items are: Holds Queue, Outreach Services, Picklist Processing, Request Manager, Serials Check In, Visiting Patron Check Out (INN-Reach) (highlighted in yellow), and Print Notices.

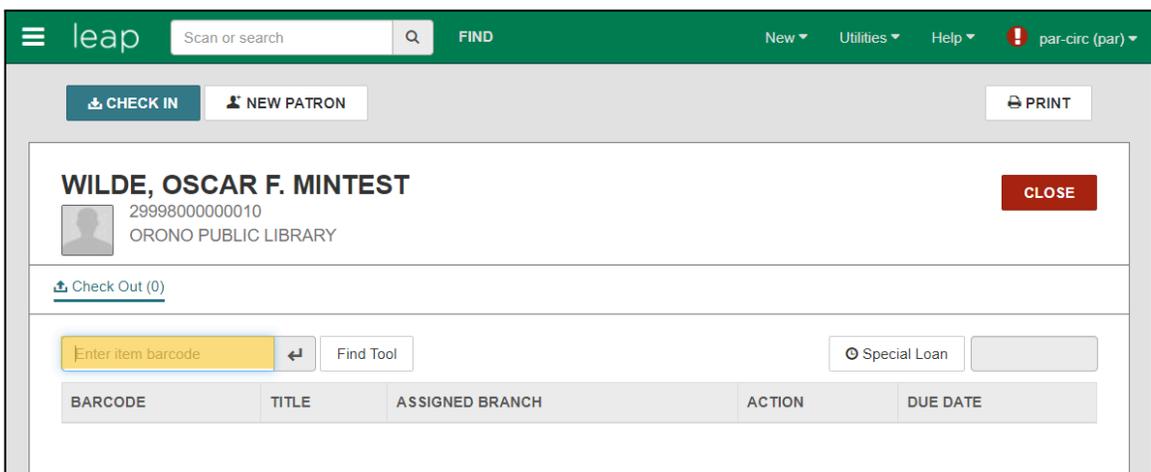
2. The **Visiting Patron Authentication** dialog opens.



3. Select the **INN-Reach participating library** that the patron belongs to.
4. Enter the patron's barcode.



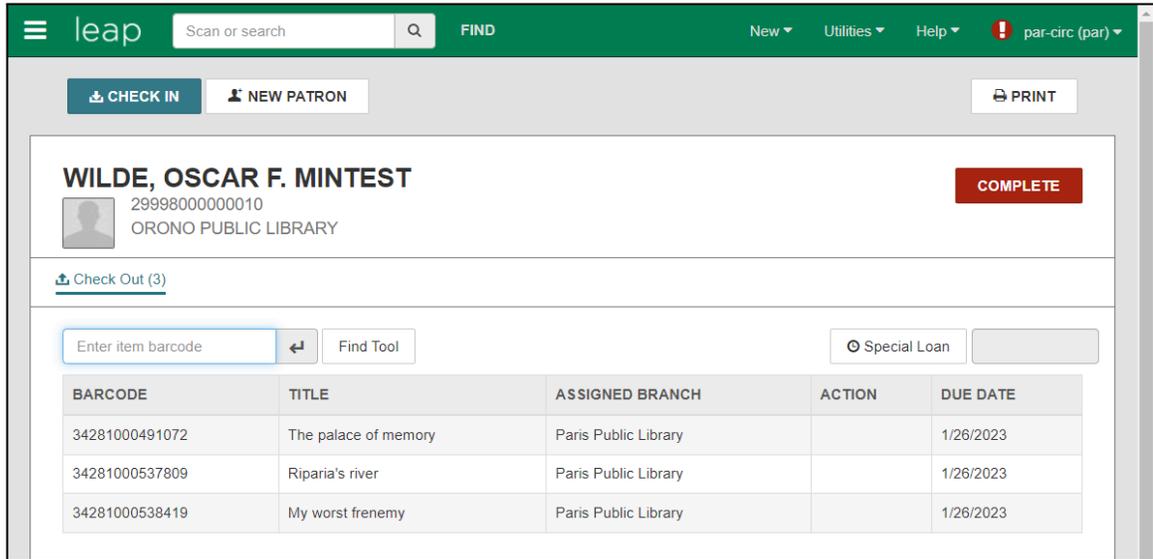
5. Select **OK**.
6. The **Visiting Patron Check Out** workform opens.



7. Scan or type the barcode of the item to be checked out.

*Note: The patron can check out the item provided the item has a status of "On Shelf," is holdable, and contributed to INN-Reach (see Circulate Items Requested via INN-Reach). And, the patron is not blocked from borrowing or at their request limit.

8. Select **Enter**.
9. The item appears in the table and the **Check Out** number increments.

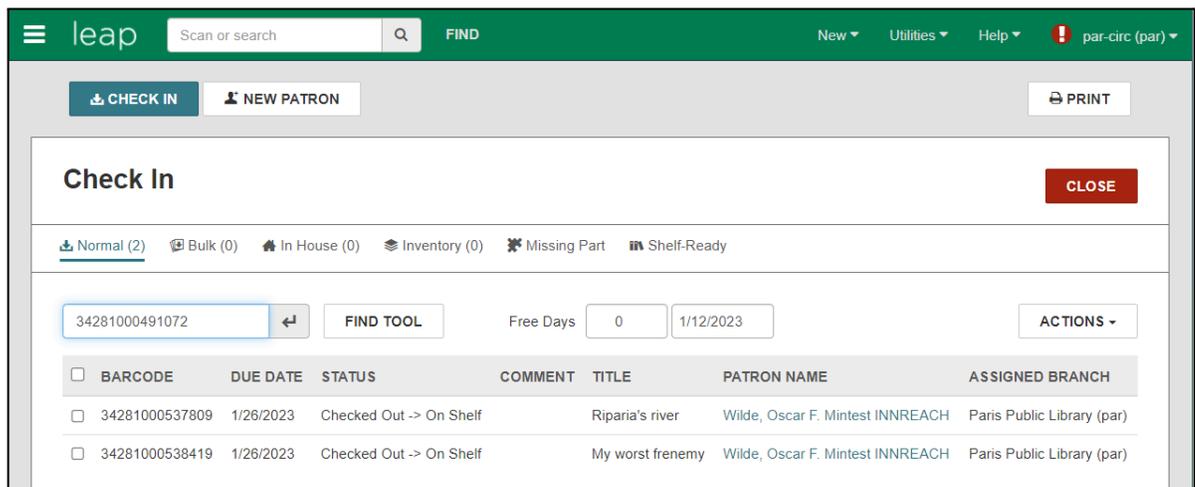


10. Select **COMPLETE**.
11. The items are checked out to the visiting patron.

Checking In an Item from a Visiting Patron (MaineCat/INN-Reach)

Visiting patrons can return items to either the lending library or their home library. In Leap...

1. Select **CHECK IN**.
2. The **Check In** page opens with the cursor in the barcode box.
3. If the view is set to another mode, choose **Normal**.
4. Scan the item barcodes.



5. The items are checked in.