



Resource Sharing Alliance
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East Peoria, IL 61611
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Basic Circulation in BLUEcloud Circulation Guide

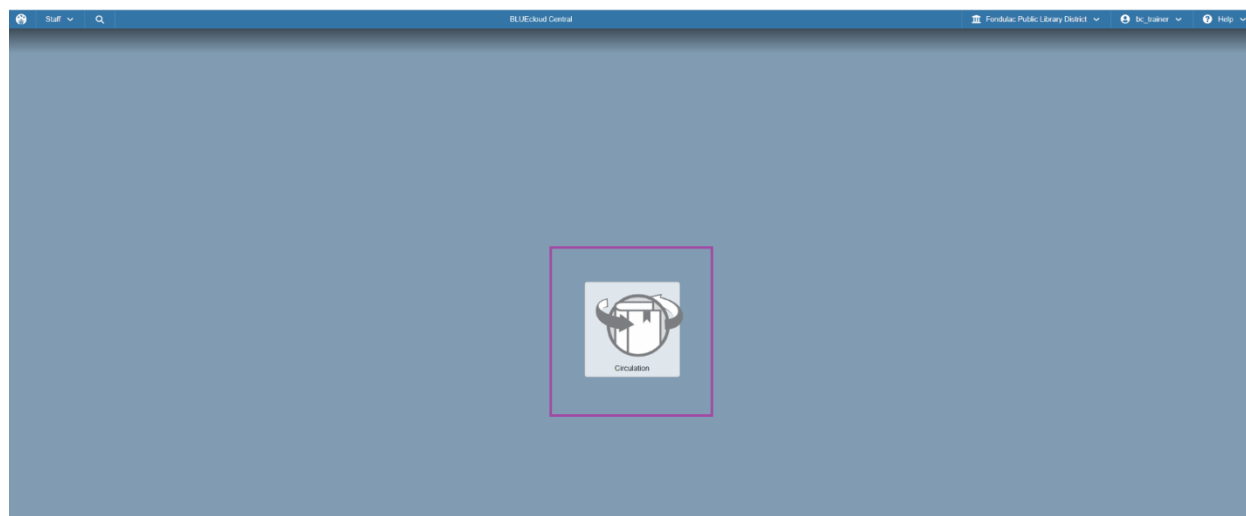
Last updated: September 16, 2025

Before you begin, make sure you have checked out the Getting Started in BLUEcloud Circulation Cheat Sheet:

<https://support.librariesofrsa.org/project/bluecloud-circulation/>

This guide covers Check out, Renew and Check in (Discharge).

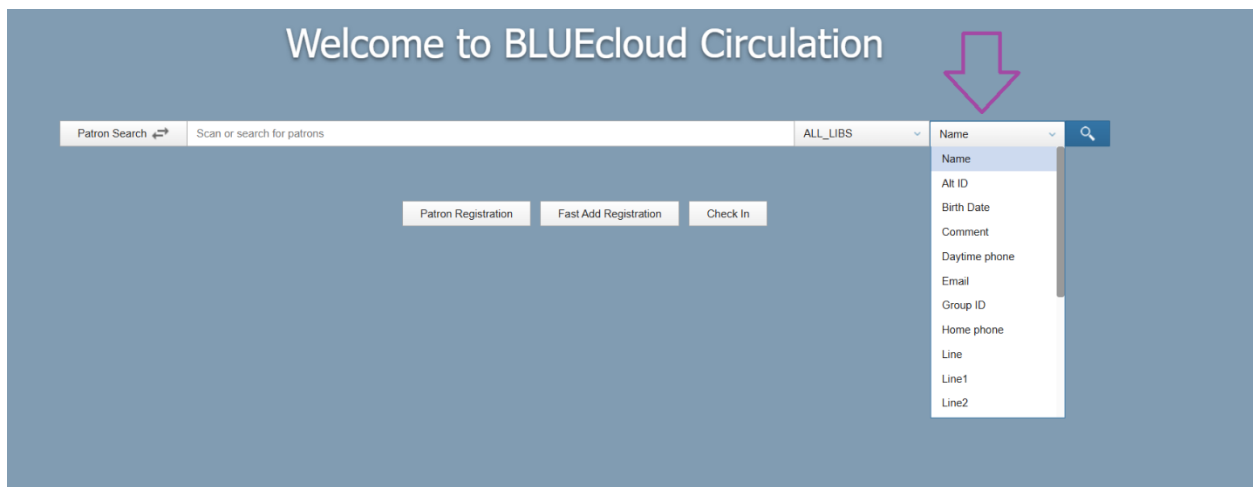
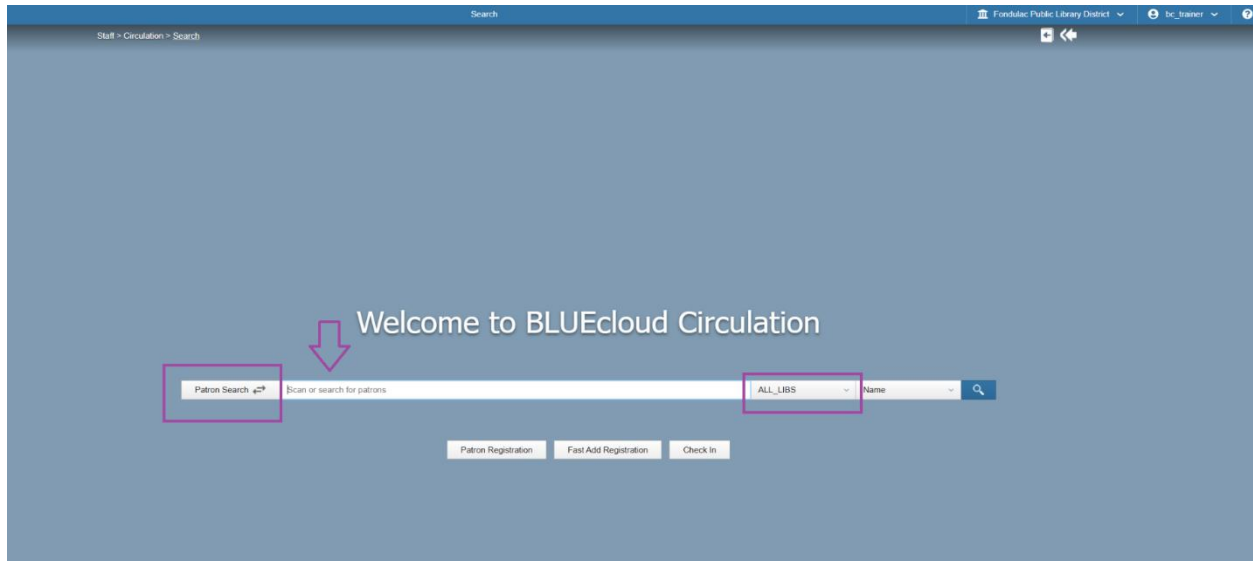
When you log in to BLUEcloud Circulation, you will need to click on the Circulation icon.



Using the Patron Search option, scan in the User Barcode to find the borrower record. You can also search by name, birth date, etc., by using the options in the dropdown menu. The default is set to search All Libraries.

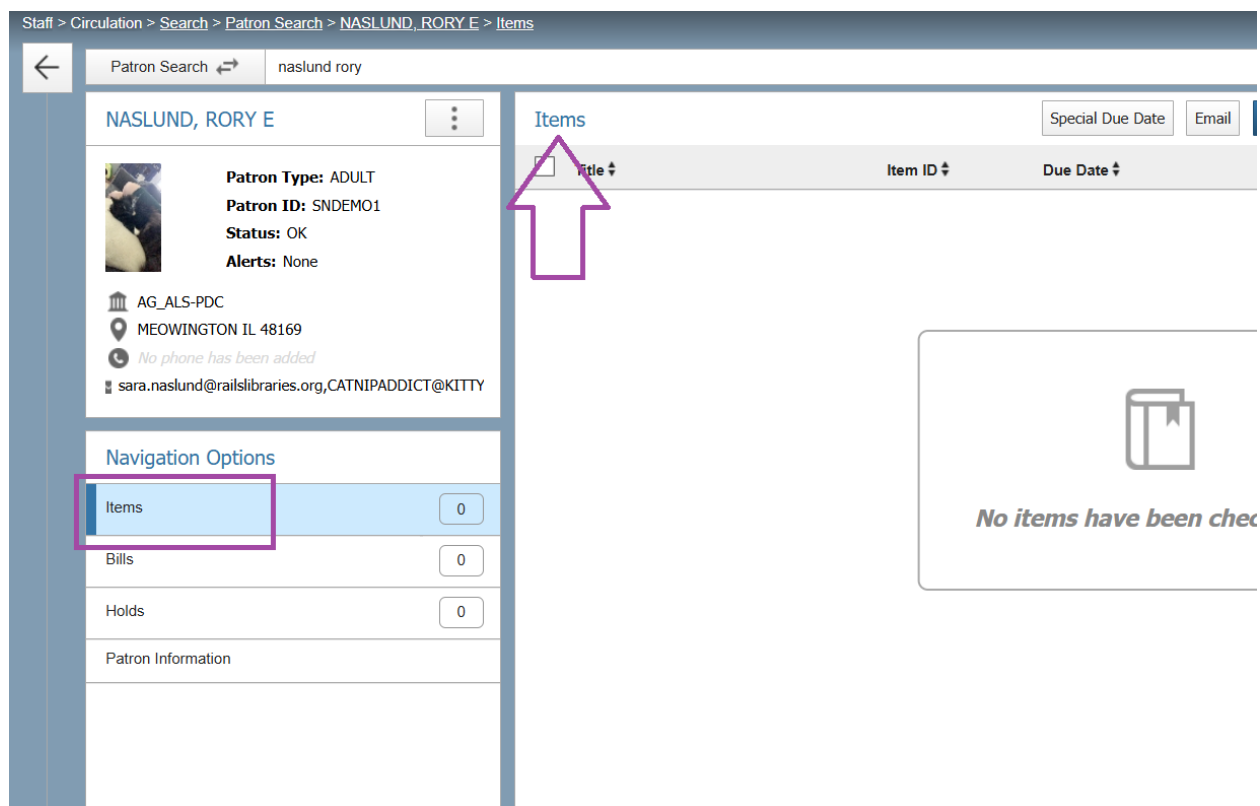
From a Patron's record you can Check in, Checkout and Renew materials, as well as edit the user's information. You can also view the user's holds and enter a new hold for the user. Bills can also be paid from this screen. Any Alerts for the user will appear.

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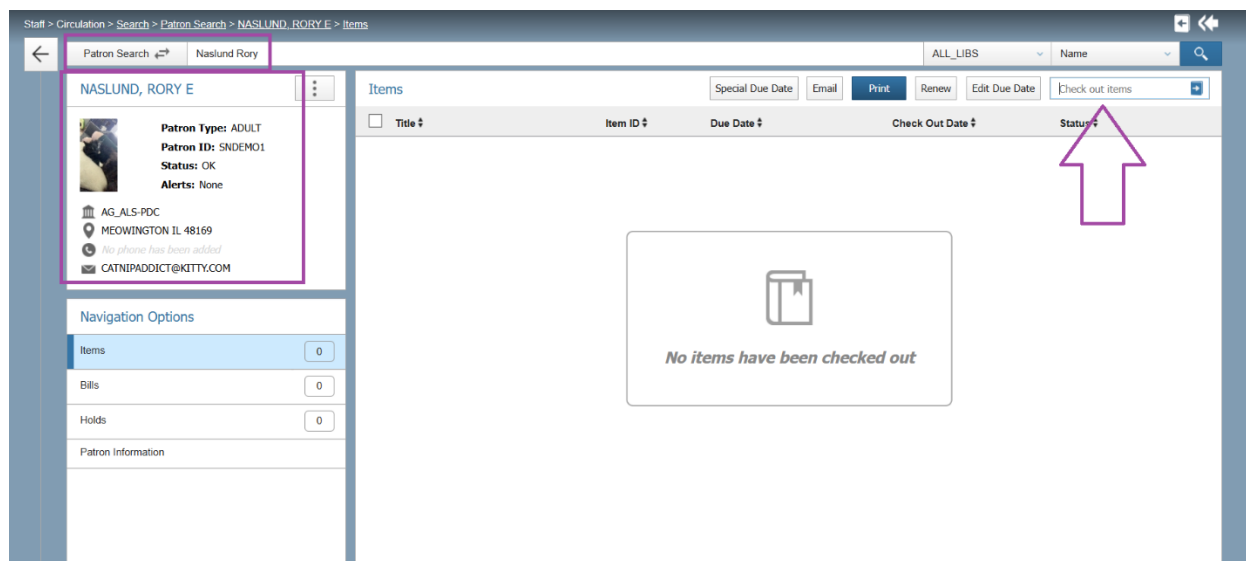


Checking Out:

The default mode on the patron information screen is *Items*. If you are in a different area such as *Holds* or *Patron Information*, click **Items**.



Scan the item's barcode into the *Check out items* box at the top right of the screen. From this screen, you can print or email a checkout receipt, or you can renew items for this borrower.



If the patron needs a special due date, you can select that before checking the item out. You must select if you want that due date for one item (For this checkout only), for one patron (For this user only) or until you close this screen (For the rest of this session).

NASLUND, RORY E

Patron Type: ADULT
Patron ID: SNDEMO1
Status: OK
Alerts: None

AG_ALS-PDC
MEOWINGTON IL 48169
No phone has been added
CATNIPADDICT@KITTY.COM

Navigation Options

- Items 1
- Bills 0
- Holds 0
- Patron Information

Items

Title	Item ID	Due Date	Check Out Date	Status
Nightwork	New A66702564849	Sep 09 2025 11:59pm CDT	Aug 19 2025 12:41pm CDT	Checked Out

Special Due Date

Special due date:

Aug 19 2025

11:59 PM

Use special due date

☐ For the rest of this session

☐ For this user only

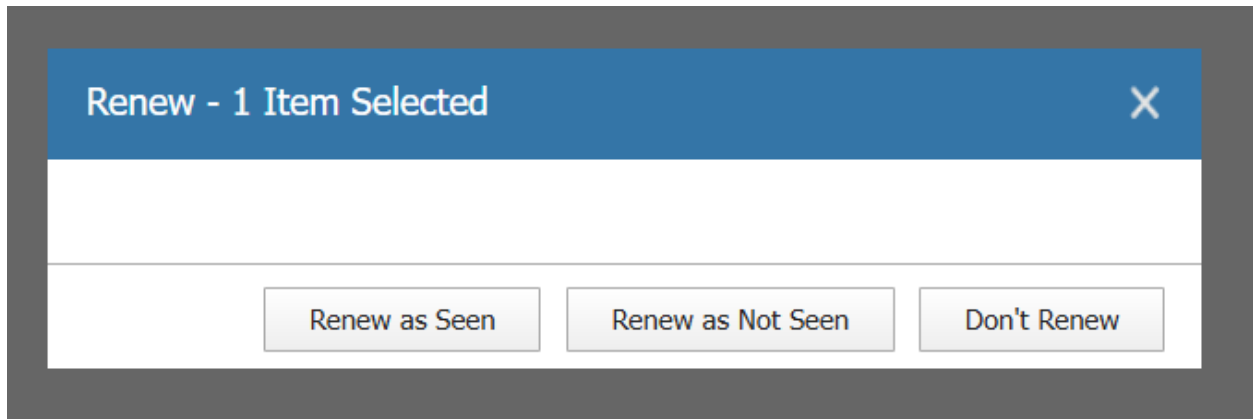
☒ For this checkout only

Set Close

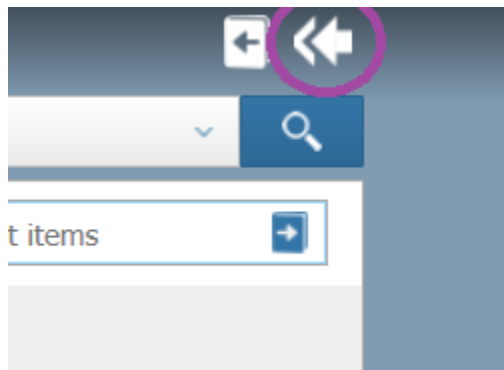
Renewing:

To renew an item

1. Click the Items option (if not already open) on the left side of the user record.
2. Check the box(es) next to the item(s) you wish to renew.
3. Click Renew, at the top right of the screen.

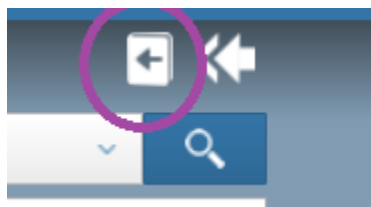


The double arrows take you back to the home screen.



Checking In:

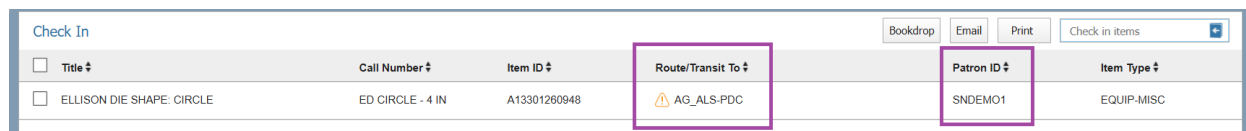
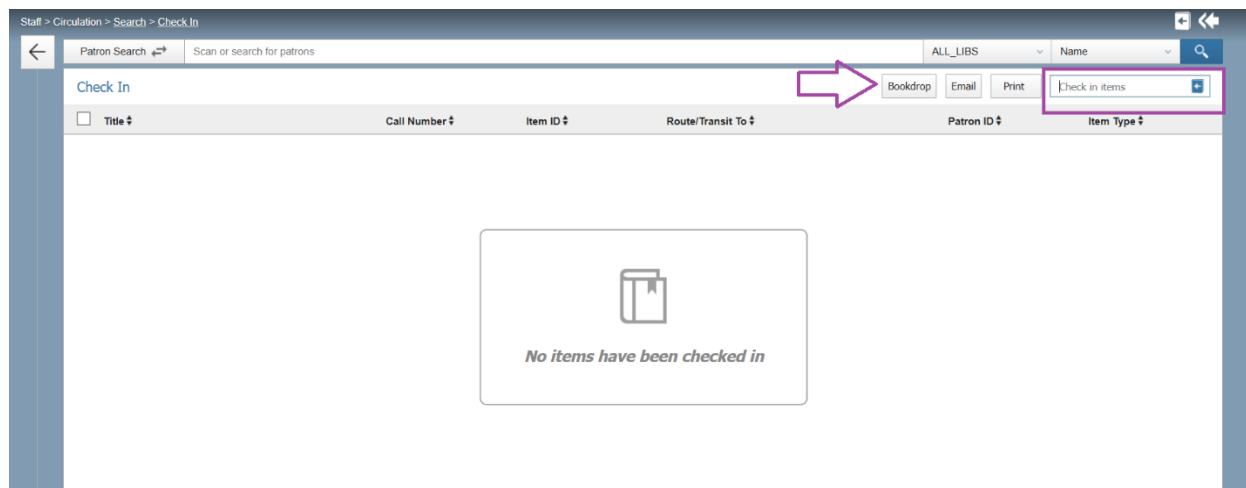
Checking items in is simple within BLUEcloud Circulation. The Check In button is available from the home screen and continues to be available throughout BLUEcloud Circulation.



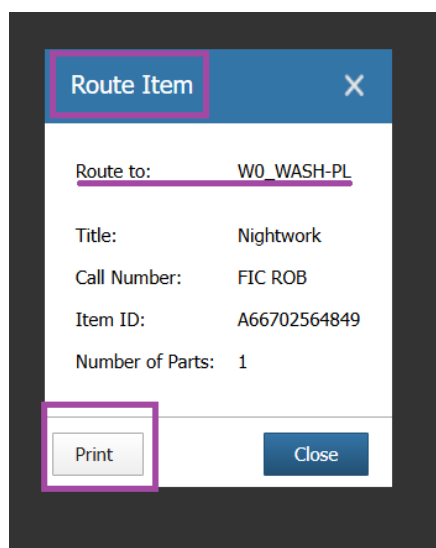
From the home screen, select the Check In button.



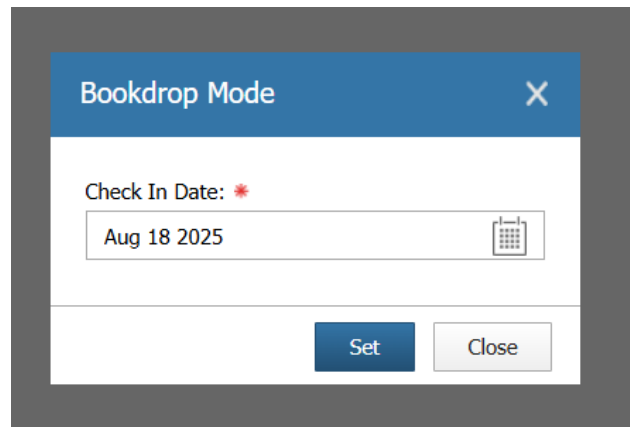
Scan the item's barcode into the *Check in items* box, at the top right of the screen.



If the item is required for a hold or needs to go into transit, a pop- up message will appear.

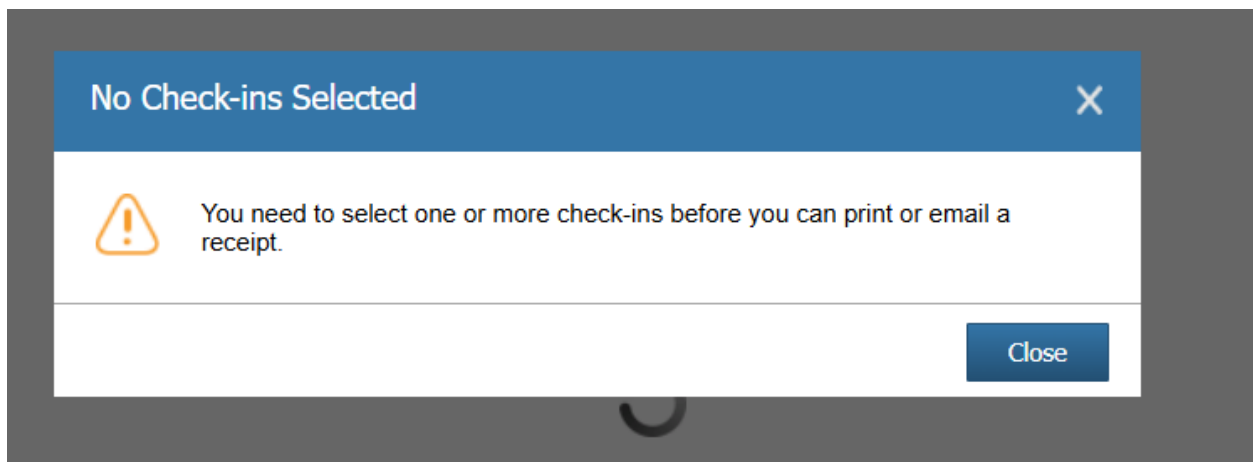


Using Bookdrop Mode, you can backdate when an item is checked in.



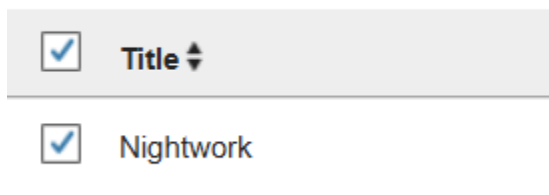
A screenshot of a 'Bookdrop Mode' dialog box. The title bar is blue with the text 'Bookdrop Mode' and a close button (X). The main area is white and contains a label 'Check In Date: *' followed by a date input field showing 'Aug 18 2025' and a calendar icon. At the bottom, there are two buttons: 'Set' (blue) and 'Close' (grey).

You can email a patron a list of the items they have returned. You must select the items you wish to include and the patron must have a valid email address.

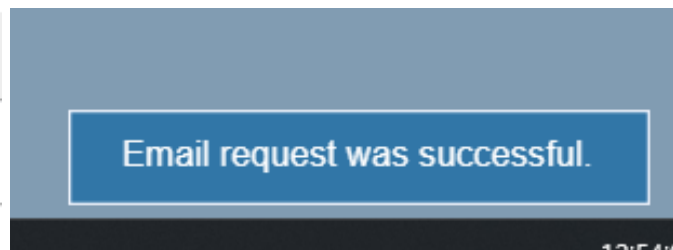


A screenshot of an error message dialog box titled 'No Check-ins Selected'. It features a yellow warning triangle icon and the text: 'You need to select one or more check-ins before you can print or email a receipt.' A 'Close' button is located at the bottom right.

Check In



A screenshot of a 'Check In' list. It has a header row with a checked checkbox and the text 'Title'. Below it is a row with a checked checkbox and the text 'Nightwork'.



A screenshot of a blue message box with the text 'Email request was successful.' in white. The box is set against a dark background.

Here is what that email will look like:

Date: Aug 19, 2025, 12:54 PM

List of items returned:

- **Nightwork**
- Item ID: A66702564849

- Fondulac Public Library District
 - 400 Richland St
 - 309-699-3917
- reference@fondulaclibrary.org
- <https://fondulaclibrary.org/>

Thanks for visiting your library!

Contact the RSA Help Desk at help@rsanfp.org or 866-940-4083 if you need help with BLUEcloud Circulation.