

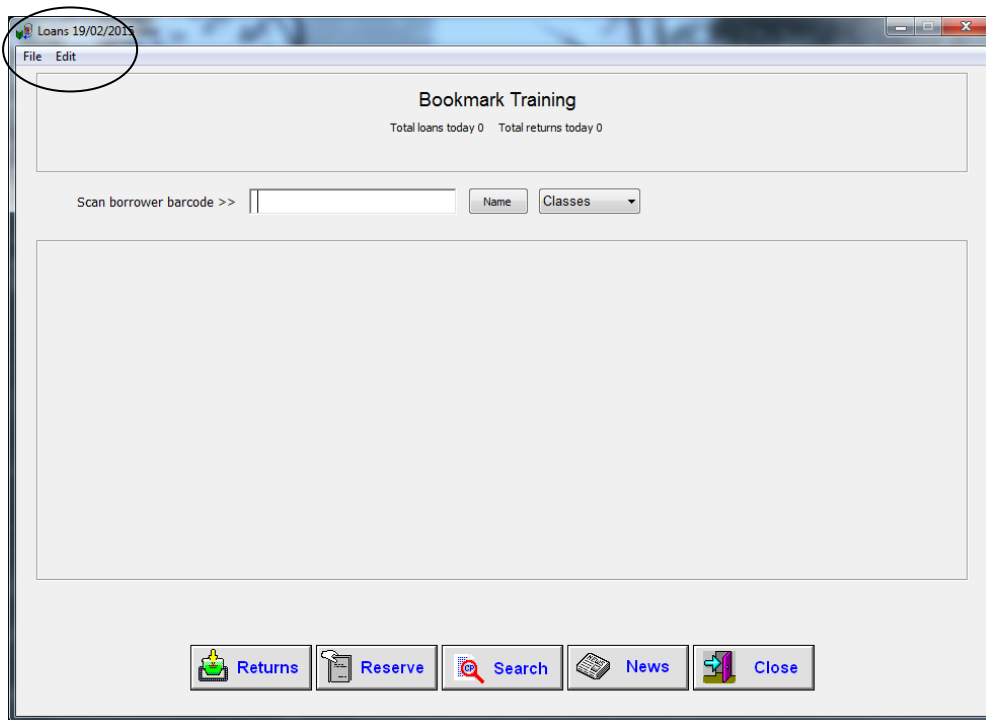


BOOKMARK FACT SHEET

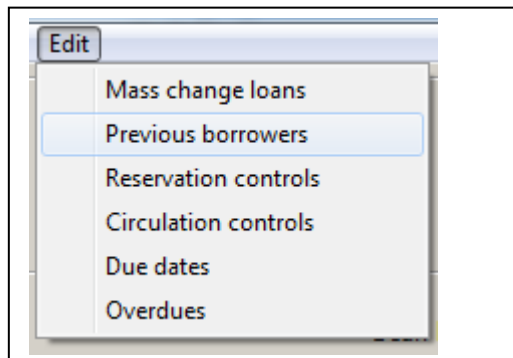
Previous borrowers of a book

May 2015

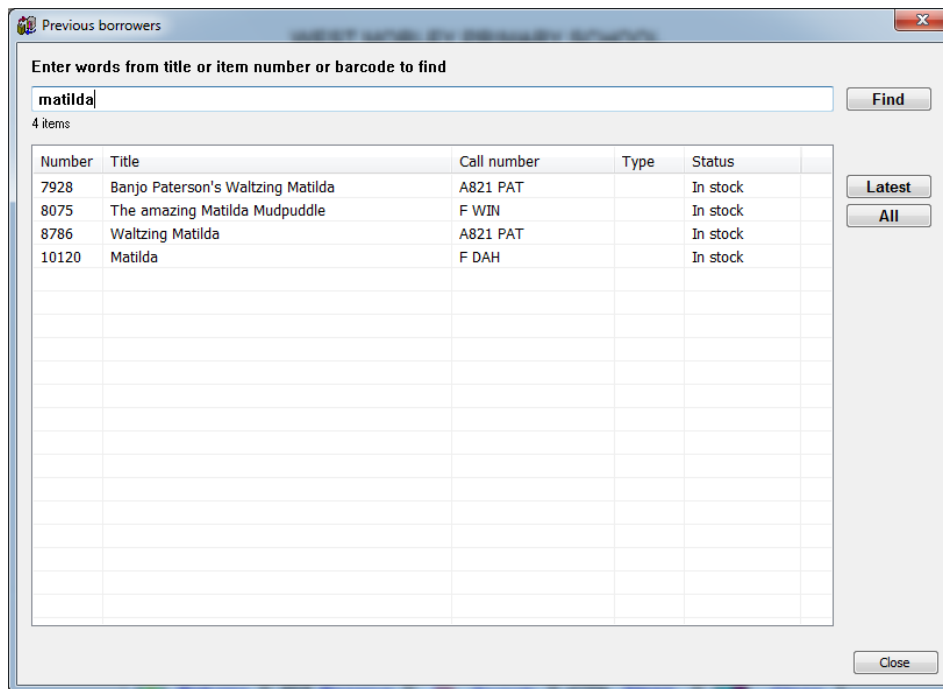
Got to Circulation / Loans.



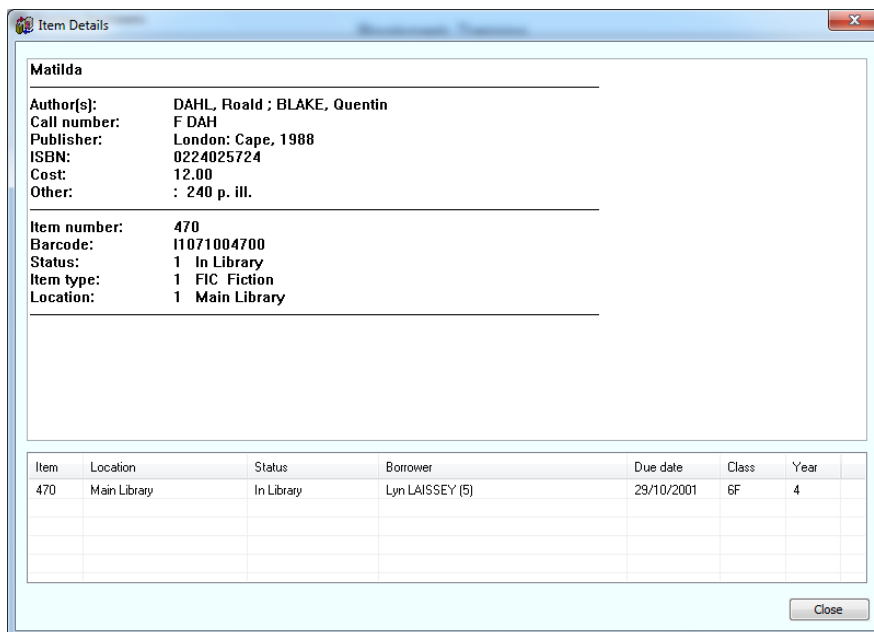
Click Edit and choose pervious borrowers



Type in the barcode or a word from the title to find the book. Highlight the one wanted.



Clicking latest. Clicking all will show all previous borrowers from the circulation log.



The same window can also be viewed in Cataloguing / AddEdit Items.

At the top, click on Lists then on Loan History.

Reports can provide even more information.

Choose Circulation Reports.

Do a NEW QUERY to find what you're looking for.

This is what it will show. The names has been altered to protect anonymity

Click on the heading to change the sort order to get like one together.

Type	Date	Time	Item	Title	Borrower	Name	Class
L	20140213	13:38:01	10120	Matilda	442	[Disguised]	4/5
R	20140227	13:31:24	10120	Matilda	442	[Disguised]	4/5
L	20140305	13:39:03	10120	Matilda	451	[Disguised]	6/7
R	20140312	13:27:02	10120	Matilda	451	[Disguised]	6/7
L	20140430	13:26:09	10120	Matilda	111	[Disguised]	6/7
R	20140507	13:26:02	10120	Matilda	111	[Disguised]	6/7
L	20140508	13:29:00	10120	Matilda	580	[Disguised]	4/5
R	20140515	13:25:14	10120	Matilda	580	[Disguised]	4/5
R	20140522	13:46:08	7928	Banjo Paterson's Waltzing Matilda	395	[Disguised]	teac
L	20140522	13:47:02	8786	Waltzing Matilda	394	[Disguised]	TEAC
L	20140522	13:13:01	8786	Waltzing Matilda	395	[Disguised]	teac
L	20140522	13:13:03	7928	Banjo Paterson's Waltzing Matilda	395	[Disguised]	teac
R	20140522	13:45:02	8786	Waltzing Matilda	395	[Disguised]	teac
L	20140522	13:48:02	7928	Banjo Paterson's Waltzing Matilda	394	[Disguised]	TEAC
L	20140612	13:31:09	10120	Matilda	441	[Disguised]	6/7
R	20140619	13:26:09	10120	Matilda	441	[Disguised]	4/5
R	20140626	13:26:15	8786	Waltzing Matilda	394	[Disguised]	TEAC
R	20140701	13:02:22	7928	Banjo Paterson's Waltzing Matilda	394	[Disguised]	TEAC
L	20140702	12:05:53	974	Matilda's morning adventures : a sto...	391	[Disguised]	TEAC
R	20140902	12:37:29	974	Matilda's morning adventures : a sto...	391	[Disguised]	TEAC
L	20141022	13:24:19	10120	Matilda	439	[Disguised]	6/7
R	20141029	13:25:06	10120	Matilda	439	[Disguised]	6/7

Disguised for privacy reasons.

Bear in mind that some students will have left the school since they borrowed the book it would still show the last class of the borrower..