

<u>THINGS TO CHECK at the CIRCULATION DESK: (for each patron group)</u>						
PATRON GROUPS:	Faculty/Staff	Grad Student	Undergrad Student	Reciprocal Borrower	Member	Department
Charge						
Discharge						
Fines – added/cleared correctly						
Holds – entered/expired/picked up, correctly						
Recalls - entered/expired/picked up, correctly						
Lost books – auto. applied, \$100 fine applied						
Addresses/Email						
On The Fly Records						
Media Scheduler						
NOTICES – running correctly, addresses/emails						
<u>THINGS TO CHECK at the RESERVE DESK: (for each patron group)</u>						
PATRON GROUPS:	Faculty/Staff	Grad Student	Undergrad Student	Reciprocal Borrower	Member	Department
Charge						
Discharge						
Add records						
Edit record						
View records by number, title, and instructor						
Fines – added and removed correctly						
On The Fly Records						
<u>MISCELANEOUS THINGS TO CHECK</u>						
Call Slip						
Web Admin. Related to Call Slip/ Prospector						
<u>PATRON LOADS:</u>						
Name - First, Middle, Last						
Exp. Date is Correct						
Email is there and email Exp. Is correct						
No Invaild Data in the Notes Field						
<u>CATALYST:</u>						
Searches						
Patron Placed Holds						
Patron Renewals						
ILL Requests - Verify with ILL						