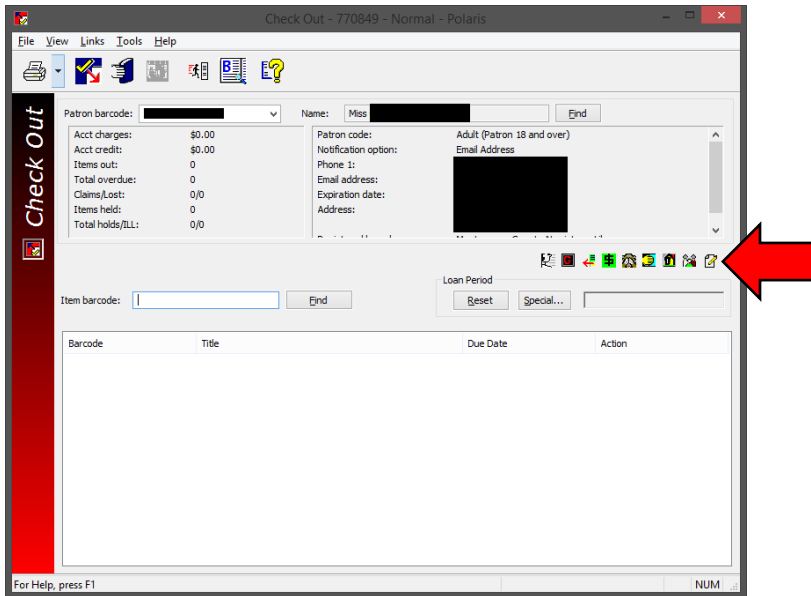


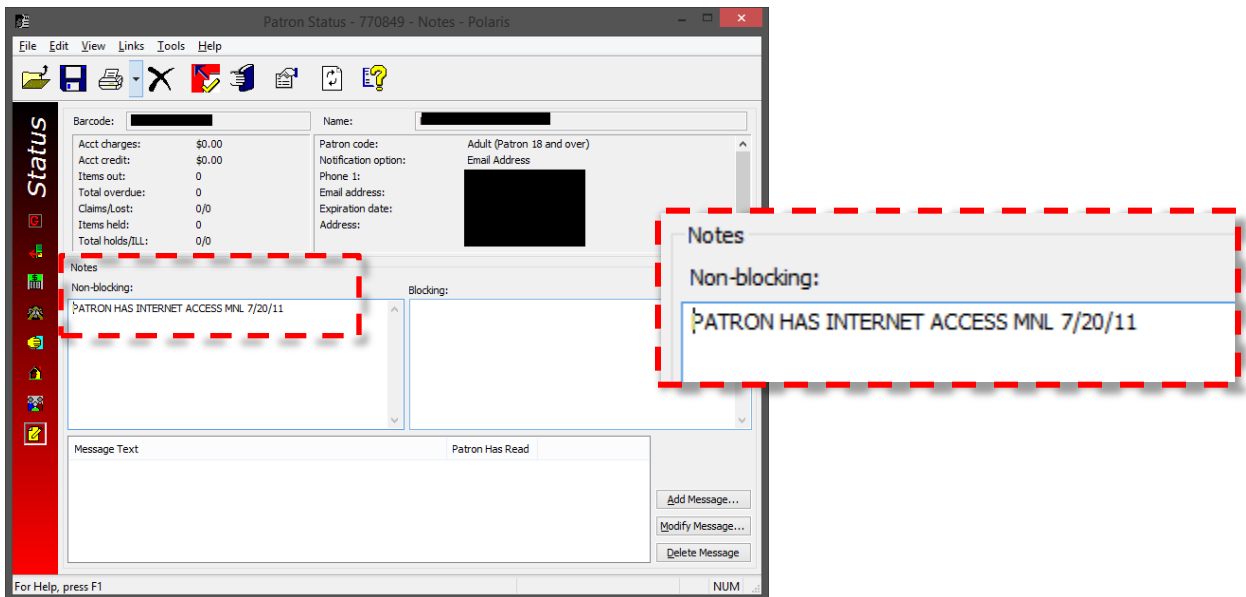
How to Tell if a Patron has Internet Access

If a patron does not have an Internet sticker on their card, you will have to check their account to see if they have Internet access.

1. Scan their library card.
2. Click the “Patron Status Notes” button.



3. A new window will open. Look for something that says, “PATRON HAS INTERNET ACCESS MNL” in the “Non-blocking” box.
 - a. If you see this, then they have Internet access. The date they got access does not matter. You may grant them access to the Computer Lab and put an Internet sticker on their card.
 - b. If you do not see this, then they must go to the circulation desk and get a sticker.



4. Close the Patron Status window to return to the Checkout window.