

Other Guidance


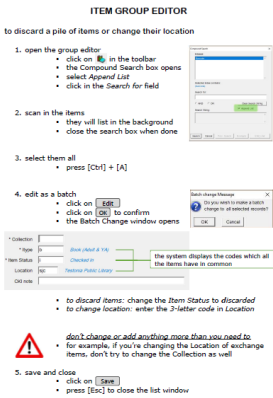
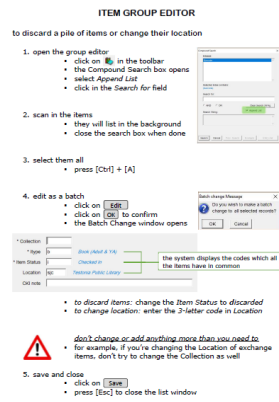
Staff Portal

Guides to extended tasks, such as the [Guidelines for Completing Cataloguing by Mail Forms](#), can be found in the [Staff Portal](#).

Quick Guides

A set of printable quick guides have been created to accompany this online guide. Links to the quick guides appear throughout the sections.

Click on the name of a guide to view it in a new window:

Borrower Records	  Newfoundland & Labrador Public Libraries	
Borrower Registration		
Checkin		
Checkout and Renewal		
Requests and Holds		
Fines and Lost Items		
Item Search		

Adding an Item

Editing an Item

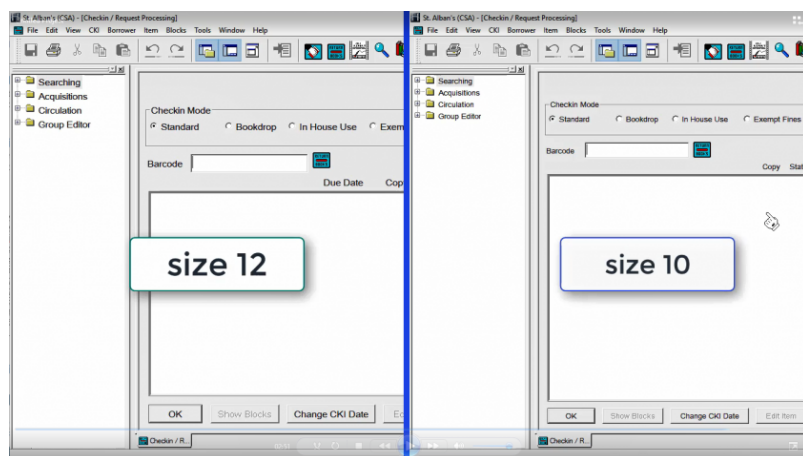
Item Group Editor

Circulation Notices

Horizon is Down

...or [click here](#) to view all 12 guides as a single document.

Video Guides



A collection of videos have been recorded that take you through all the key aspects of using

Horizon at the circulation desk. They don't have to be watched in order, but are listed here in a natural progression. The videos appear throughout the guide, alongside the written explanations.

The videos contain sound, so contact your regional office if you don't have headphones or a speaker available.

Click on the name of a video to view it:

Starting Horizon		
Logging into Horizon	Understanding the Interface	
Borrower Records		
Searching for a Borrower	Registering a Borrower	Editing Borrower Details
Duplicating a Borrower	Fixing a Self-Registered Borrower	Annual Details Check
Replacing a Borrower's Card	Deleting a Borrower	Registering a Temporary Borrower
Checkin		
Simple Checkin	Checkin Modes and Options	
Checkout		
Simple Checkout	Checkout without Card	Editing the Due Date
Renewing an Item Through the Checkout	Renewing an Item Not Present	Borrowing & Renewal Limits
Requests & Holds		

Placing a Hold Request	Placing a Request for Another Library	Viewing Requests by Borrower or Title
Requesting the Pull List		
Blocks & Fines		
Taking Payment for a Fine	Renewing an Overdue Item	Dealing with Lost Items
Item Search		
Searching by Title	Searching by Author	Searching by Subject
Restricting a Search		
Inter-Library Loans		
Checkout an Item to Another Library	Receiving an ILL from Another Library	
Adding & Editing Items		
Adding an Item	Adding a Magazine	Editing Items from Checkin
Replacing a Barcode	Adding a Checkin Note to an Item	Tracing Items
Using Item Group Editor		
Reports		
Running Circulation Notices	Requesting the Pull List	Using Item Report for Advanced Searches

Troubleshooting

Horizon is Down

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