

## Lost Library Card Instructions

1. Find Patron record
2. Click On edit (to edit patron record)
3. Click at the end of the old barcode and type lost space date lost space your initials space and library number (example: 26601001234567LOST 3-29-06 BL GF33) There should be no spaces between the barcode and LOST.
4. Click on insert (To insert the barcode)
5. Scroll down and choose barcode and then scan in new barcode.
6. Click O.K.
7. Click on close/save
8. Click on edit (to edit patron record)
9. Right click at the end of the new barcode
10. Click on move up (New barcode needs to be the first barcode in list of barcodes)
11. Save/Close
12. Fines tab
13. Click on Add Charge to add the \$3.00 fine to the patron record.
14. Click on Collect Money and collect the money from the patron.

\*\*\*NOTE: Do not give the patron a new card until they have paid the \$3.00 fee.