Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

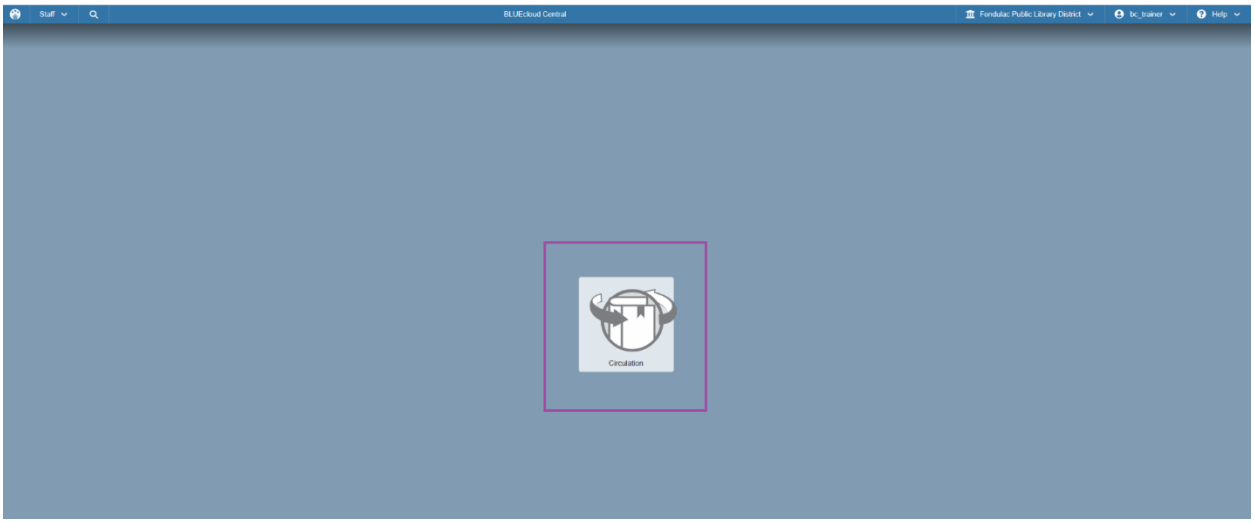
Basic Circulation in BLUEcloud Circulation Guide

Last updated: October 1, 2026

Before you begin, make sure you have checked out the Getting Started in BLUEcloud Circulation Cheat Sheet:
https://support.librariesofrsa.org/project/bluecloud-circulation/

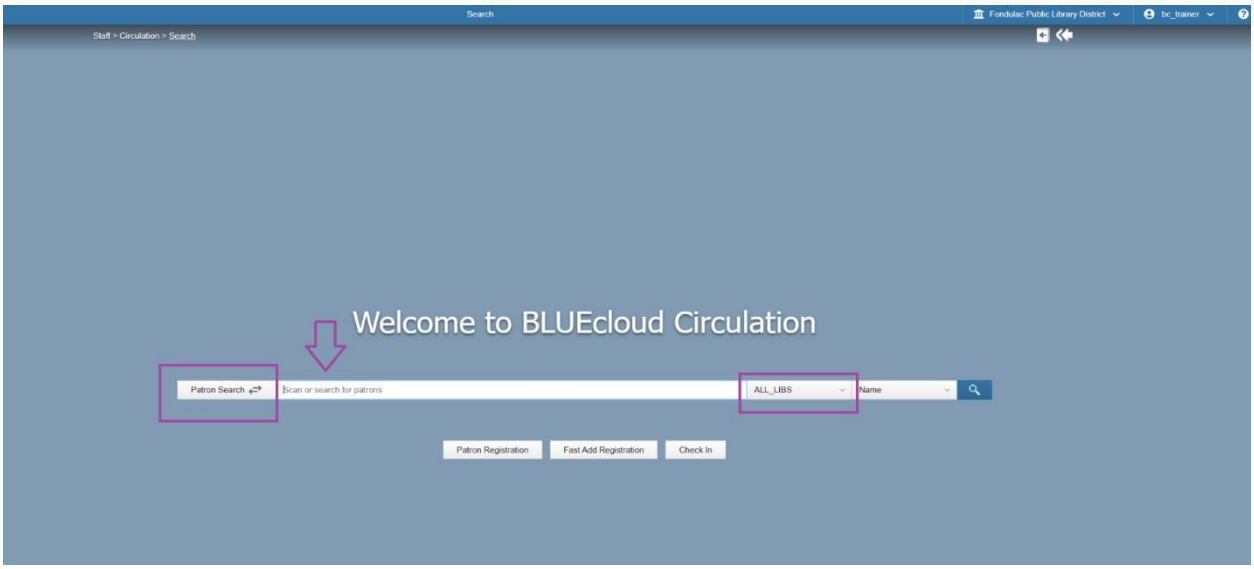
This guide covers Check out, Renew and Check in (Discharge).

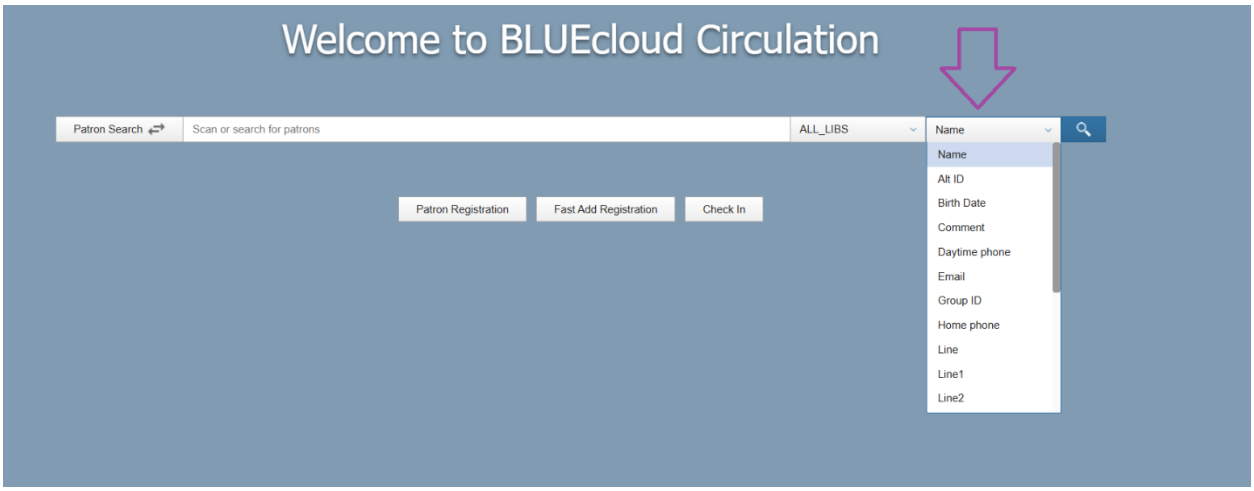
When you log in to BLUEcloud Circulation, you will need to click on the Circulation icon.



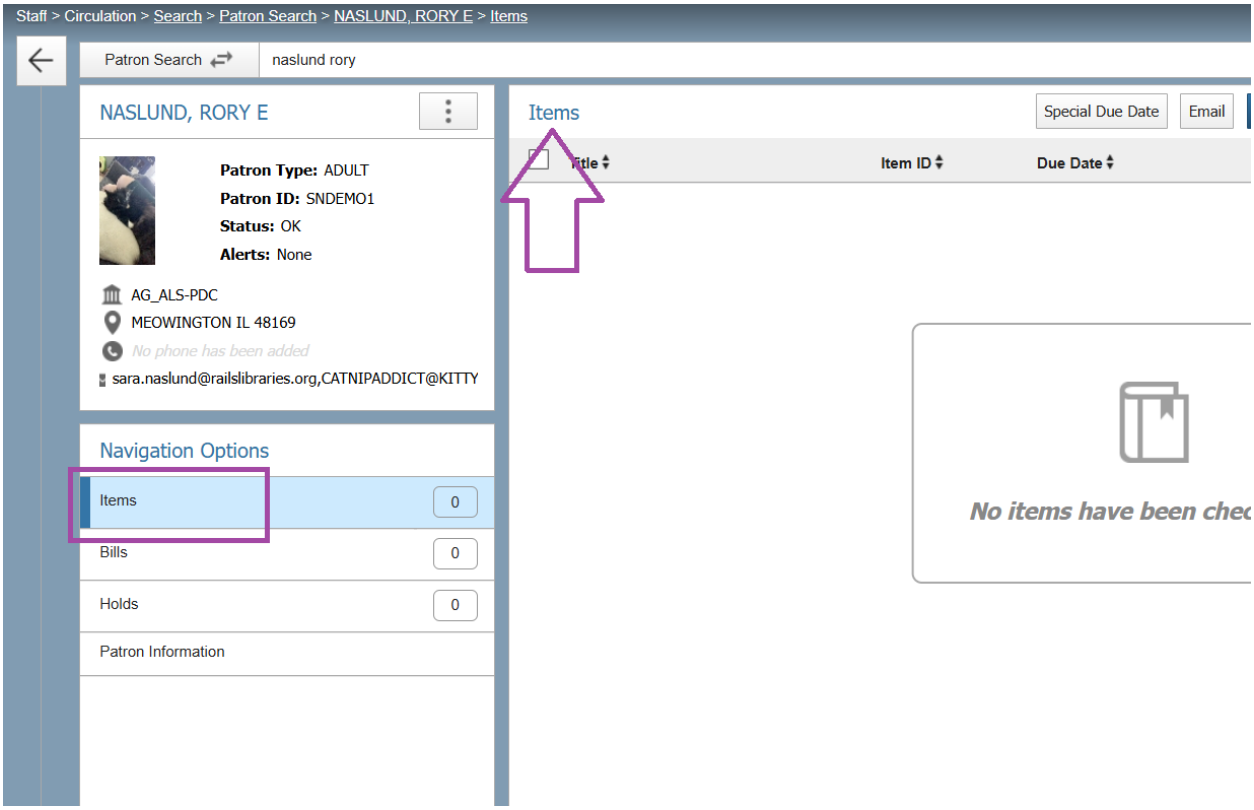
Using the Patron Search option, scan in the User Barcode to find the borrower record. You can also search by name, birth date, etc., by using the options in the dropdown menu. The default is set to search All Libraries. If you change the default search to your library, it will stay that way until changed.

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.

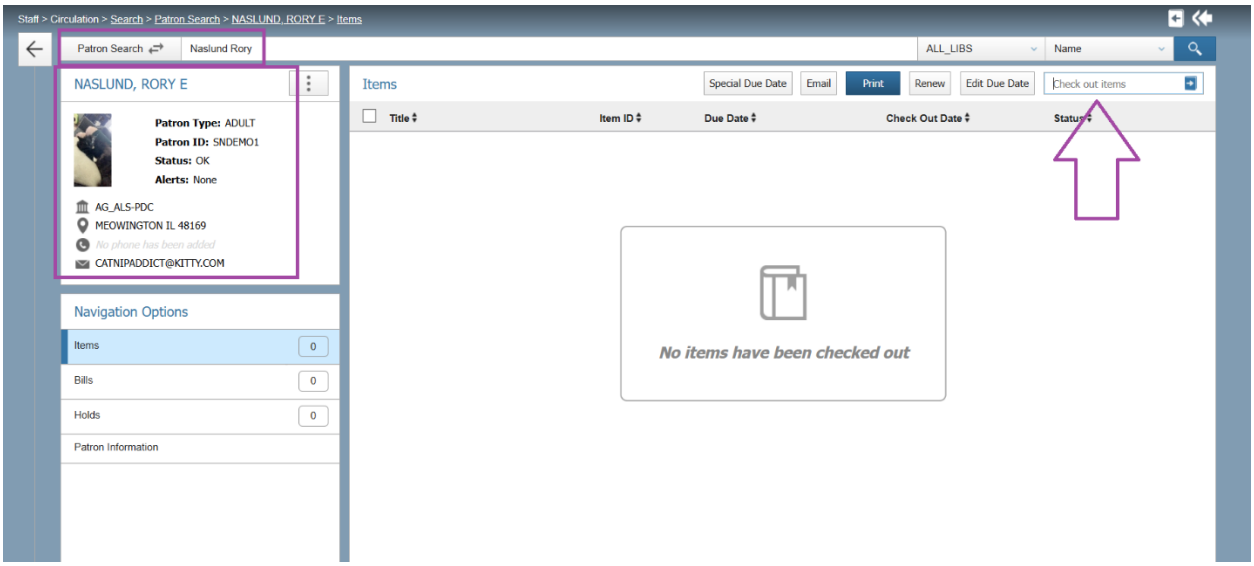

Search
Fondulac Public Library District
bc_trainer
Staff > Circulation > Search
Welcome to BLUEcloud Circulation
Patron Search
Scan or search for patrons
ALL_LIBS
Name
Patron Registration
Fast Add Registration
Check In


Welcome to BLUEcloud Circulation
Patron Search
Scan or search for patrons
ALL_LIBS
Name
Name
Alt ID
Birth Date
Comment
Daytime phone
Email
Group ID
Home phone
Line
Line1
Line2
Patron Registration
Fast Add Registration
Check In

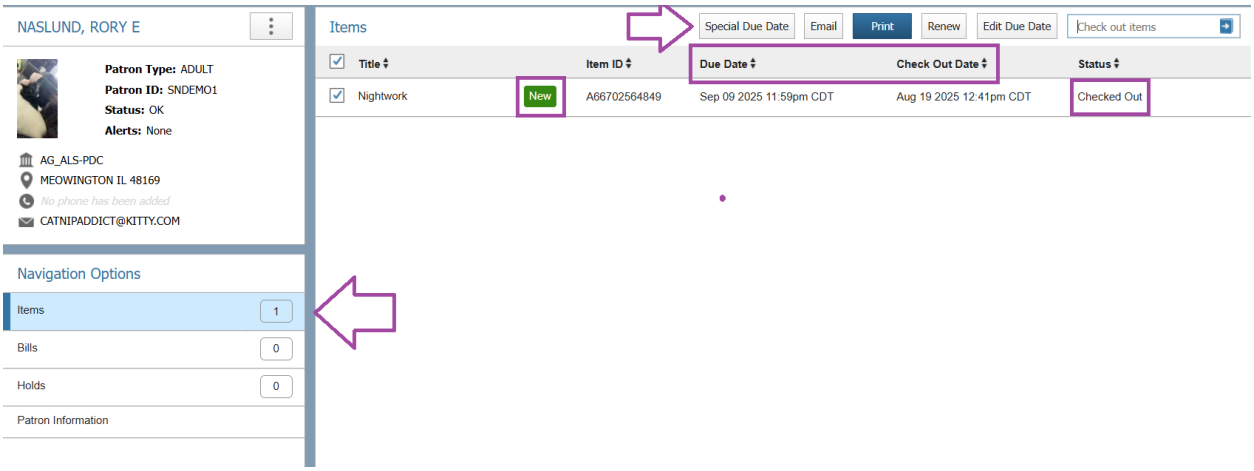
Checking Out:
The default mode on the patron information screen is *Items*. If you are in a different area such as *Holds* or *Patron Information*, click **Items**.

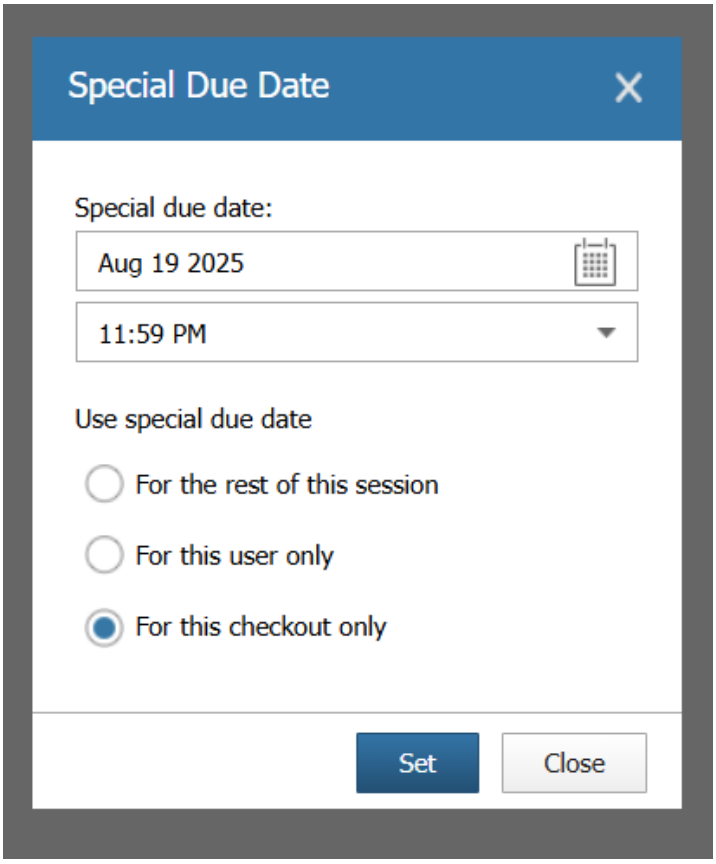


Scan the item's barcode into the *Check out items* box at the top right of the screen. From this screen, you can print or email a checkout receipt, or you can renew items for this borrower.



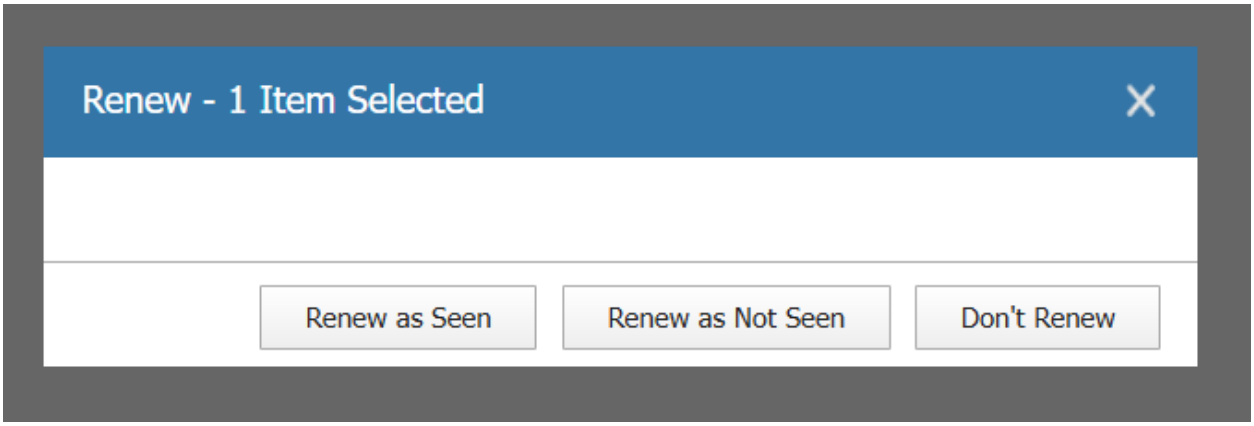
If the patron needs a special due date, you can select that before checking the item out. You must select if you want that due date for one item (For this checkout only), for one patron (For this user only) or until you close this screen (For the rest of this session).



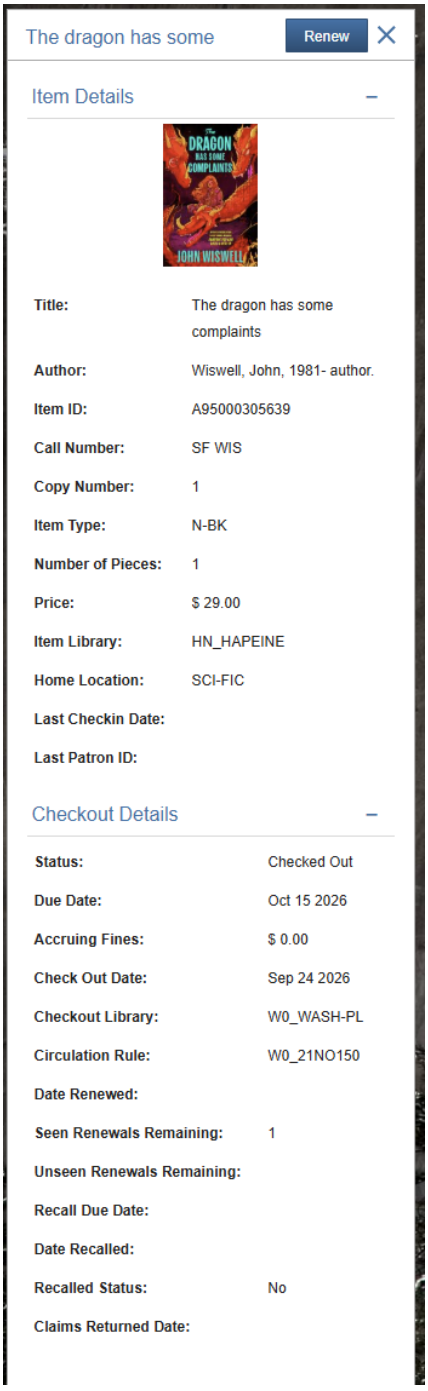


Renewing:
To renew an item

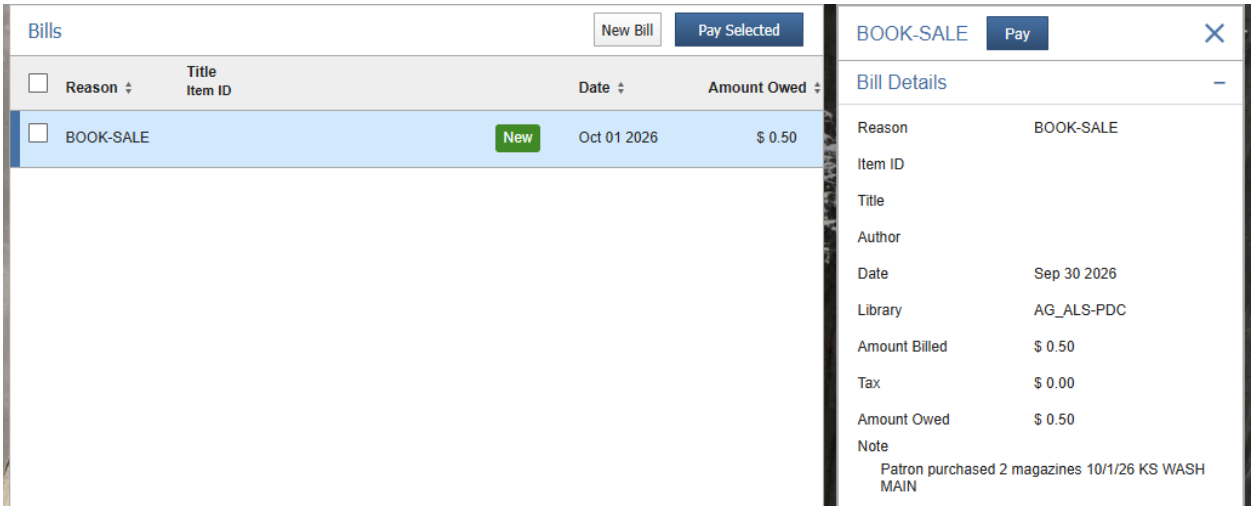
1. Click the Items option (if not already open) on the left side of the user record.
2. Check the box(es) next to the item(s) you wish to renew.
3. Click Renew, at the top right of the screen.



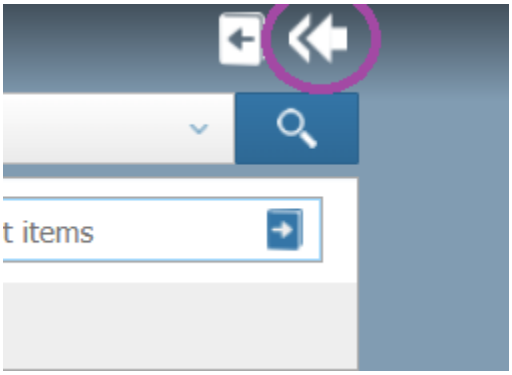
To see any item and circulation transaction details on an item a patron has checked out, double click in the item information box.



This will also show you additional information about bills.

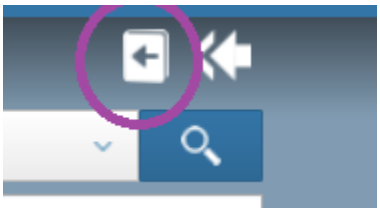


The double arrows take you back to the home screen.



Checking In:

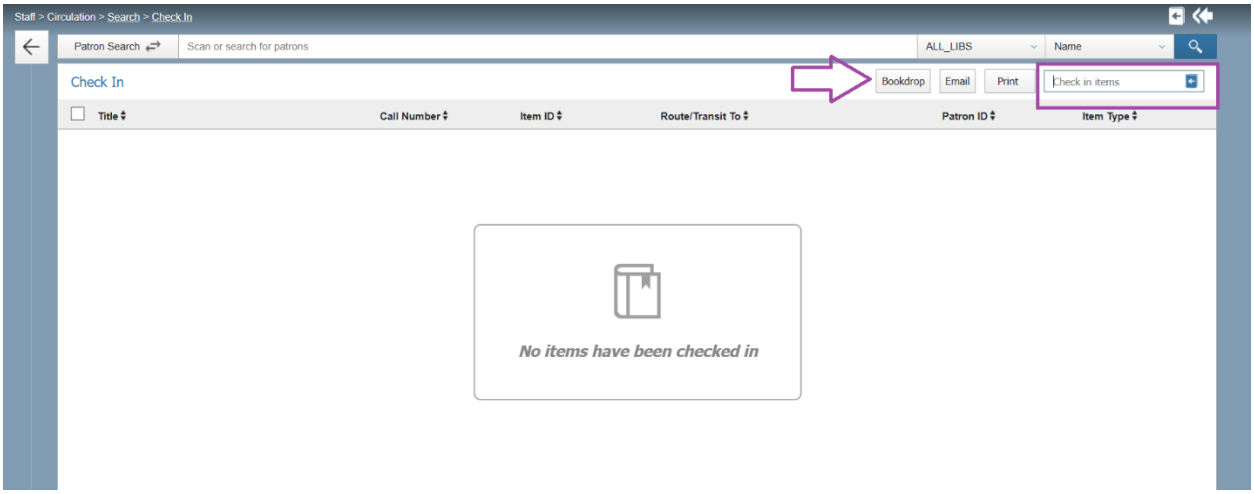
Checking items in is simple within BLUEcloud Circulation. The Check In button is available from the home screen and continues to be available throughout BLUEcloud Circulation.

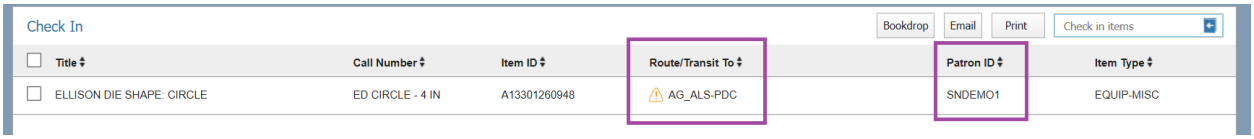


From the home screen, select the Check In button.

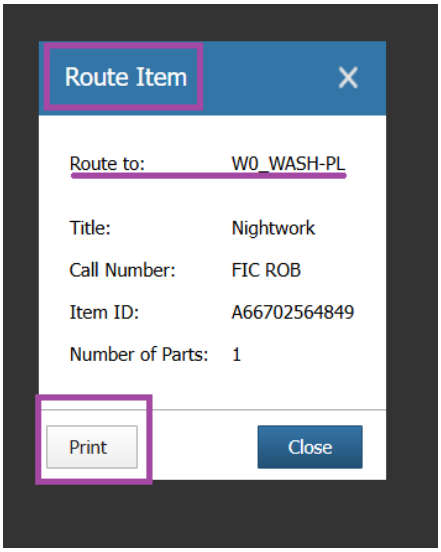


Scan the item's barcode into the *Check in items* box, at the top right of the screen.

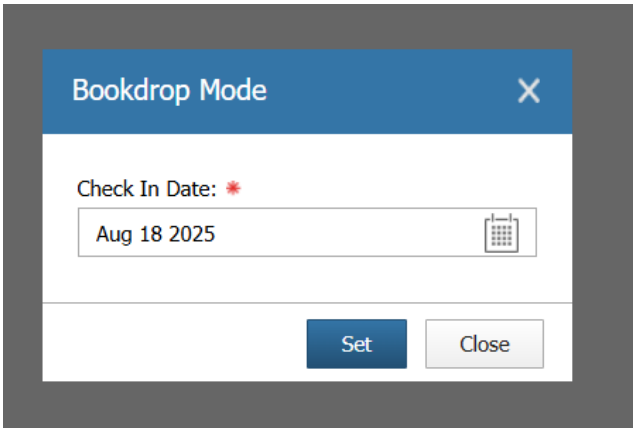




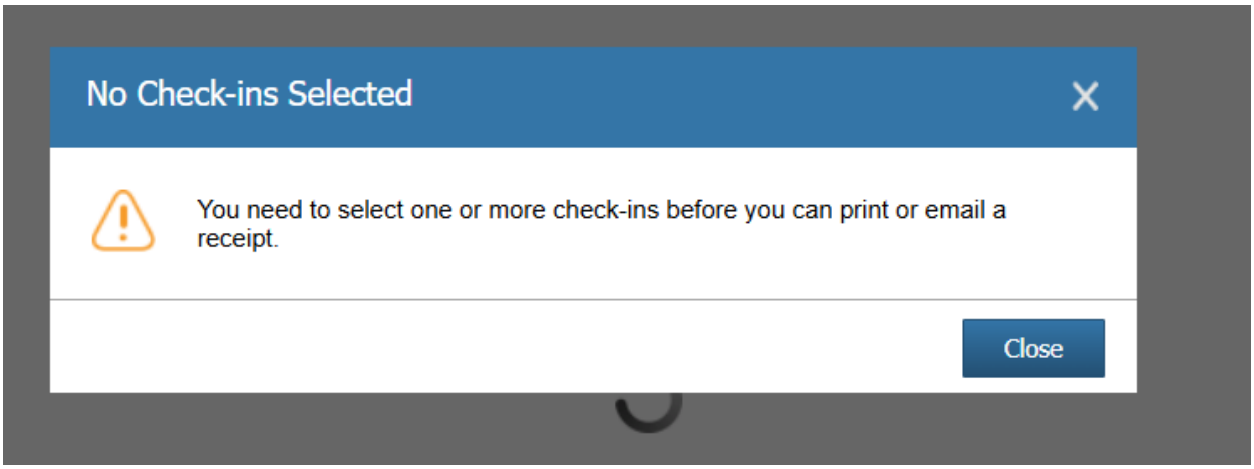
If the item is required for a hold or needs to go into transit, a pop- up message will appear.

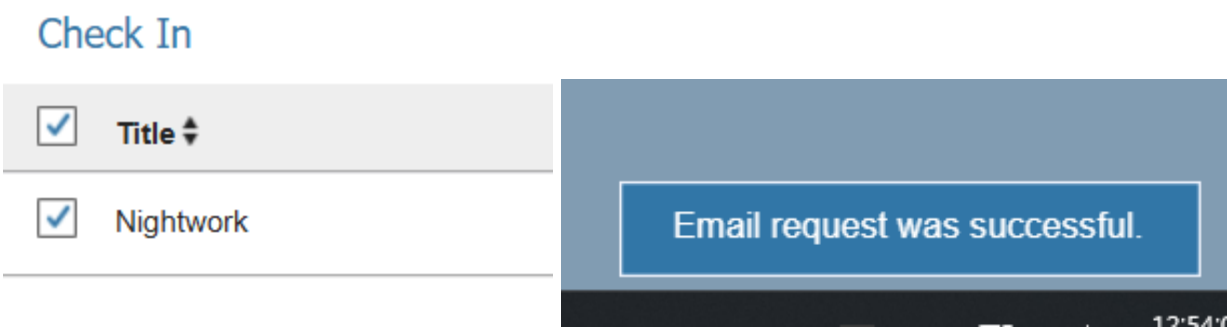


Using Bookdrop Mode, you can backdate when an item is checked in.



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.





Here is what that email will look like:

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

Date: Aug 19, 2025, 12:54 PM

List of items returned:

- **Nightwork**
- Item ID: A66702564849

Thanks for visiting your library!

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