

To Begin

to open program

Open Horizon with a double click – it takes a while to open up

Enter password and enter "**Horizon Password is** "

Open the – circulation window with a double click

Open check in: CKI is on the left menu--it takes a while to open up

Open check out: CKO is on the left menu- – it takes a while to open up

Click the toggle workbook button so you can toggle between the check in and check out tabs (optional). Pressing F8 also toggles between the two windows.

To View the full Screen go to **View** at the top of the screen, click **View** then **click full screen**. This will allow you to View the entire screen and eliminates scrolling up and down for menus

Renewing books

Paying fines

To Renew Books

In Check Out Mode - Go to the **Borrower** Menu (at the top of the screen) – Find Borrower or scan the Patron’s card

CKO menu at the top of the screen and click **Renew All**. – are items present, answer **yes or no**.

If you just want to see what items a Patron has out. Find the borrower go to the CKO menu and click on “all items out” and it will show you everything the borrower has out

To Pay a Fine

When you pull a Patron up and they have a fine you will get a block screen. When the block pops up to pay the fine click on **payment** and then **OK**.

OR you can find the borrower and under the **borrower** menu, you can select **current blocks** then hit **payment** button and **OK**

Searching the card catalog

Go www.cefls.org

Click on Search Our Catalog

This searches all CEF libraries. If you want to limit to your library, click on the tab “Search My Library” and choose it.

<p>If a borrower owes fines</p>	<p>If you see blocks come up with money owed, check to see if the patron is a Keene patron (KEN) or a patron of another library. If a Keene patron, override the block by clicking CKO and OK if a second window appears. Marcy would prefer that you not mention the money owed to the patron.</p> <p>If the patron is from another library and owes money, however, you should ask them to clear up their account at the other library before they would be allowed to check out books, unless the amount is very small (3 dollars or less). It would be ok to show them the screen so they can see what the money is owed for. Don't collect fines, but direct the patron to contact their home library.</p>
<p>Problems outside the scope of your training</p>	<p>Write down what happened on a pad of paper. Include the details – patron's name, patron barcode if available, book title and author, book barcode if available, and what the problem was. Indicate if you let the patron take out the book.</p>
<p>Power Failure</p>	<p>If the power goes out or in case of an electrical storm</p> <p>Turn the computers off or if without power you can use a notebook. You only need last name, first name and the last two groups of numbers in the bar code. We can enter the data later when the power is up or the storm is over.</p> <p>Reentering data</p> <p>CKO: Enter the borrower name, enter the book barcode</p>
<p>Computer issues</p>	<p>If the computer fails</p> <p>If you happen to lose your connection with the internet, enter the data in a notebook. Write the person's name and card number if available. Then enter the barcode of each book under the patron's name. THE BARCODE! NOT THE ISBN on the back of the book. Easy to do, believe me. All the barcodes will begin 38787</p> <p>If the scanner does not work</p> <ol style="list-style-type: none"> 1. check to make sure cursor is in the right window 2. Make sure Number lock is lit (on) 3. Unplug the scanner from the back of the computer and re plug it in. Hear it beep. 4. If you do not have success, enter barcodes using keypad. Turn computer off and begin again.