

## Self-Study Module # 3

### Checking Out Materials with Special Due Date

Real Life Library Scenario	Patron brings materials to desk, and requests a due date other than your normal check-out period.
Assignment	Choose three books from your shelf, and check them out to your practice user with a due date two days from today.
Instructions	<ol style="list-style-type: none"><li>1. Choose three rarely used books from your library shelves. (You may need to use them again for a future self-study task.)</li><li>2. Log into Workflows, and open the Checkout wizard located on the Common Tasks toolbar.</li><li>3. Scan the card or manually enter the USER ID of your practice user. If you don't see user information on screen, hit enter.</li><li>4. Move your mouse across the <b>helpers</b> at the top of the screen until you identify the Special Due Date helper. Click on it.</li><li>5. In the pop-up box, click on the gadget (diamond-shaped button). Choose the date two days from today and click [OK].</li><li>6. Click on "For this user only." This will set the due date for all materials this user checks out, then reset it to standard for future users.</li><li>7. Click OK. You should see a message across the middle of the screen saying that items will have a special due date.</li><li>8. Click out all three items. Check in white box to see that the special due date is being recorded.</li><li>9. Close check-out wizard. You are done.</li></ol> <p><b>Note:</b> Normally, a patron would request an extension. We set a short due date on your practice user so that you would have fines to pay in future practice sessions.</p>

**Terms and Definitions:**  
**Helper** A Helper is an icon (small picture) located at the top of the screen when you open a wizard. The helper allows you to complete a specific task without closing the wizard.