

SPEECH MARKERS PVT. LTD

# Training Manual

**Speech Markers Pvt. Ltd**

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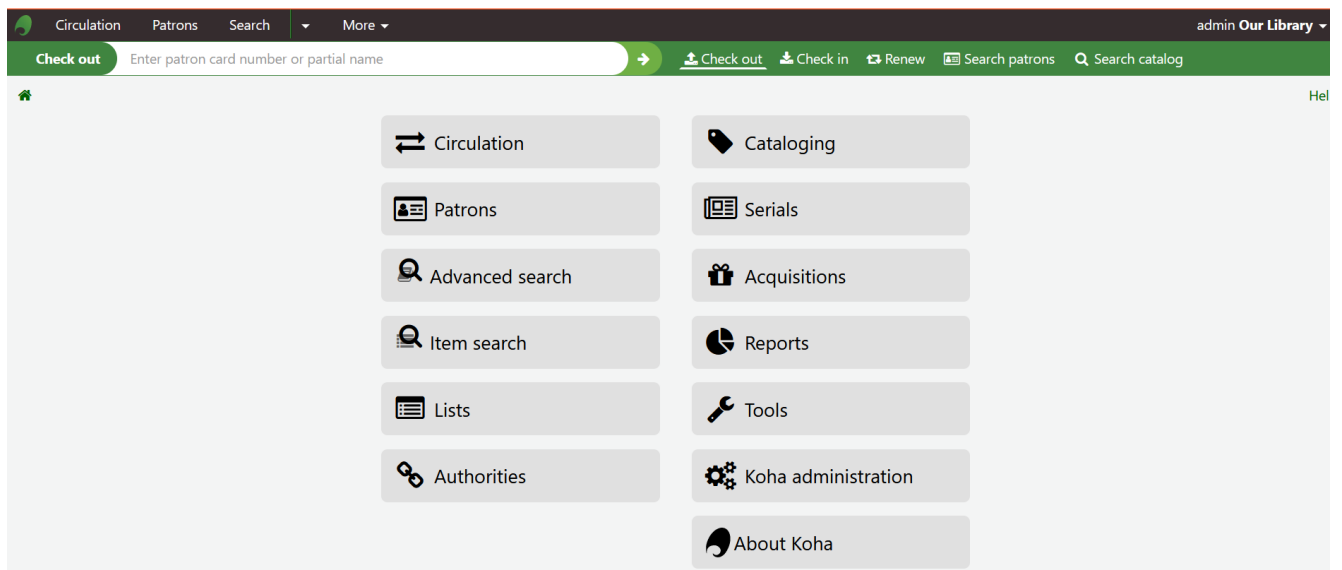
## Important terms to remember:

- Accession number = Barcode
- Member = Patron
- Member ID = Card Number
- Issue = Checkout
- Return = Checkin
- Purchase order = Basket
- Material type = Item Type

## Important MARC tags:

- 020\$a ISBN
- 022\$a ISSN
- 100\$a First Author
- 245\$a Title
- 245\$b Sub-Title
- 245\$c Editor
- 250\$a Edition statement
- 260\$a Publishing Place
- 260\$b Publisher
- 260\$c Year of Publication
- 300\$a Pages
- 520\$a Summary
- 650\$a Subjects
- 654\$a Keywords
- 700\$a Additional Authors
- 856\$u URL( e-contents)
- 942\$c Item Type
- 952\$d Accession date
- 952\$g Purchase price
- 952\$v MRP
- 952\$p Barcode/Accession Number
- 952\$y Item Type

## koha home page



## Acquisition Module

Step 1: First define Budget and Funds.

Vendor search Search vendors → Vendor search Orders search

Acquisitions

Acquisitions home

Late orders

Suggestions

Invoices

Reports

Acquisitions statistics wizard

Orders by fund

Hold ratios

Administration

Budgets

Funds

Currencies

+ New vendor

Acquisitions

No active currency is defined  
Please specify an active currency.

You must define a budget in Administration

Manage orders

Vendor:  Search

Step 2: New Vendor

After adding budget and funds, you need to add new vendor.

Add vendor

Company details

Name:  Required

Postal address:

Physical address:

Phone:

Fax:

Website:

Account number:

Contacts

Contact details

Contact name:

Contact when ordering?

Contact about late orders?

Contact about late invoices?

+ Add another contact

Ordering information

Vendor is: Active  Inactive

List prices are:

Invoice prices are:

Tax number registered: Yes  No

List prices: Include tax  Don't include tax

Invoice prices: Include tax  Don't include tax

Tax rate:  %

Discount:  %

Delivery time:  Days

Notes:

Save Cancel

**Step 3:** After adding vendor, search and select the vendor to whom you want to place the order. So, you will create a purchase order.

Home > Acquisitions > Add vendor

### Add vendor

#### Company details

**Name:**  *Required*

**Postal address:**

**Physical address:**

**Phone:**

**Fax:**

**Website:**

**Account number:**

**Vendor type:**

Vendor search Search vendors

Vendor search Orders search

Home > Acquisitions > Ajit Book House > Add a basket to Ajit Book House Help

### Add a basket to Ajit Book House

**Basket name:**  *Required*

**Billing place:**

**Delivery place:**

**Vendor:**

**Internal note:**

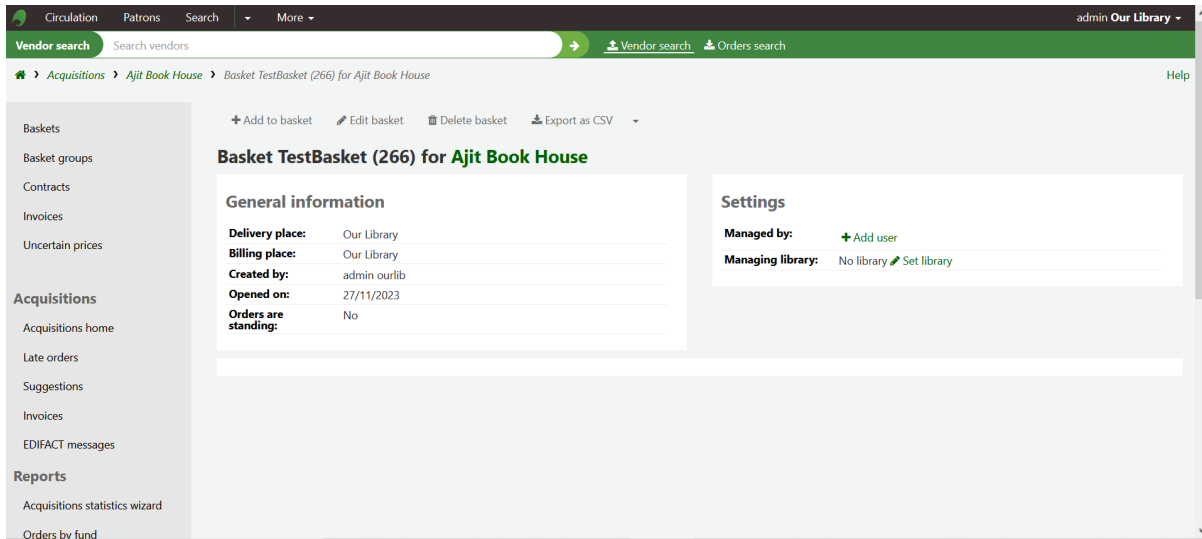
**Vendor note:**

**Orders are standing:**  Standing orders do not close when received.

**Create items when:**

Step 4: Add books details in the basket by clicking on

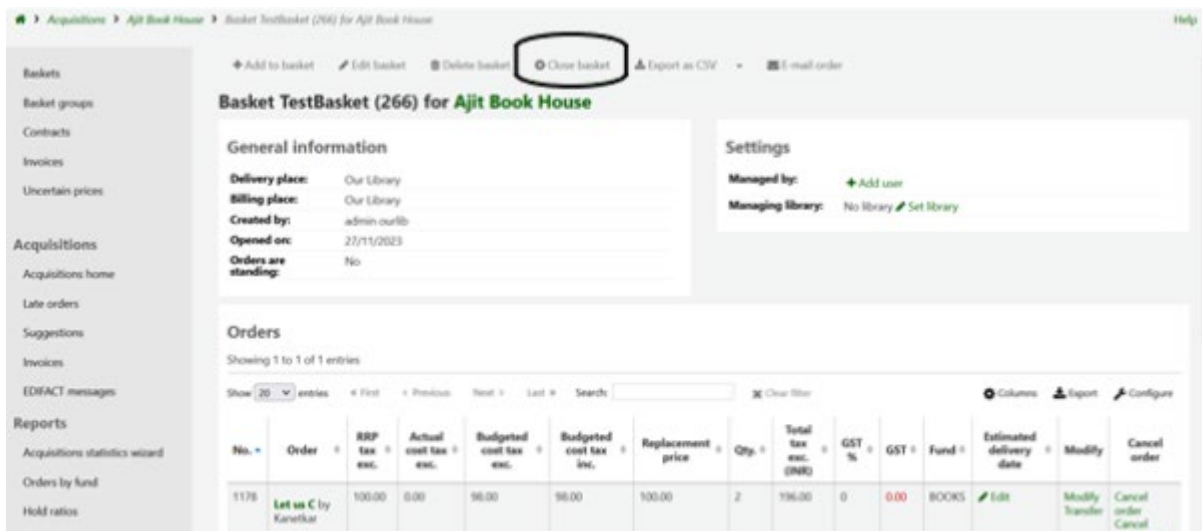
+ Add to basket



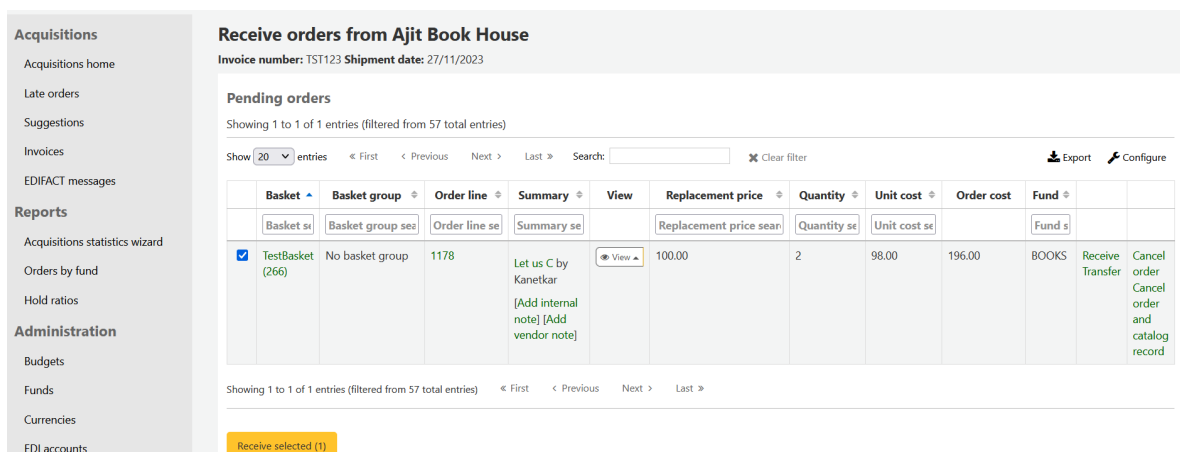
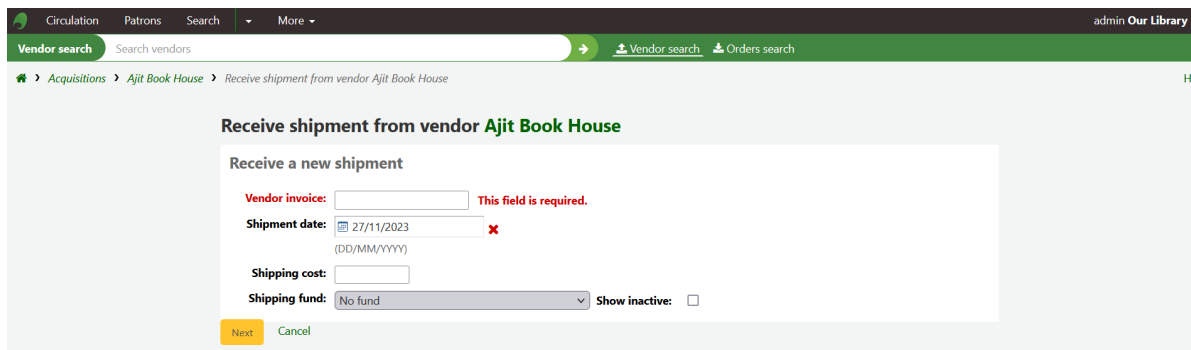
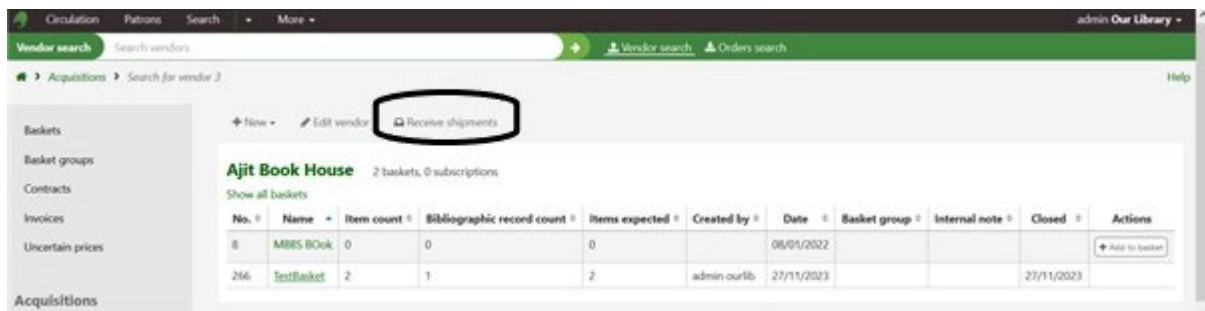
You can add books details from various sources mentioned below:



Once adding books is complete, click on “Close basket”.



After closing the basket, click on “Receive shipment”.



**Receive orders from Ajit Book House**  
Invoice number: TST123 Shipment date: 27/11/2023

**Pending orders**  
No entries to show (filtered from 56 total entries)

Show 20 entries < First < Previous Next > Last > Search: [ ] Clear filter

Basket	Basket group	Order line	Summary	View	Replacement price	Quantity	Unit cost	Order cost	Fund
[Basket se]	[Basket group sear]	[Order line sea]	[Summary sea]		[Replacement price search]	[Quantity sea]	[Unit cost sea]		[Fund s]

No matching records found

No entries to show (filtered from 56 total entries) < First < Previous Next > Last >

Receive selected (0)

**Already received**  
Showing 1 to 2 of 2 entries

Show 20 entries < First < Previous Next > Last > Search: [ ] Clear filter

Basket	Basket group	Order line	Holds	Summary	More	Replacement price	Quantity	Fund	Est cost	Actual cost	TOTAL
TestBasket (266)	No basket group	1178	0	Let us C / Kanetkar [Add internal note] [Add vendor note]	Order MARC Card	100.00	1	BOOKS	98.00	98.00	98.00
TestBasket (266)	No basket group	1179 (1178)	0	Let us C / Kanetkar [Add internal note] [Add vendor note]	Order MARC Card	100.00	1	BOOKS	98.00	98.00	98.00
<b>(Tax exc.) Subtotal for BOOKS</b>									<b>196.00</b>	<b>196.00</b>	
Total tax exc.											196.00
Total (GST 0%)											0.00
Total tax inc.											196.00

Click on the title of the book to complete cataloguing by entering/ editing other biblio data like author, classification, subject etc.

Search catalog Enter search keywords [ ] Check out Check in Renew Search catalog

Catalog > Let us C > Details Help

Results [ ] [ ]

Normal

MARC

ISBD

Items

Holds (0)

Checkout history

Modification log

+ New Edit Save Add to list Print Place hold

Let us C

By: Kanetkar

MARC preview

MARC format

Holdings

Attach item

Upload image

Edit as new (duplicate)

Replace record via Z39.50/SRU

Delete record

Delete all items

Showing 1 to 2 of 2 entries Clear filter

	Call number	Status	Last seen	Date accessioned	Date last borrowed	Barcode		
<input type="checkbox"/>	Text Book	Our Library	Our Library	Available	27/11/2023 12:00 AM	27/11/2023	T001	[Edit]
<input type="checkbox"/>	Text Book	Our Library	Our Library	Available	27/11/2023 12:00 AM	27/11/2023	T002	[Edit]

# Cataloging Module

## 2. Bibliographic Records

In koha the bibliographic record contains the main information related to the material. This includes things like the title, author, ISBN, etc. This information is stored in koha in Marc.

Once this information is saved, items or holdings can be attached.

### 2.1 Adding Records

Records can be added to koha via original or copy cataloguing. If you would like to catalog a record using a blank template

- Click 'New Record'

The screenshot shows the 'Add MARC record' interface in Koha. At the top, there are navigation tabs: 'Circulation', 'Patrons', 'Search', and 'More'. Below these is a search bar with the text 'Search the catalog and the reservoir'. To the right of the search bar are links for 'Cataloging search', 'Check out', 'Check in', 'Renew', and 'Search catalog'. The main heading is 'Add MARC record'. Below the heading is a 'Save' button and a search bar with 'Z39.50/SRU search'. There are also links for 'Link authorities automatically', 'Settings', and 'Cancel'. The form is divided into sections for entering different parts of the MARC record. Each section has a label, a control field, and a text input field. Some fields are marked as 'Required'.



h - Serial Enumeration / chronology

i - Inventory number

j - Shelving control number

o - Full call number

p - Barcode

t - Copy number

u - Uniform Resource Identifier

v - Cost, replacement price

w - Price effective from

x - Non-public note

y - Koha item type

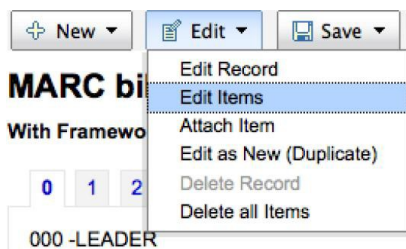
z - Public note

- Add & Duplicate will add the item and fill in a new form with the same values for you to alter
  - Add Multiple Copies will ask how many copies and will then add that number of copies adding +1 to the barcode so each barcode is unique.
- Your added items will appear above the add form once submitted

## 2.3.2 Editing Items

Items can be edited in several ways.

- Clicking 'Edit' and 'Edit Items' from the bibliographic record
- Clicking 'Edit Items' beside the item on the 'Items' tab



## 2.3.3 Quick Item Status Updates

Often circulation staff needs to change the status of an item to Lost or Damaged. This doesn't require you to edit the entire item record. Instead clicking on the item barcode on the checkout summary or check in history will bring you to an item summary. You can also get to the item summary by clicking on the Items tab to the left of the bib detail page.

## 2.3.4 Deleting Items

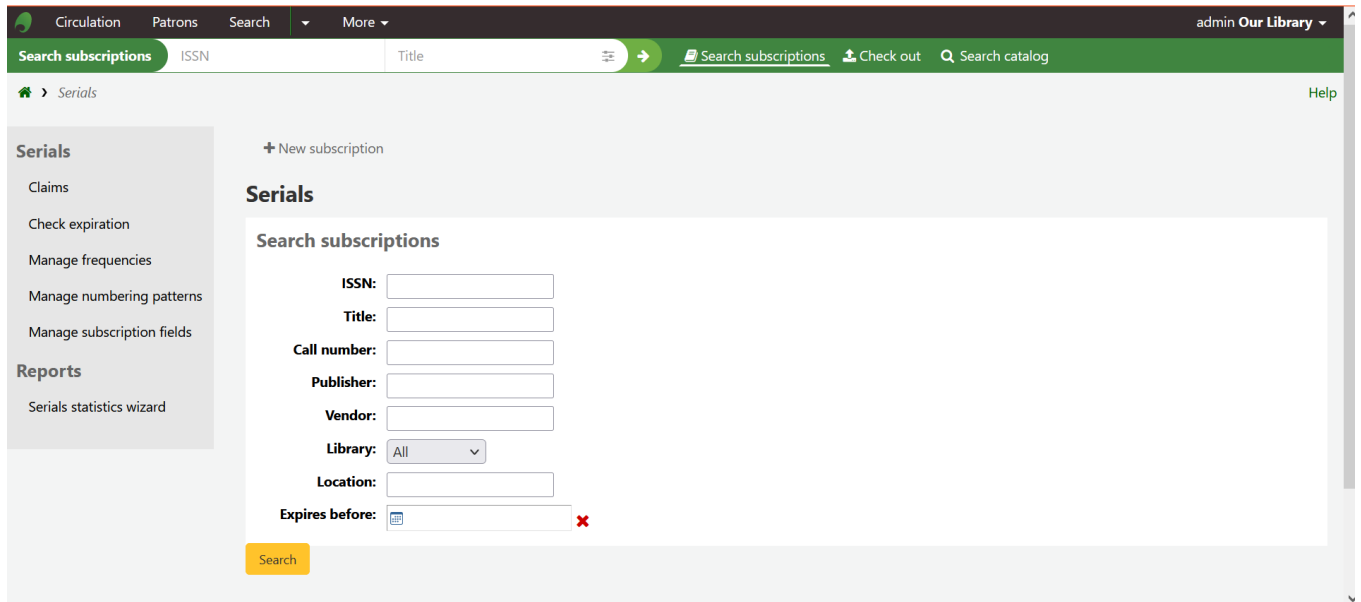
There are many ways to delete item records. If you only need to delete one item you can do this by opening up the detail page for the bib record and clicking the 'Edit' button at the top. From there you can choose to 'Edit items'.

### **2.3.5 Item Specific Circulation History**

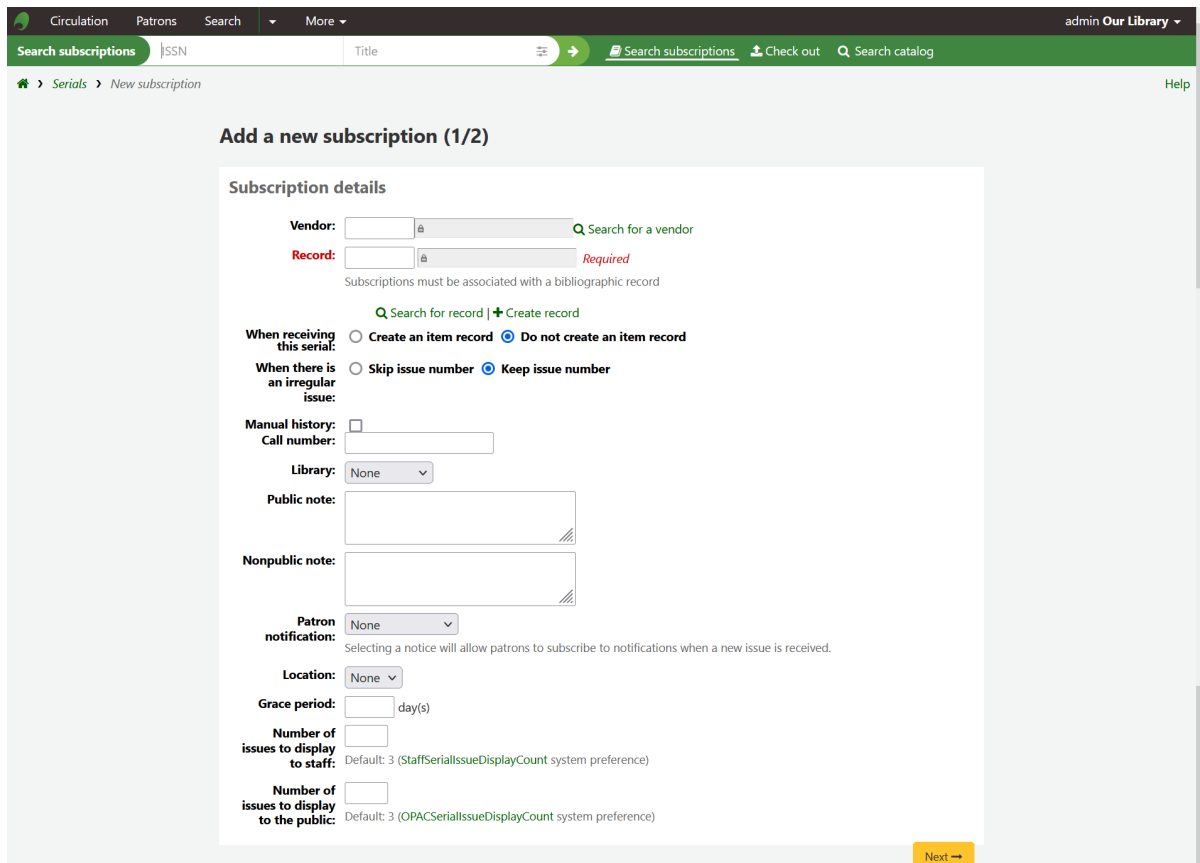
Each bibliographic record keeps a circulation history (with or without the patron information depending on your settings), but each item also has its own circulation history page. To see this, click on the 'Items' tab to the left of the record you are viewing.

# Serials Module

Serials actions can be accessed by clicking Serials on the main koha staff client page. The Serials module in koha is used for keeping track of journals, newspapers and other items that come on a regular schedule.



## 3.1 Add a subscription



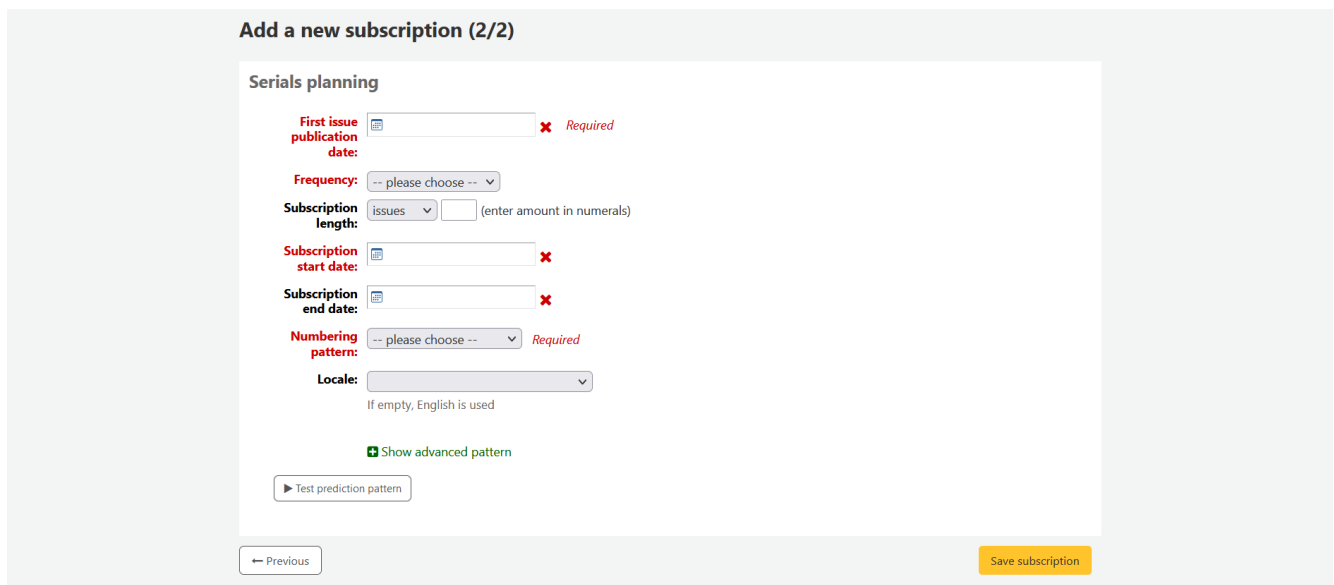
- **Biblio is the MARC record you'd like to link this subscription to**

– This can be done by searching for an existing record by clicking on the 'Search for Biblio' link below the boxes or by entering the bib number for a record in the first box.

- 'Location' is for the shelving location.
- 'Call Number' is for your item's call number prefix.
- 'Library' is the branch that owns this subscription.

– If more than one library subscribes to this serial you will need to create a subscription for each library.

- The 'Grace Period' is the number of days before an issue is automatically moved from 'expected' status to 'waiting' and how many days before an issue is automatically moved from 'waiting' status to 'late'.
- Use the 'Public Note' for any notes you would like to appear in the OPAC for the patrons
- 'Non-public Note' should be used for notes that are only visible to the librarians via the staff client.
- The Staff and OPAC Display options allow you to control how many issues appear by default on bibliographic records in the Staff Client and the OPAC.



**Add a new subscription (2/2)**

**Serials planning**

First issue publication date:  ✖ Required

Frequency: -- please choose --

Subscription length: issues  (enter amount in numerals)

Subscription start date:  ✖

Subscription end date:  ✖

Numbering pattern: -- please choose -- ✖ Required

Locale:    
 If empty, English is used

Show advanced pattern

- In 'First issue publication date' you want to enter the date of the issue you have in your hand, the date from which the prediction pattern will start.

### Serials planning

**First issue publication date:**  ✘ Required

**Frequency:**

**Subscription length:**  (enter amount in numerals)

**Subscription start date:**  ✘

**Subscription end date:**  ✘

**Numbering pattern:**  Required

**Locale:**

If empty, English is used

	Volume	Number
<b>Begins with:</b>	<input type="text" value="10"/>	<input type="text" value="1"/>
<b>Inner counter:</b>	<input type="text"/>	<input type="text" value="1"/>

Show advanced pattern

### Prediction pattern

Number	Publication date
Vol. 10, No. 1	01/01/2024
Vol. 10, No. 2	08/01/2024
Vol. 10, No. 3	15/01/2024
Vol. 10, No. 4	22/01/2024
Vol. 10, No. 5	29/01/2024
Vol. 10, No. 6	05/02/2024
Vol. 10, No. 7	12/02/2024
Vol. 10, No. 8	19/02/2024
Vol. 10, No. 9	26/02/2024
Vol. 10, No. 10	04/03/2024
Vol. 10, No. 11	11/03/2024
Vol. 10, No. 12	18/03/2024
Vol. 10, No. 13	25/03/2024
Vol. 10, No. 14	01/04/2024
Vol. 10, No. 15	08/04/2024
Vol. 10, No. 16	15/04/2024
Vol. 10, No. 17	22/04/2024
Vol. 10, No. 18	29/04/2024
Vol. 10, No. 19	06/05/2024
Vol. 10, No. 20	13/05/2024
Vol. 10, No. 21	20/05/2024
Vol. 10, No. 22	27/05/2024
Vol. 10, No. 23	03/06/2024
Vol. 10, No. 24	10/06/2024
Vol. 10, No. 25	17/06/2024

- **Without periodicity** : some very specific (usually high level science journals) don't have true periodicity. When you subscribe to the title, you subscribe for 6 issues, which can arrive in 1 year... or 2... There is no regularity or known schedule.
- **Irregular**: The journal is not "regular" but has a periodicity. You know that it comes out on January, then in October and December, it is irregular, but you know when it's going to arrive.
- **1/day**: Daily
- **3/week**: Three times a week
- **1/week**: Weekly
- **1/ 2 weeks**: Twice monthly (fortnightly)
- **1/ 3 weeks**: Tri-weekly
- **1/month**: Monthly
- **1/ 2 months (6/year)**: Bi-monthly
- **1/ 3 months (1/quarter)**: Quarterly
- **1/quarter (seasonal)**: Quarterly related to seasons (i.e. Summer, Autumn, Winter, Spring)
- **2/year**: Half yearly
- **1/year**: Annual
- **1/ 2 years**: Bi-annual

- Checking the 'Manual history' box will allow you to enter serials outside the prediction pattern.
- 'Numbering pattern' will help you determine how the numbers are printed for each issue
  - Start with the numbering on the issue you have in hand, the numbering that matches the date you entered in the 'First issue publication' field
  - If you have chosen any 'Numbering Format' other than 'Number' in the 'Rollover at' field, enter the last issue number before the volume number changes.
  - If you chose the 'Number' Numbering Format you will see 'issues expected' in which you will enter the total number of issues you expect to receive.

– You can choose to create your own numbering pattern by choosing ‘None of the above’ and

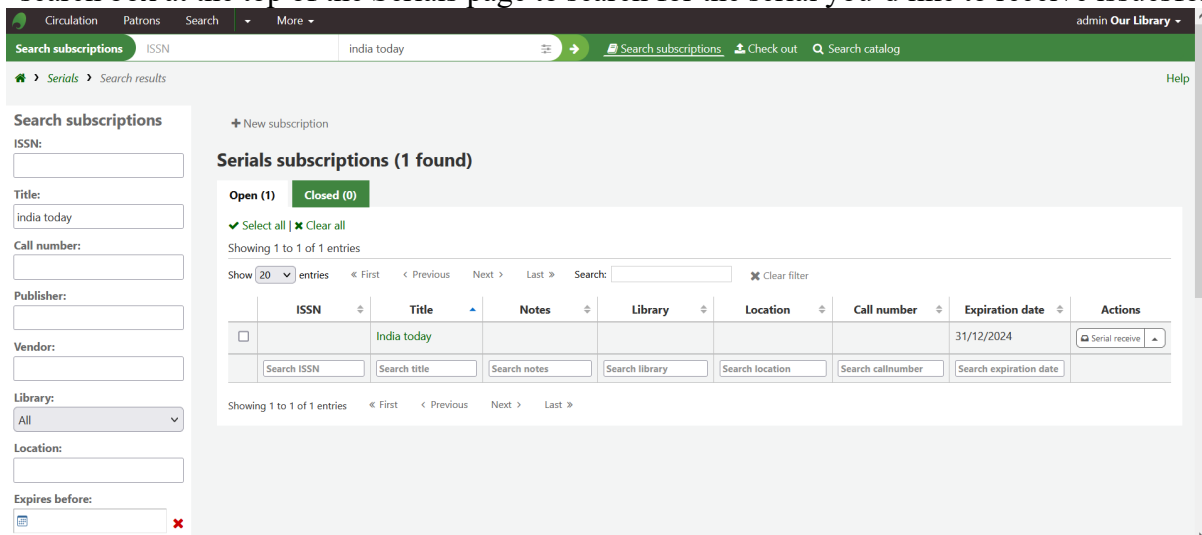
clicking the ‘Show/Hide Advanced Pattern’ button at the bottom of the form.

- ‘Subscription start date’ is the date at which the subscription begins. This is used for setting up renewal alerts.
- ‘Subscription length’ is the number of issues or months in the subscription. This is also used for setting up renewal alerts.
- ‘Subscription end date’ should only be entered for subscriptions that have ended (if you’re entering in a backlog of serials)
- The ‘Numbering formula’ is editable to match the way you’d like your numbering to print on the item record and subscription information pages

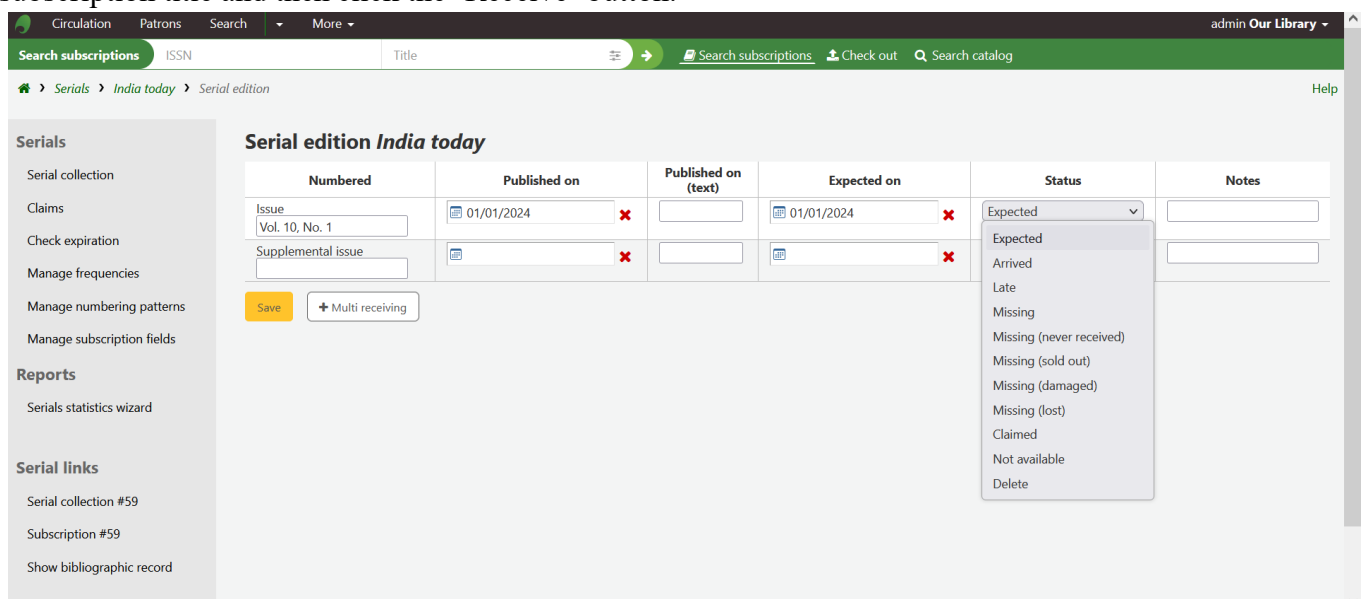
Click ‘Save Subscription’ to save the information you have entered

### 3.2 Receive Issues

Issues can be marked as received from several locations. To find a subscription, use the search box at the top of the Serials page to search for the serial you’d like to receive issues for:

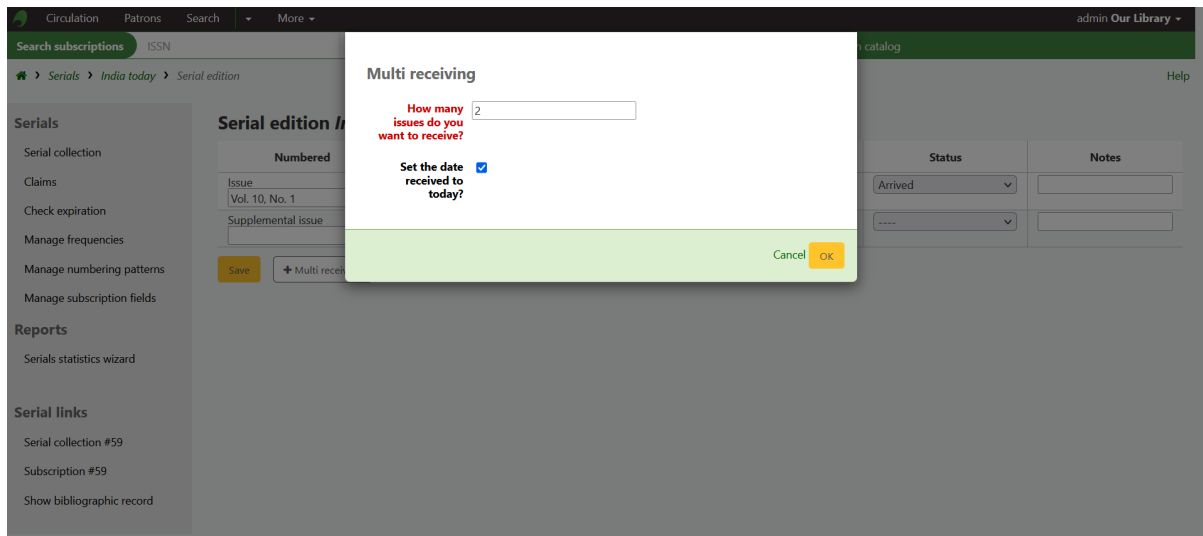


From the search results you can click the ‘Serial Receive’ link or you can click on the subscription title and then click the ‘Receive’ button.

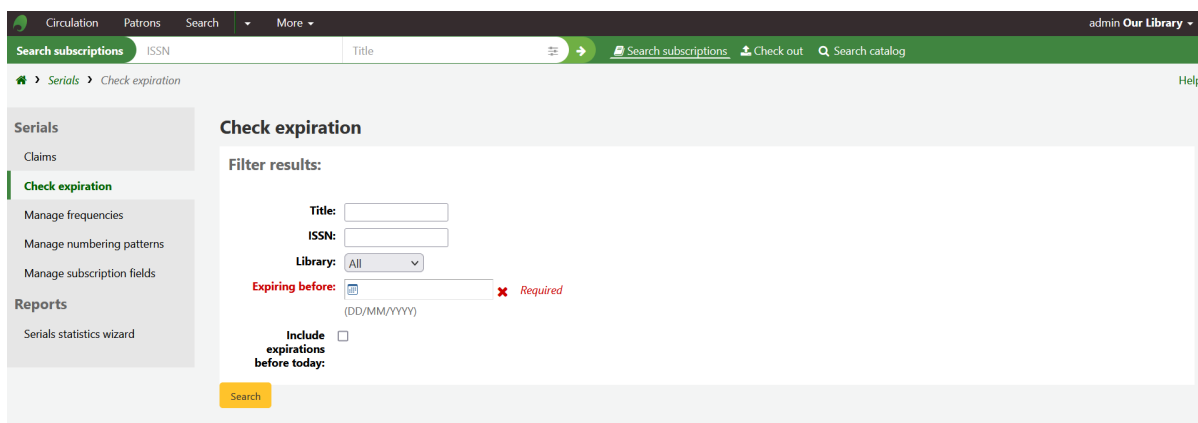


- If your issue has a supplemental issue with it, fill in the Supplemental Issue information.

- Once you have entered your info you can click ‘Save’  
If you are receiving multiple issues at once, you can enter the number of issues to be received and click on OK.



## 3.3 Check Serial Expiration



In the form that appears, you need to enter at least a date to search by. In your results you will see all subscriptions that will expire before the date you entered. From there you can choose to view the subscription further or renew it in one click.

Circulation Patrons Search More admin Our Library

Search subscriptions ISSN Title Search subscriptions Check out Search catalog

Serials > Check expiration Help

Serials  
Claims  
**Check expiration**  
Manage frequencies  
Manage numbering patterns  
Manage subscription fields  
Reports  
Serials statistics wizard

### Check expiration

Filter results:

Title: india today  
ISSN:  
Library: All  
Expiring before: 31/12/2025 ✘ Required  
(DD/MM/YYYY)  
Include expirations before today:

Search

1 subscription(s) with title matching **india today** will expire before 01/12/2025

Select all |  Clear all

	ISSN	Title	Library	OPAC note	Nonpublic note	Expiration date	Actions
<input type="checkbox"/>		India today				31/12/2024	<input type="button" value="Edit"/> <input type="button" value="Renew"/>

## 3.4 Renewing Serials

**Subscription for Computers in libraries 2010.**

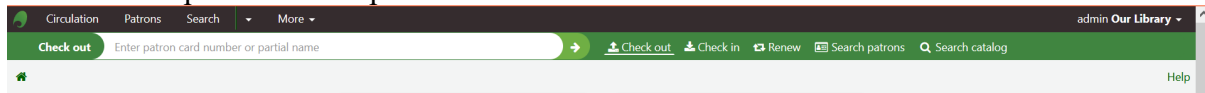
# Circulation Module

Circulation functions can be accessed in several different ways. On the main page of the staff client there are some quick links in the center of the page to check items out, in or transfer them. For a complete listing of Circulation functions you can visit the Circulation page which is linked from the top left of every page or from the center of the main page.

## 4.1 Check Out (Issuing)

To begin the checkout process you must enter the patron barcode or part of their name. The checkout option appears in three main places:

- Check out option on the top of the main staff client



### 4.1.1 Checking Items Out

To check an item out to a patron, first search for that patron using one of the many options listed above.

At the top of the Check Out screen is a box for you to type or scan the item's barcode into.

**Checking out to Coda Engard (9876543452)**

Enter item barcode:

Specify Due Date (MM/DD/YYYY):

**Attention:**

**Fees & Charges:** Patron has [Outstanding fees & charges of 0.10](#).  
[Make Payment](#)

**Messages:**  
[Add a new message](#)

2 Checkout(s)   Relatives' Checkouts   5 Hold(s)

Due date	Title	Item Type	Checked out on	Checked out from	Call no	Charge	Price	Renew <small>select all   none</small>	Check in <small>select all   none</small>	
<b>Previous checkouts</b>										
03/31/2012 15:40	<a href="#">Social media marketing .</a> , by Evans, Liana. <a href="#">72385889</a>	Books	03/31/2012 14:40	Nicole's Library	HF5415.1265 E93 2010	0.00		0 <input type="checkbox"/>	<input type="checkbox"/>	
04/13/2012 00:00	<a href="#">My sister's keeper</a> ; by Picoult, Jodi. <a href="#">100002</a>	Books	03/16/2012 00:00	Nicole's Library	PS3566.I372 M9 2005	0.00	14.00	1 <input type="checkbox"/>	<input type="checkbox"/>	
<b>Totals:</b>							0.10	108.95	<b>Renewal due date:</b> <input type="text"/> <b>Forgive fines on return:</b> <input type="checkbox"/>	

Override Renewal Limit:  Renew or Return checked items

At the bottom of the page there is a summary of the patron's current checked out items along with the due date (and time if the item is an hourly loan), items checked out today will appear at the top.

3 Checkout(s) 5 Hold(s)

Due date	Title	Item Type	Checked out on	Checked out from	Call no	Charge	Price	Renew <a href="#">select all</a>   <a href="#">none</a>	Check in <a href="#">select all</a>   <a href="#">none</a>
09/28/2011	<a href="#">Fool Moon (The Dresden Files, Book 2)</a> , by Butcher, Jim. 60479690	Books	09/21/2011	Nicole's Library		0.00		1 <input type="checkbox"/>	<input type="checkbox"/>
<b>Previous checkouts</b>									
08/02/2011	<a href="#">Harry Potter and the goblet of fire</a> , by Rowling, J. K. 19936024	Books	07/21/2011	Nicole's Library	PZ7.R79835 Hal 2000b	0.00	50.00	1 <a href="#">On Hold</a>	<a href="#">On Hold</a>
09/08/2011	<a href="#">CSS :</a> , by Meyer, Eric A. 18236104	Books	09/06/2011	Pleasant Valley	QA76.76.H94 M47 2007	0.00		0 <a href="#">On Hold</a>	<a href="#">On Hold</a>

If there are notes on the patron record, those will appear to the right of the checkout box

**Checking out to Nicole Engard (23529001223637)**

Enter item barcode:

Specify Due Date:

 Remember for Session:

**Attention:**

- > **Overdues:** Patron has **ITEMS OVERDUE**. See highlighted items [below](#)
- > **Fines:** Patron has [Outstanding fines of 1.00](#). Make [Payment](#)

If the patron has a hold waiting at the library that too will appear to the right of the checkout box making it easy for the circulation librarian to see that there is another item to be given to the patron.

- Patron has been barred from the library

**Checking out to Armando Mejia (23529000662701)**

**Cannot Check Out!**

- > **Restricted:** Patron's account is restricted [Lift restriction](#)

## 4.1.2 Check Out Warnings

Sometimes checkouts will trigger warning messages that will appear in a yellow box above the checkout field. These warnings need to be acknowledged before you continue checking items out.

- Patron has outstanding fines

**Please Confirm Checkout**

- The patron has a debt of 1.00

✓ Yes, Check Out (Y)

✗ No, Don't Check Out (N)

- Item on hold for someone else

**Please Confirm Checkout**

- Item *Young people* (3400000039637) has been on hold for [Chloe Leonard](#) (100545) at Athens since 05/12/2010

Cancel hold

✓ Yes, Check Out (Y)

✗ No, Don't Check Out (N)

- Item should be on the hold shelf waiting for someone else

**Please Confirm Checkout**

- Item *Anne of Green Gables* (3200000004725) has been waiting for [Owen Leonard](#) (0006067) at Athens since 07/07/2010

Cancel hold

Yes, Check Out (Y)  No, Don't Check Out (N)

- Item already checked out to this patron

**Please Confirm Checkout**

- The patron has a debt of 10.00
- Item *Harry Potter and the sorcerer's stone* (100020) is currently checked out to this patron. Renew?

Yes, Renew (Y)  No, Don't Renew (N)

- Item checked out to another patron

**Please Confirm Checkout**

- Item *Empress* / (31000000013217) is checked out to [Owen Leonard](#) (0006067). Check in and check out?

Yes, Check Out (Y)  No, Don't Check Out (N)

- Item not for loan

**Please Confirm Checkout**

- Item is normally not for loan. Check out anyway?

Yes, Check Out (Y)  No, Don't Check Out (N)

- Patron has too many things checked out

**Please Confirm Checkout**

- Too many checked out. 5 checked out, only 5 are allowed.

Yes, Check Out (Y)  No, Don't Check Out (N)

- Item cannot be renewed

• No more renewals possible

## 4.2 Renewing

Checked out items can be renewed (checked out for another period of time) based on your circulation rules and renewal preferences. If you allow it, patrons can renew their own items via the OPAC, but sometimes you'll need to help them by renewing their items via the staff client. To renew items checked out to a patron, visit their details page or checkout page and review their checkout summary at the bottom.

3 Checkout(s) Relatives' Checkouts 7 Hold(s)

Due date	Title	Item Type	Checked out on	Checked out from	Call no	Charge	Price	Renew <small>select all   none</small>	Check in <small>select all   none</small>
Previous checkouts									
09/22/2011	Handle with care.; by Picoult, Jodi, 100004	Books	07/14/2011	Nicole's Library	PS3566.I372 H36 2009	0.00	27.95	1 <input checked="" type="checkbox"/>	<input type="checkbox"/>
09/22/2011	Harry Potter and the sorcerer's stone, by Rowling, J. K. - 7 disks 100020	Book on CD	07/22/2011		PZ7.R79835 Har 1999ab	0.00	49.95	2 Not Renewable	<input type="checkbox"/>
09/22/2011	Fool Moon, by Butcher, Jim 2345678765343234		09/08/2011	Nicole's Library		0.00		0 <input checked="" type="checkbox"/>	<input type="checkbox"/>
Totals: 0.00							220.84	Renewal due date: <input type="text"/>	
								Forgive fines on return: <input type="checkbox"/>	

Override Renewal Limit:  Renew or Return checked items

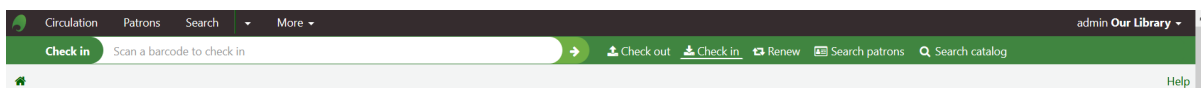
In the Renew column you will see how many times each item has been renewed and a checkbox to renew the item for the patron. Check the boxed of the items you would like to renew and click the 'Renew or Return checked items' button, or to renew all items checked out to the patron simply click the 'Renew all' button.

Sometimes renewals will be blocked based on your circulation rules, to override this block you must have your Allow Renewal Limit Override preference set to 'Allow'. If you allow renewal limit overrides, you will see a checkbox at the bottom left of the circulation summary. Check that box and then choose the items you would like to renew.

Override Renewal Limit:

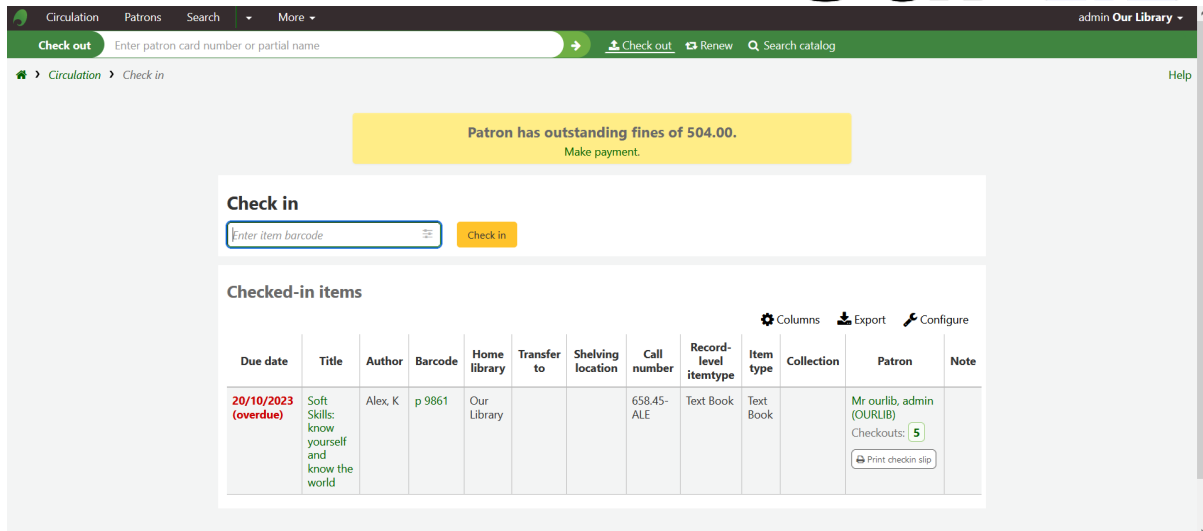
## 4.2 Check In (Returning)

- The check in box on the top of the home page.



### 4.2.1 Checking Items In

To check an item in scan the barcode for the item into the box provided. A summary of all items checked in will appear below the checkin box.



- If you're checking an item in that has a hold on it, you will be prompted to confirm the hold

**Hold Found: [The skeptical business searcher :](#)**

**Hold for:**

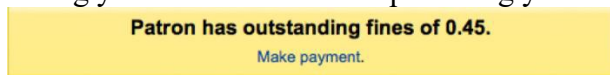
- [Walker, Andrea](#) (23529000991266)
- 4992 Library Rd.  
Portland, OR 44240
- (212) 555-1212

**Hold at Fairview**

– Clicking the Confirm hold button will mark the item as waiting for pickup from the library

Item type	Location	Call Number	Status	Last seen	Barcode
	Fairview General Stacks	975.26B	Waiting for <a href="#">Edna Acosta</a> at Fairview since 12/01/2009	12/01/2009	<a href="#">10101000000414</a>

- If you have the system showing you fines at the time of checkin you will see a message telling you about the fine and providing you a link to the payment page for that patron



## 4.3 Circulation Messages

Circulation messages are short messages that librarians can leave for their patrons or their colleagues that will appear at the time of circulation.

### 4.3.1 Adding a Message

When on the patron's check out tab you will see a link to 'Add a new message' to the right of the check out box.

**Attention:**

> **Fines:** Patron has [Outstanding fines of 2.00](#). Make [Payment](#)

**Messages:**

> 09/22/2009 FPL "Patron left umbrella in library last time" [\[Delete\]](#)

[Add a new message](#)

## 4.3.2 Viewing Messages

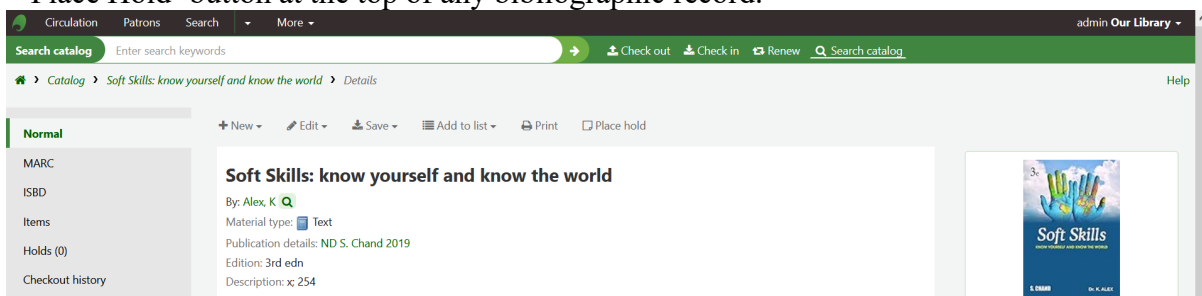
Circulation messages meant for the staff and/or the patron will appear on the patron’s checkout screen to the right of the checkout box. Messages in bold and red are meant for the library staff only, whereas messages in regular italics font are meant for the patron and the librarian. Circulation messages meant for the patron will also appear when they log into the OPAC.



## 4.4 Holds

### 4.4.1 Placing Holds in Staff Client

There are several ways to place holds from the staff client. The most obvious is using the 'Place Hold' button at the top of any bibliographic record.



If you’d like to search for the patron first and then the bib record for the hold, you can open the patron record and click on the 'Search to Hold' button at the top of the patron record.

