

# Other Guidance


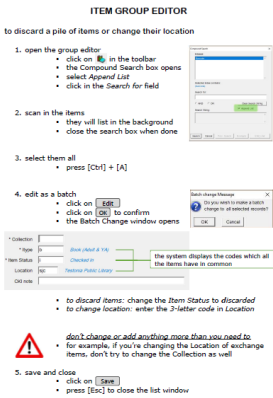
## Staff Portal

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:

<a href="#">Borrower Records</a>	 Newfoundland & Labrador Public Libraries	
<a href="#">Borrower Registration</a>		
<a href="#">Checkin</a>		
<a href="#">Checkout and Renewal</a>		
<a href="#">Requests and Holds</a>		
<a href="#">Fines and Lost Items</a>		
<a href="#">Item Search</a>		

Adding an Item

Editing an Item

Item Group Editor

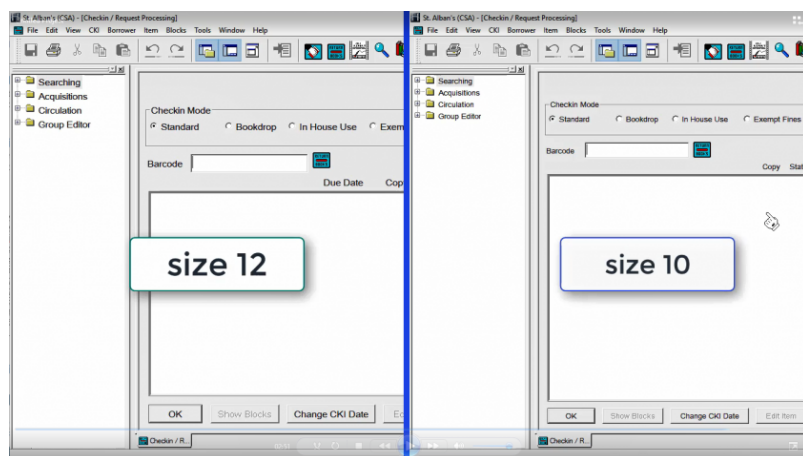
Circulation Notices

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

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

## Troubleshooting

### Horizon is Down

Revision #34

Created Mon, Mar 25, 2019 3:33 PM

Updated Thu, Oct 24, 2024 5:32 PM by [Kyrán Dennison](#)