



Gardendale Classical Academy Library

PRO DEO, PRO ECCLESIA, PRO TEXANA

WEBSITE: www.librarycat.org/lib/GCALibrary

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"*

Sign in to Your Account

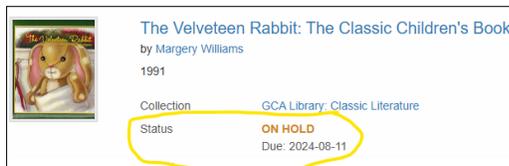
Patron ID

Keep signed in

4. *Student "confirms request"*

Test requesting: **The Velveteen Rabbit: The Classic Children's Book**

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	
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 2024-08-14 ([details/edit](#))

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

Check In/Out | Transactions | Patrons

Status | Circulation

New status

Status	Patron	Date	Due	Returned	
On hold	Test	8/4/2024	8/11/2024		
Available	(No name)	8/4/2024			
Checked out	Test	8/4/2024	8/14/2024		
On hold	Test	8/4/2024	8/11/2024		

Check In/Out | Transactions | Patrons

Status | Circulation

Edit status

Checked out Other On hold

Patron Barcode

Test

Date

2024-08-04

Due Date

None Period Date

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”**