

Gardendale Classical Academy Library

PRO DEO, PRO ECCLESIA, PRO TEXANA

WEBSITE: <a href="http://www.librarycat.org/lib/GCAlibrary">www.librarycat.org/lib/GCAlibrary</a>

## PLACING A STUDENT HOLD & RESERVING A BOOK

1. Access the online catalog and search for a title or topic



2. Find the desired title, verify availability, and click "place hold"



3. Student enters their unique patron ID and clicks "sign in"



4. Student "confirms request"



5. Status updates automatically and a hold is placed for (7) days



## **CHECKING OUT A BOOK**

- 1. Teacher/Admin logs into the GCA library website
- 2. Click on "Patrons" from the homepage and select the student

Patron	Checked out	Overdue	Checked out	Overdue	Transactions	
E., Daisy [DaisyDuggins2425]					3	<ul><li>✓ #</li></ul>
E., Lilianna [Lily2425]						✓ #
Test [GCATEST]			2		10	#
Showing 1 to 3 of 3 entries					Previous	1 Next

3. Find the book title and click "details/edit"

Patron: Test
Active items (1)   All transactions (10)   🖋 Edit   # Reset password
On hold
The Velveteen Rabbit: The Classic Children's Book by Margery Williams
On hold 2024-08-04 — Until 2024-08-1 (details/edit)

4. Select the pencil next to the on hold item and change the status to "Checked Out" click save

New status       Status     Patron     Date     Due     Returned       On hold     Test     8/4/2024     8/11/2024     Image: Smith, John" or "Bill"       Available     (No name)     8/4/2024     8/14/2024     Image: Smith, John" or "Bill"       Checked out     Test     8/4/2024     Image: Smith, John" or "Bill"       Date     Image: Smith, John" or "Bill"       Difference     Image: Smith, John" or "Bill"       Date     Image: Smith, John" or "Bill"       Date     Image: Smith, John" or "Bill"       Difference     Image: Smith, John" or "Bill"	New status       Status     Patron     Date     Due     Returned       On hold     Test     8/4/2024     8/11/2024     Image: Smith, John" or "Bill"       Available     (No name)     8/4/2024     8/14/2024     Image: Smith, John" or "Bill"       Checked out     Test     8/4/2024     Image: Smith, John" or "Bill"       On hold     Test     8/4/2024     Image: Smith, John" or "Bill"       On hold     Test     8/4/2024     Image: Smith, John" or "Bill"       Due     Due     Image: Smith, John" or "Bill"       Due     Due     Image: Smith, John" or "Bill"       Due     Due     Due	New status         Status       Patron       Date       Due       Returned         On hold       Test       8/4/2024       8/11/2024       Image: Smith, John" or "Bill"         Available       (No name)       8/4/2024       8/14/2024       Image: Smith, John" or "Bill"         Checked out       Test       8/4/2024       8/11/2024       Image: Smith, John" or "Bill"         On hold       Test       8/4/2024       Image: Smith, John" or "Bill"         Date       2024-08-04       Image: Smith, John" or "Bill"         Due       Image: Smith, John" or "Bill"       Image: Smith, John" or "Bill"         Date       Image: Smith, John" or "Bill"       Image: Smith, John" or "Bill"         Date       Image: Smith, John" or "Bill"       Image: Smith, John" or "Bill"         Date       Image: Smith, John" or "Bill"       Image: Smith, John" or "Bill"         Date       Image: Smith, John" or "Bill"       Image: Smith, John" or "Bill"         Date       Image: Smith, John" or "Bill"       Image: Smith, John" or "Bill"         Date       Image: Smith, John" or "Bill"       Image: Smith, John" or "Bill"         Date       Image: Smith, John" or "Bill"       Image: Smith, John" or "Bill"         Diale       Image: Smith, John" or "Bill"       Image: Smith, John" or "Bil	Check In/O	ut   ≓ Transa	actions   🗹	Patrons	×	
Status     Patron     Date     Due     Returned       On hold     Test     8/4/2024     8/11/2024     Image: Smith, John" or "Bill"       Available     (No name)     8/4/2024     Image: Smith, John" or "Bill"       Checked out     Test     8/4/2024     Image: Smith, John" or "Bill"       On hold     Test     8/4/2024     Image: Smith, John" or "Bill"       On hold     Test     8/4/2024     Image: Smith, John" or "Bill"	Status     Patron     Date     Due     Returned       On hold     Test     8/4/2024     8/11/2024     Image: Smith, John" or "Bill"       Available     (No name)     8/4/2024     8/14/2024     Image: Smith, John" or "Bill"       Checked out     Test     8/4/2024     8/11/2024     Image: Smith, John" or "Bill"       On hold     Test     8/4/2024     Image: Smith, John" or "Bill"       Output     Test     8/4/2024     Image: Smith, John" or "Bill"       Due     Image: Smith, John" or "Bill"     Date	Status     Patron     Date     Due     Returned       On hold     Test     8/4/2024     8/11/2024     Image: Smith, John" or "Bif"       Available     (No name)     8/4/2024     Image: Smith, John" or "Bif"       Checked out     Test     8/4/2024     Image: Smith, John" or "Bif"       On hold     Test     8/4/2024     Image: Smith, John" or "Bif"       Due     Image: Smith, John" or "Bif"     Date	New status	]				Edit status Checked out Other On hold
On hold         Test         8/4/2024         Image: Checked out         Test	On hold     Test     8/4/2024     8/11/2024       Available     (No name)     8/4/2024     Image: Smith, John" or "Bill"       Checked out     Test     8/4/2024     Image: Smith, John" or "Bill"       On hold     Test     8/4/2024     Image: Smith, John" or "Bill"       On hold     Test     8/4/2024     Image: Smith, John" or "Bill"       Dub     Test     8/4/2024     Image: Smith, John" or "Bill"       Dub     Date     Image: Smith, John" or "Bill"       Dub     Date     Image: Smith, John" or "Bill"	On hold       Test       8/4/2024       8/11/2024       Image: Smith, John" or "Bill"         Available       (No name)       8/4/2024       Image: Smith, John" or "Bill"         Checked out       Test       8/4/2024       Image: Smith, John" or "Bill"         On hold       Test       8/4/2024       Image: Smith, John" or "Bill"         Date       2024-08-04       Image: Display the date or use the picker.         Due Date       Image: Display the date or use the picker.       Image: Display the date or use the picker.	Status	Patron	Date	Due	Returned	Patron Barcode
Available         (No name)         8/4/2024         Image: Similar Simana Similar Similar Simana Simana Similar Similar Sim	Available     (No name)     8/4/2024     Image: Semithy John" or "Bill"       Checked out     Test     8/4/2024     8/14/2024     Image: Semithy John" or "Bill"       On hold     Test     8/4/2024     8/11/2024     Image: Semithy John" or "Bill"       Duble     Image: Semithy John" or "Bill"     Image: Semithy John" or "Bill"       Date     Image: Semithy John" or "Bill"       Duble     Image: Semithy John" or "Bill"	Available     (No name)     8/4/2024     Image: Second s	On hold	Test	8/4/2024	8/11/2024	×	Test
Checked out         Test         8/4/2024         8/14/2024         8/14/2024         8/14/2024         8/14/2024         9/	Checked out     Test     8/4/2024     8/14/2024     *       On hold     Test     8/4/2024     8/11/2024     *	Checked out     Test     8/4/2024     8/14/2024     8/14/2024     A       On hold     Test     8/4/2024     8/11/2024     Image: State of the picker.	Available	(No name)	8/4/2024		ø ×	Examples: "Smith, John" or "Bill"
On hold Test 8/4/2024 8/11/2024	On hold Test 8/4/2024 8/11/2024	On hold Test 8/4/2024 8/11/2024  X Type the date or use the picker. Due Date None  Period O Date	Checked out	Test	8/4/2024	8/14/2024		2024-08-04
	Due Date	Due Date	On hold	Test	8/4/2024	8/11/2024	J X	Type the date or use the picker.
<ul> <li>○ None ● Period ○ Date</li> <li>10 ~</li> </ul>	10 ~							Save Cancel

5. Repeat steps 1-4 to check out additional books/ or for additional students.

## NOTES:

- All students will have a unique patron ID that can be used to reserve books anytime
- Only teachers and admins have the ability check out and update a book status
- Please limit each student to only have (3) active check outs at one time
- Default circulation period is 10 days with (1) renew period per book
- Please do not remove books from the library without logging them as checked out
- Please return books to the correct library collection and section or by placing in the basket labeled "books to be reshelved"