

## Aleph 18 Circulation

### Main steps:

- Creating a new patron
- Loaning and Returning
- Placing a hold request
- Cash transactions
- Fast cataloging an item

### This course includes the following sessions:

- [00 Introduction](#)
- [01 Creating a New Patron](#)
- [02a Loaning and Returning: Loans](#)
- [02b Loaning and Returning: Returns](#)
- [03 Placing a Hold Request](#)
- [04a Cash Transactions: Fines](#)
- [04b Cash Transactions: Declaring a Book Lost](#)
- [05 Fast Cataloging an Item](#)

### Total Course Duration:

58 minutes

### course handouts:

[Handout](#)

[Circulation Data](#)