

# CIRCULATION

*Lend, check out and hold your e-library books*

## Manage and control all your e-library books

An important aspect of library management is planning and maintaining library books. The control panel feature of DeepKnowledge is specially created to help admins keep track of all the library's lending and reservations of books.

Patrons submit their requests and admins can:

### Manage Lending books

Admins are authorized to accept or decline the book lending requests by Patrons. The admin can easily manage the lending process through two simple steps:



Enter the Patron name or email address and the patron will be notified of the book availability.



Add the lending books by entering the book barcode or the book title in the "barcode/title" field.

## Say hello to your Next Generation library; wherever, whenever, convenience.

### Check in / out

DeepKnowledge circulation requires only a few clicks to update a book's status at the circulation desk.

Admins can see all the circulation details through a list that includes the item name, patron name, checked out date and the due date of each book.

### Holds

Once the book is returned to the Library, the person who placed the request may pick up the item from the Circulation Desk. The book will be reserved in DeepKnowledge Circulation for that individual for three days. If it is not picked up within that time, it will be returned to its collection or go to the next person who has requested it.