

How to Loan Toys

Loaning Toys

To loan a toy, navigate to the loaning member's page. Using the 'Loan a toy' box, begin entering the Toy ID or toy name. As you begin entering this information a dropdown selection of possible matches appears, narrowed down to the unique match when all information is entered. Click on the matching item and press the 'Loan toy' button to perform the loan to the member.

2548: Jane Admin

Member Kind: 1 Child Family
Expiry Date: Thu, 5 May 2022

You owe the library \$5.00

Loan a Toy

P015: Animal playtime
P013: Trades Puzzle
P016: Natural Wood Shape Inset Board

RENEW ALL RETURN ALL

Renew checked Return checked

1 toys on loan

<input type="checkbox"/>	ID	Toy name	Date loaned	Date due back	# times renewed	Renew	Return	Edit
<input type="checkbox"/>	B037	Rolling Duck Toy	Fri, 11 Feb 2022	Fri, 25 Feb 2022	0	Renew	Return	Edit

No toys currently on reserve

Loan a toy/show current loans (1)

Bond

Automatic emails

Children

Click and collect

Holds (0)

Login history

Profile

Previous loans (11)

Reservations (0)

Membership card (PDF)

Membership history

Missing pieces

Transaction history

Username / password

Volunteer history

Email member

Gertrude (female, 1 year and 3 months)

0 distinct current missing pieces

Private member notes (1)

A pop up to remind you to ask this member something!

Update alerts

Delete alerts

11/02/2022

Update all loans to ne

Volunteer history

When successful, a flash message appears at the top of the screen confirming the loan and the loan is displayed in a 'current loans' table below the 'Loan a toy' box. If rental fees are enabled in toy library settings, it will also include this in the message.

Date due back is based on the loan period set in the member's Member Type, unless otherwise listed in the toy itself. If the "Allow return date to be edited on current loans?" in toy library settings is turned on, you will have option to edit the return date on each individual toy, or on all toys using the "Update all loans" button on the right hand side of screen.

2548: Jane Admin

Member Kind: 1 Child Family
Expiry Date: Thu, 5 May 2022

P013: Trades Puzzle successfully loaned, \$0.00 charged to account

You owe the library \$5.00

Loan a Toy

Loan toy

RENEW ALL

RETURN ALL

Renew checked

Return checked

2 toys on loan

<input type="checkbox"/>	ID	Toy name	Date loaned	Date due back	# times renewed	Renew	Return	Edit
<input type="checkbox"/>	B037	Rolling Duck Toy	Fri, 11 Feb 2022	Fri, 25 Feb 2022	0	Renew	Return	Edit
<input type="checkbox"/>	P013	Trades Puzzle	Fri, 11 Feb 2022	Fri, 25 Feb 2022	0	Renew	Return	Edit

No toys currently on reserve

Loan a toy/show current loans (2)

Bond
Automatic emails
Children
Click and collect
Holds (0)
Login history
Profile
Previous loans (11)
Reservations (0)
Membership card (PDF)
Membership history
Missing pieces
Transaction history
Username / password
Volunteer history

Email member

Money form

Type
Charge and receive v

Amount (\$)

Transaction type
CASH v

Fee type
Bond v

Description:

Gertrude (female, 1 year and 3 months)

0 distinct current missing pieces

Private member notes (1)

A pop up to remind you to ask this member something!

Update alerts

Delete alerts

11/02/2022

Update all loans to ne

Volunteer history

membership expires in 2 months, 3 weeks, 1

Variations

If a toy is registered as being "On Loan", you will get the pop up below and the option to return the toy and immediately loan it to the member.

2548: Jane Admin

Member Kind: 1 Child Family
Expiry Date: Thu, 5 May 2022

P013: Trades Puzzle is already on loan to Nikki Strosin & Irwin Dibbert! Please return this item to the library before loaning to this member.

Return toy right now and loan to current member

You owe the library \$5.00

Loan a Toy

Loan toy

RENEW ALL

RETURN ALL

Renew checked

Return checked

1 toys on loan

<input type="checkbox"/>	ID	Toy name	Date loaned	Date due back	# times renewed	Renew	Return	Edit
<input type="checkbox"/>	B037	Rolling Duck Toy	Fri, 11 Feb 2022	Fri, 25 Feb 2022	0	Renew	Return	Edit

No toys currently on reserve

Loan a toy/show current loans (1)

Bond
Automatic emails
Children
Click and collect
Holds (0)
Login history
Profile
Previous loans (11)
Reservations (0)
Membership card (PDF)
Membership history
Missing pieces
Transaction history
Username / password
Volunteer history

Email member

Money form

Type
Charge and receive
Amount (\$)
Transaction type
CASH
Fee type
Bond
Description:

Gertrude (female, 1 year and 3 months)

0 distinct current missing pieces

Private member notes (1)

A pop up to remind you to ask this member something!

Update alerts

Delete alerts

11/02/2022

Update all loans to ne

Volunteer history

membership expires in 2 months, 3 weeks, 1

If a toy has a hold on it, the toy will not be able to be loaned by anyone other than the next member in the queue.

2548: Jane Admin

Member Kind: 1 Child Family
Expiry Date: Thu, 5 May 2022

1: Combi Van is on hold to another member, so cannot be loaned at this time.

You owe the library \$5.00

Loan a Toy

Loan toy

RENEW ALL

RETURN ALL

Renew checked

Return checked

2 toys on loan

<input type="checkbox"/>	ID	Toy name	Date loaned	Date due back	# times renewed	Renew	Return	Edit
<input type="checkbox"/>	B037	Rolling Duck Toy	Fri, 11 Feb 2022	Fri, 25 Feb 2022	0	Renew	Return	Edit
<input type="checkbox"/>	P013	Trades Puzzle	Fri, 11 Feb 2022	Fri, 25 Feb 2022	0	Renew	Return	Edit

Loan a toy/show current loans (2)

Bond
Automatic emails
Children
Click and collect
Holds (0)
Login history
Profile
Previous loans (11)
Reservations (0)
Membership card (PDF)
Membership history
Missing pieces
Transaction history
Username / password
Volunteer history

Email member

Money form

Type
Charge and receive
Amount (\$)
Transaction type
CASH

Gertrude (female, 1 year and 3 months)

0 distinct current missing pieces

Private member notes (1)

A pop up to remind you to ask this member something!

Update alerts

Delete alerts

11/02/2022

Update all loans to ne

If the toy is in a location other than "In Library" or "On Loan", you will not be able to loan. Go to [the toy page and change location](#) to allow it to be loaned.

2548: Jane Admin

Member Kind: 1 Child Family
Expiry Date: Thu, 5 May 2022

Loan a toy/show
current loans (2)

Bond
Automatic emails
Children
Click and collect
Holds (0)
Login history
Profile
Previous loans (11)
Reservations (0)
Membership card
(PDF)
Membership history
Missing pieces
Transaction history
Username /
password
Volunteer history

Email member

A017: Car track is not able to be loaned, because it is in location M (Missing an important piece, so in storage)

You owe the library \$5.00

Loan a Toy

Loan toy

RENEW ALL

RETURN ALL

Renew checked

Return checked

2 toys on loan

Gertrude (female, 1
year and 3 months)

0 distinct current
missing pieces

Private member notes
(1)

A pop up to remind
you to ask this
member something!

Update alerts

Revision #3

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