

Other Guidance


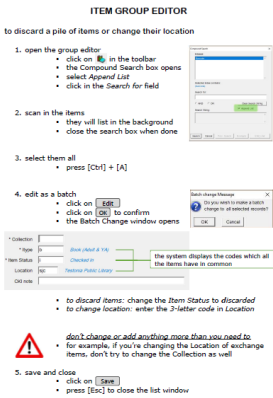
Staff Portal

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

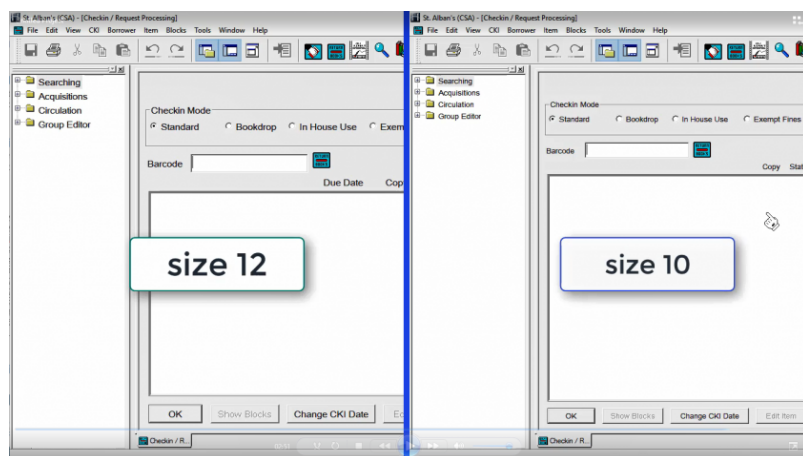
Item Group Editor

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		

Revision #33

Created Mon, Mar 25, 2019 3:33 PM

Updated Tue, Apr 30, 2019 4:56 PM by [Tammy](#)