

Polaris Leap

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Today we
will be
covering...

Overview

Logging in

New Patron Registration

Account Management

Picklists

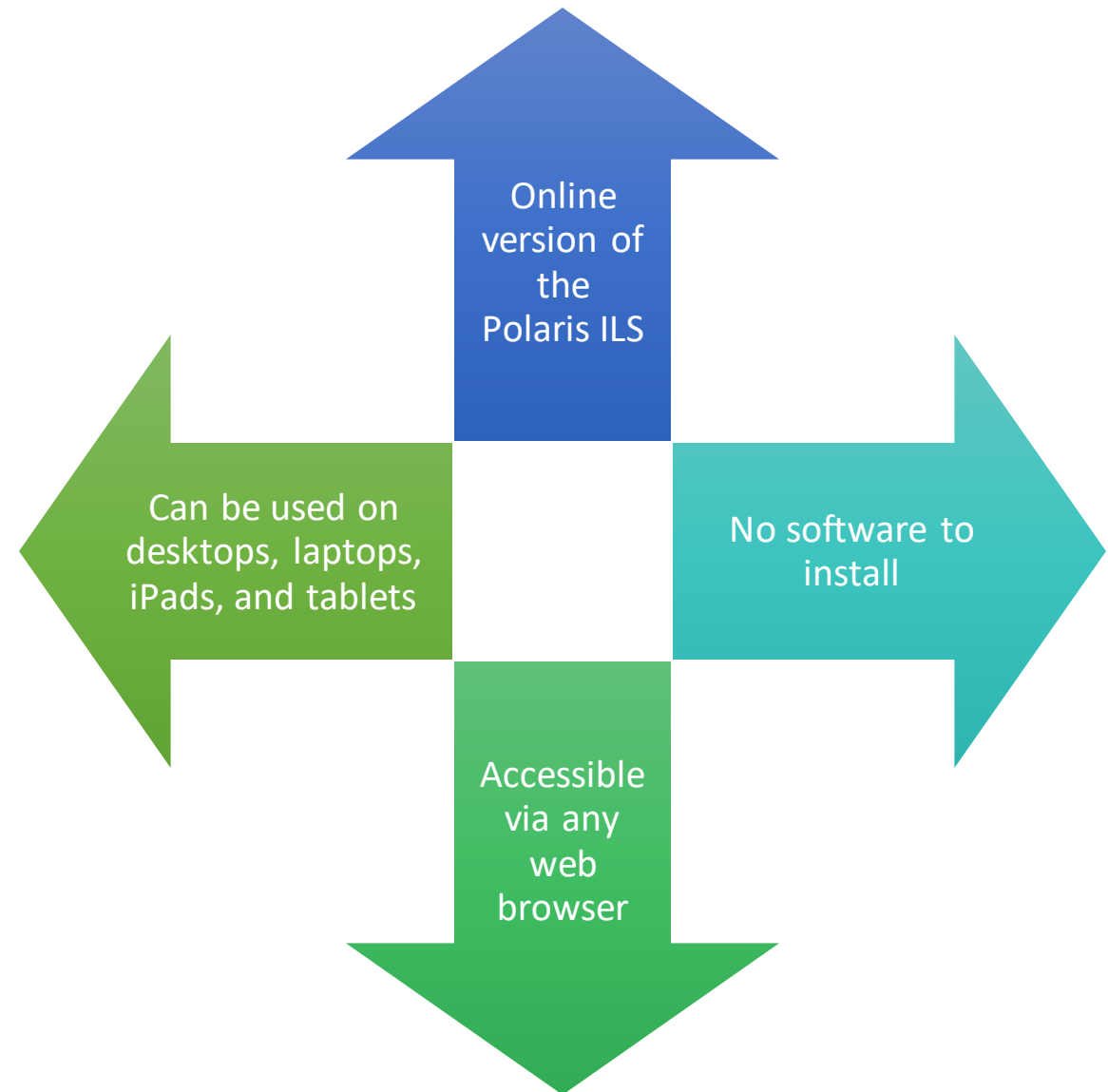
Search

Check In / Check Out

Place Holds

Working with Item Records

What is Leap?



How can you use Leap?

Picklist (requests to fill)

Patron registration and editing (even offsite!)

Check-in

Check-out and renewals

Fines payment

View and make holds

Reading history

Associations and notes

```
mirror_mod = modifier_ob.  
set mirror object to mirror.  
mirror_mod.mirror_object  
operation == "MIRROR_X":  
mirror_mod.use_x = True  
mirror_mod.use_y = False  
mirror_mod.use_z = False  
operation == "MIRROR_Y":  
mirror_mod.use_x = False  
mirror_mod.use_y = True  
mirror_mod.use_z = False  
operation == "MIRROR_Z":  
mirror_mod.use_x = False  
mirror_mod.use_y = False  
mirror_mod.use_z = True  
  
selection at the end -add  
obj.select= 1  
modifier_ob.select=1  
context.scene.objects.active  
obj("Selected" + str(modifier_ob.  
obj.mirror_ob.select = 0  
obj = bpy.context.selected_object  
obj.data.objects[one.name].select  
  
print("please select exact  
  
--- OPERATOR CLASSES ---  
  
types.Operator):  
obj X mirror to the selected  
obj.mirror_mirror_x"  
mirror X"  
  
context):  
context.active_object is not
```



Domain\Username

username@domain or domain\username

Password

[Empty password input field]

SIGN IN

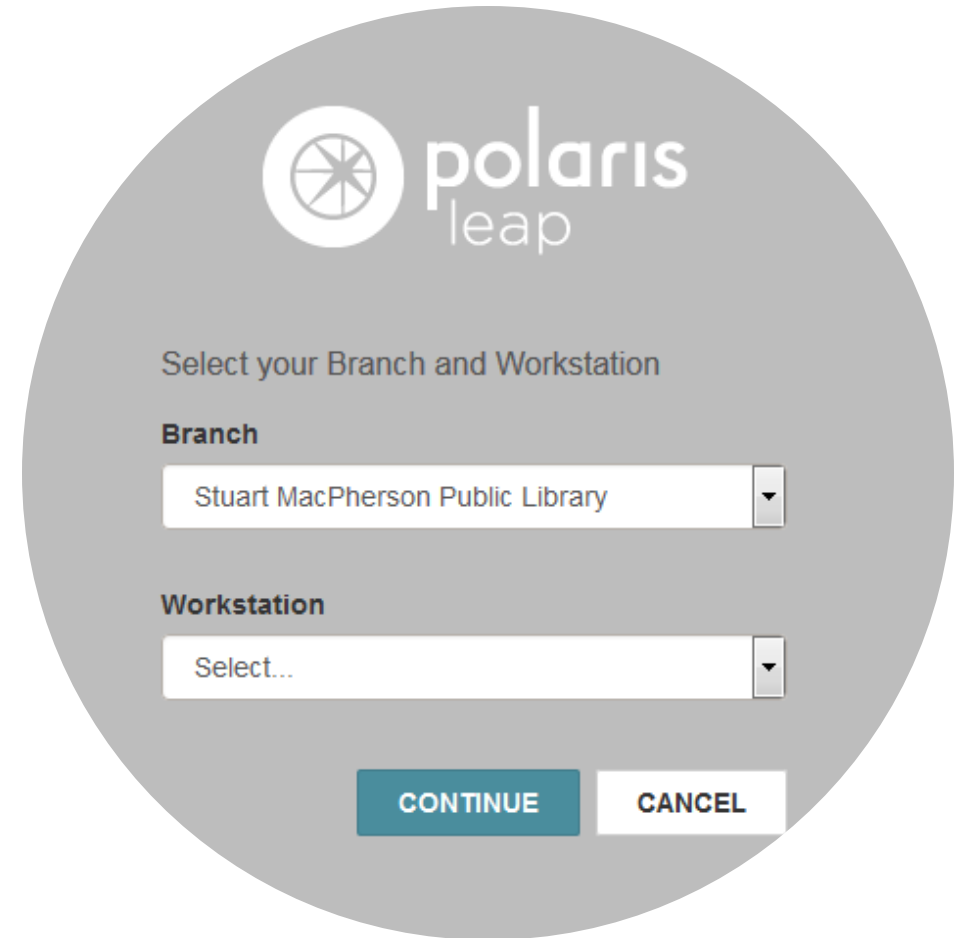
First, go to leap.tracpac.ab.ca

Same login as regular Polaris but should have "NL\" in front:

ex.) NL\NASLLVandervaart

- Next, log into your library and workstation

HINT: It doesn't matter which workstation you select!

A circular dialog box with a grey background. At the top left is the Polaris Leap logo, which consists of a white circle containing a stylized wheel or gear icon, followed by the text "polaris" in a bold, sans-serif font and "leap" in a smaller, lowercase sans-serif font below it. Below the logo, the text "Select your Branch and Workstation" is centered. Underneath, there are two dropdown menus. The first is labeled "Branch" and has "Stuart MacPherson Public Library" selected. The second is labeled "Workstation" and has "Select..." selected. At the bottom right, there are two buttons: a teal button labeled "CONTINUE" and a white button with a grey border labeled "CANCEL".

polaris
leap

Select your Branch and Workstation

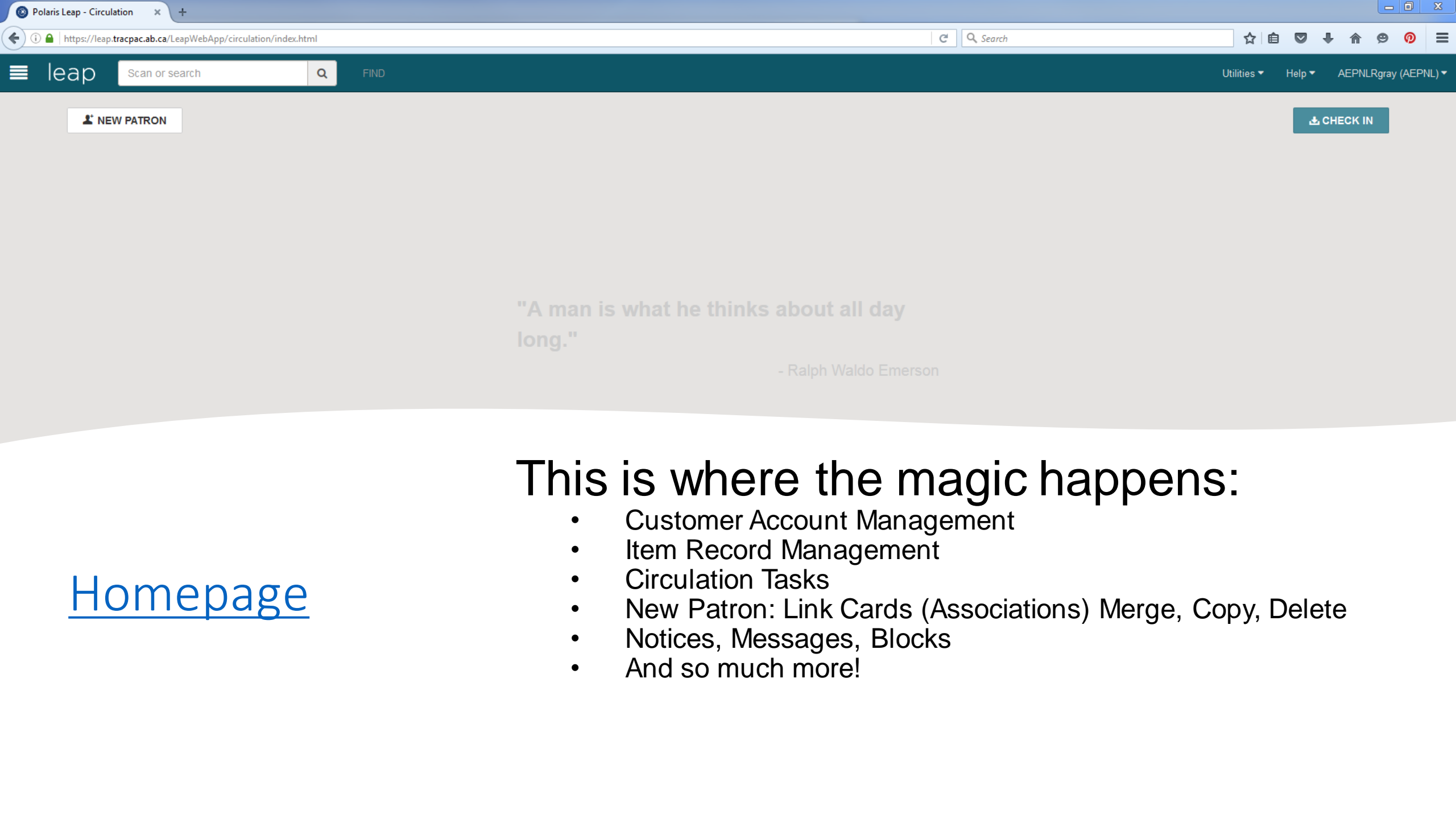
Branch

Stuart MacPherson Public Library

Workstation

Select...

CONTINUE **CANCEL**



NEW PATRON

CHECK IN

"A man is what he thinks about all day long."
- Ralph Waldo Emerson

Homepage

This is where the magic happens:

- Customer Account Management
- Item Record Management
- Circulation Tasks
- New Patron: Link Cards (Associations) Merge, Copy, Delete
- Notices, Messages, Blocks
- And so much more!



NEW PATRON

CHECK IN

Patron Registration 1

Profile

Attributes

Email

Address

Phone/Fax

Notifications

Preferences

Password

Image

Profile

Barcode *

Registered At *

Northern Lights Library System

Former Barcode

Patron Code *

Staff

Last Name *

Date of Registration

2016-6-15

First Name *

Expiration Date *

2017-6-15

Middle Name

Birth Date

SAVE

CANCEL

New Patron Registration

- Enter all of the information, and then press “Save”. If you have missed something, the page will direct you to what else you need to fill in.
- The page will recognize if you are entering a duplicate patron and will ask if you still want to create a duplicate record.

Account Management

The screenshot shows the 'leap' library system interface. At the top, there is a search bar with 'Scan or search' and a 'FIND' button. The user's name 'J. Morris (AEPNL)' is visible in the top right. Below the search bar, there are buttons for 'CHECK IN' and 'NEW PATRON'. The main content area displays the account for 'MS. JESSICA JANE MORRIS' with ID '20800002092002' and 'NORTHERN LIGHTS LIBRARY SYSTEM'. There are buttons for 'REGISTRATION', 'ACTIONS', 'REFRESH', and 'CLOSE'. A navigation bar below the account info shows various account statistics: 'Check Out (0)', 'Out (0) / Overdue (0)', 'Account (\$0.00)', 'Claims (0) / Lost (0)', 'Holds (2) / Held (0)', 'ILL (0) / Held (0)', 'Reader Services', 'Reading History', 'Associations', 'Notices', 'Messages', 'Blocks', 'Notes', and 'Record Sets'. Below this is a search bar for 'Enter item barcode' and a 'Find Tool' button. At the bottom, there is a table with columns: 'BARCODE', 'TITLE', 'DUE DATE', 'ACTION', and 'ASSIGNED BRANCH'. There are also buttons for 'Reset Due Date' and 'Special Loan'.

NOTE: You MUST select “CLOSE” on any windows you have opened before exiting, or a block will be created on that item, making it inaccessible to others.

Picklist

The screenshot shows a web application interface with a dark teal header. On the right side of the header, there are navigation links: 'New' with a dropdown arrow, 'Utilities' with a dropdown arrow, 'Help' with a dropdown arrow, and a user profile 'Jmorris (AEPNL)' with a dropdown arrow. The 'Utilities' dropdown menu is open, displaying a list of options: 'Holds Queue', 'Outreach Services', 'Picklist Processing', 'Request Manager', 'Serials Check In', 'Print Notices', 'Cataloging Processing', 'Create Unlinked Bibliographic Record Set', 'Create Unlinked Authority Record Set', and 'MARC Import'. To the right of the dropdown menu, there is a white button with a printer icon and the text 'PRINT'.

[CHECK IN](#)[NEW PATRON](#)[PRINT](#)

"If there's a book that you want to read,
but it hasn't been written yet, then you
must write it."

- Toni Morrison

Scan or Search

For the most part, the "Search" tool is extremely comprehensive. Often, you can find a patron or record here and sift through results before turning to the "Find" tool.

Search by:

- Authority Record
- Bibliographic Record
- Hold Request
- ILL Request
- Patron Record
- Item Record
- Record Set
- Invoice
- Templates

Find Tool - Patron

Patron > Basic Search > Name (Last, First Middle) > Keyword (All)

☆ ▼ 📄 🔍 ☰

Barcode	Name	Street	City	S...	Zip	Birth Da...	Library
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Ready

Count Only

ADD TO RECORD SET OPEN CANCEL

Use Filters to narrow your search!

“Find” Tool = Advanced Search

Check Out an Item

leap FIND New Utilities Help

CHECK IN NEW PATRON

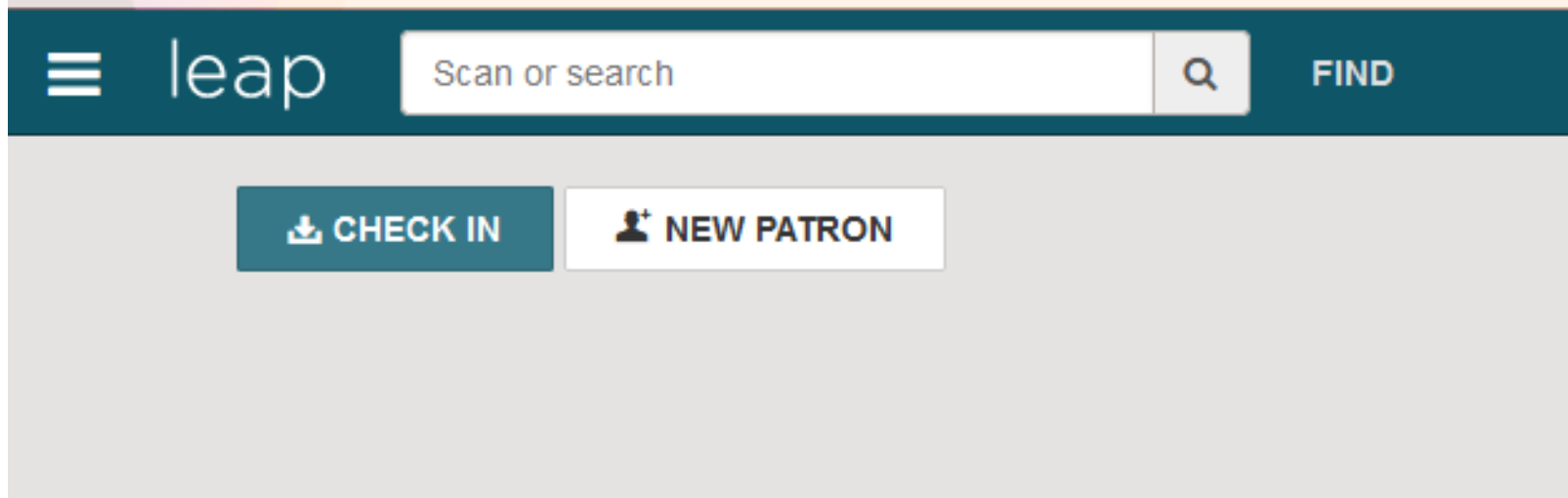
MS. JESSICA JANE MORRIS REGISTRATION ACTIONS REFRESH

20800002092002
NORTHERN LIGHTS LIBRARY SYSTEM BLOCKS NOTES

Check Out (0) Out (0) / Overdue (0) Account (\$0.00) Claims (0) / Lost (0) Holds (2) / Held (0) ILL (0) / Held (0) Reader Services Reading History Associations Notices Messages Blocks Notes Record Set

Reset Due Date Special Loan

<input type="checkbox"/>	BARCODE	TITLE	DUE DATE	ACTION	ASSIGNED BRANCH
--------------------------	---------	-------	----------	--------	-----------------



Alternatively, you can check things in from the item record, but typically you would check in from the Homepage.

Check In from Homepage

Place a Hold (from patron's account)

leap FIND New ▾ Utilities ▾ Help ▾ Jmorris (AEPNL)

↓ CHECK IN NEW PATRON PRINT

MS. JESSICA JANE MORRIS ⓘ 🔍
20800002092002
NORTHERN LIGHTS LIBRARY SYSTEM BLOCKS NOTES

REGISTRATION ACTIONS ▾ REFRESH CLOSE

Check Out (0) Out (0) / Overdue (0) Account (\$0.00) Claims (0) / Lost (0) **Holds (2) / Held (0)** ILL (0) / Held (0) Reader Services Reading History Associations Notices Messages Blocks Notes Record Sets

New Hold Cancel Reactivate Delete Suspend/Reactivate Fill Now Convert To ILL Deny Ask Me Later Return Add To Group More ▾

AUTHOR ▾	TITLE	FORMAT	CALL NUMBER	ACTIVATION DATE	STATUS	PICKUP BRANCH	QUEUE	HOLD UNTIL	GROUP
	NLLS puppets.	Three Dimensional Object (Artifact)		2021-09-28	Cancelled	Northern Lights Library System			
	NLLS puppets. MOOSE	Three Dimensional Object (Artifact)		2021-09-28	Cancelled	Northern Lights Library System			

Start with
Item Record
or
Bibliographic
Record

Bibliographic Record ?

SAVE ACTIONS LINKS REFRESH RESULTS CLOSE



Just work : get sh*t done, fast & fair

By Scott, Kim (Kim Malone), author

Control number:

1878742

Owner:

The Regional Automation Consortium (TRAC) (sys)

Record status:

Final

Display in PAC

Host

ILL

Preview Items MARC Headings Statistics Record Sets Resources Outreach Patrons

NEW ITEM

Filter Items

ASSIGNED BRANCH	COLLECTION	MATERIAL TYPE	SHELF LOCATION	CALL NUMBER	VOLUME	STATUS	BARCODE	LAST ACTIVITY	RECORD STATUS	CONTROL NUMBER
Airdrie Public Library	Non-Fiction - Adult (NFA)	Book	Non-Fiction	SCO		In	30400025322021	2021-09-28	Final	7503405
Cold Lake Public Library - North Branch	Non-fiction (NF)	Book		658.3 SCO		In	30800014689647	2021-08-25	Final	7633435
Devon Public Library	Non-fiction (NF)	Book	Non-Fiction	658.3 SCO		In	39335051179724	2021-10-07	Final	7507536

From there, you can enter your patron information to check items in or out

Item Record ⓘ



Just work : get sh*t done, fast & fair

By Scott, Kim (Kim Malone), author

Barcode: 30800014689647

Call number: 658.3 SCO

Collection: Non-fiction

Shelf location: None

Owning branch: Cold Lake Public Library - North Branch

ILL Non-circulating

Record status: Final

Bib control number: 1878742

Parent item:

Assigned branch: Cold Lake Public Library - North Branch

eContent Display in PAC

Issue:

Issue control number:

Price: \$36.50

Circulation status: In || 2021-08-2

SAVE

ACTIONS ▾

LINKS ▾

REFRESH

CLOSE

Check In

Place Hold

Copy

Delete

Undelete

Add to New Record Set

Add to Existing Record Set

Details Circulation Controls Blocks and Notes History Statistics Record Sets Notices Source and Donor

Due date:

Renewals taken: 0

Renewals limit: 2

Renewal date:

Last location

Check-in at: Cold Lake Public Library - North Branch

Ck-in date: 2021-08-25 6:51:14 PM

Wkstn/user: NACLM2013-S1/NACLMJBody

Current borrower:

Loaning branch:

Held for:

Held at:

Last use

Borrower: 20800002095560

Loaning branch: Cold Lake Public Library - North Branch

Circ date: 2021-08-07 3:35:43 PM

Check-out date:

Original due date:

In-transit/Transferred

From:

Sent:

To:

Received:

Start with Item
Record or
Bibliographic Record

From there, you can enter your patron information to
check items in or out

Renew or Check-In

CHECK IN NEW PATRON

PRINT

MS. JESSICA JANE MORRIS



20800002092002

NORTHERN LIGHTS LIBRARY SYSTEM

BLOCKS

NOTES

REGISTRATION

ACTIONS

REFRESH

CLOSE

Check Out (0) Out (3) / Overdue (0) Account (\$0.00) Claims (0) / Lost (0) Holds (2) / Held (0) ILL (0) / Held (0) Reader Services Reading History Associations Notices Messages Blocks Notes Record Sets

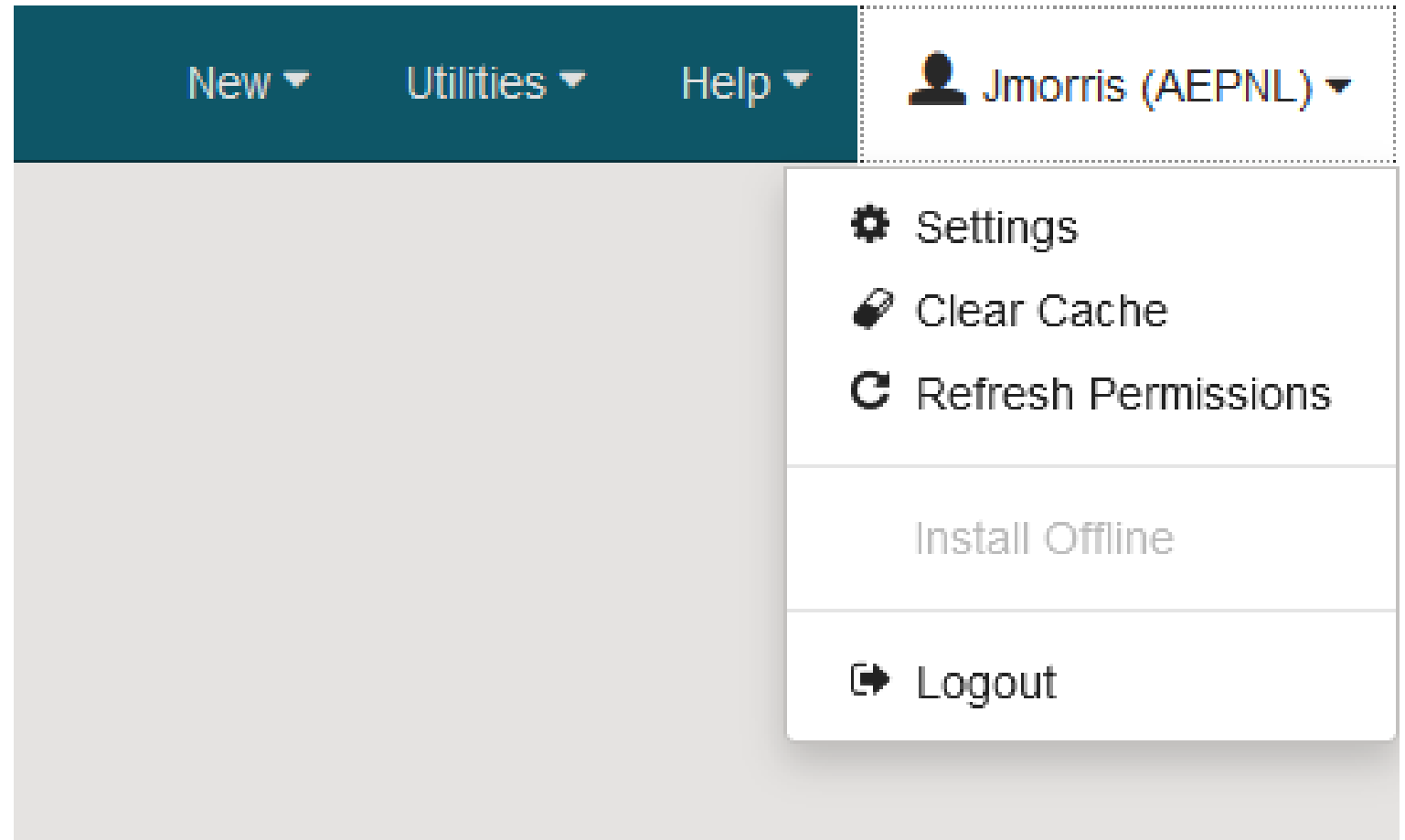
Renew Special Renew Reset Due Date Estimate Fines Make A Claim Declare Lost Print List Notification History Check In

Filter Items

<input type="checkbox"/>	TYPE	DUE ON	BARCODE	TITLE	AUTHOR	RENEWALS LEFT	FILLS HOLD	CALL NO.	BRANCH
<input type="checkbox"/>	Book - Large Print	2021-11-04	30800005112484	Elizabeth	Taraborrelli, J. R...	2 of 2	No	LP.082 791.43028 TAR	Northern Lights Library...
<input type="checkbox"/>	Book - Large Print	2021-11-04	30800010270152	John Wayne : the life and legend	Eyman, Scott, 1951...	2 of 2	No	LP 791.4302 EYM	Northern Lights Library...
<input type="checkbox"/>	Book - Large Print	2021-11-04	30800012210651	The most beautiful : my life with Prince	Garcia, Mayte, 197...	2 of 2	No	LP 781.66092 GAR	Northern Lights Library...

From your username in the top right corner, simply select “Logout”

Logging Out



Questions?

