



## NEOnet INFOhio SIRSI MultiLIS Online Circulation Module Quiz

**Directions:** Please mark T or F in the space following each circulation statement:

**Item Status** – The item must be “Available,” “Lost,” “Missing/Being Traced,” or “Missing/Overdue” for a loan to be granted. If the item has a hold on it, only the first person in the holds queue will be allowed to check it out.     F    

**Circulation Category** – A category of “Regular Loan,” “For Use outside the library only,” and “Unique Loan” determine the loan period. A temporary location may also affect the loan period.     F    

### **Patrons**

**Patron Category** – The number of loans and the loan period may not vary according to the patron’s user category.     F    

**Patron Transactions** – If the patron is an active user and has not reached the maximum number of loans, overdues, or fines allowed, the loan will be granted.     T    

### **Calendar**

MultiLIS does not check the calendar established in the library’s policies for any dates the school is closed before determining the due date.     F    

MultiLIS checks to see if a compulsory due date has been assigned. MultiLIS will not assign a due date that extends beyond a compulsory due date. This is useful at the end of the year or semester. However, loans made after a compulsory due date has passed will be due per policies and will not be affected by a compulsory due date in the past.     T    

*NOTE:* If a transaction is denied, an authorized staff member may override the policy and allow the item to be checked out.     T    

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**2**

Select "Check Out Items."

2. Enter the patron's barcode.

AND

Press to PF2 to search for the patron's barcode number.     **F**    

The patron's activity summary will display.

*NOTE:* If the patron has exceeded any maximums, a message will be displayed here.

3. Enter each item number.

OR

Press PF2 to search for the item number.     **T**    

The item will be checked out immediately (or after any necessary overrides have been authorized.)

The due date will be calculated automatically.

4. Press PF1 to return to the "User Barcode Number" prompt, when all items have been checked out for a patron.     **T**

1. Select "Check In Items."     **T**

2. Enter the item barcode manually.     **F**

OR

Press PF2 to search for the item number.

For each item checked in, MultiLIS displays the:

- Summary of the user's record.
- Item number.
- Due date.
- Branch entered on the item record.
- Item title.
- Any message relevant to the item being checked in.

3. Items can be checked in one after the other, regardless of who checked them out.

    **T**    

*NOTE:* Be sure to watch the screen for messages (on hold, lost, being traced, etc.). The message will disappear when the next item is scanned.

*NOTE:* Lost items will NOT be checked in. See Circulation Section 6.2.

