## Circulation – Voyager Training Checklist

<table>
<thead>
<tr>
<th></th>
<th>Patron Records</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Skills & Knowledge
- Searching
- Personal Information
- Items Checked Out
- Requests Pending
- Requests Available
- Print inventories (of Items Charged)
- Problem solving referrals
- Solve KU Card problems
- Lost cards: KU Cards, Borrower Cards, Proxy Cards
- SEE ALSO: Privacy
- ________________________________
- ________________________________

**Watson only:**
- Authenticate applicants for KU Library Borrower Cards
- Collect payments and write receipts
- Apply standards for creating and updating patron records
- ________________________________
- ________________________________

### Training Resources
- Interpret Circulation Patron Records (G:\Circ Forum\Student Training\021 – Patron Records – forthcoming)
- Lost or Stolen Cards
- ________________________________
- ________________________________