

Maine Balsam Library Consortium

Circulation Directions

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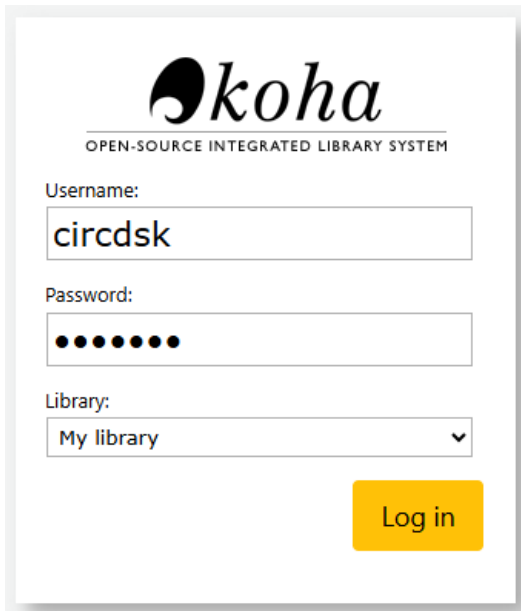
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1.1 Logging Into Koha

Step 1: Go to staff-balsam.bywatersolutions.com/ and enter your credentials



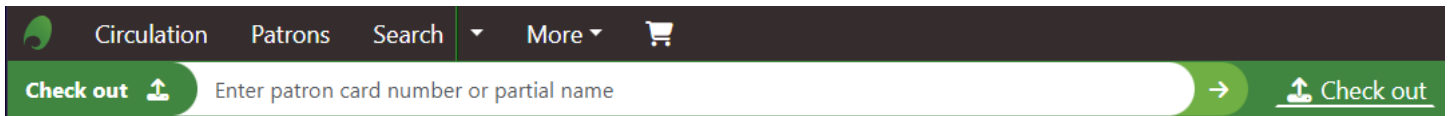
The image shows a screenshot of the Koha login interface. At the top, the Koha logo is displayed, consisting of a stylized 'k' followed by the word 'koha' in a serif font. Below the logo, the text 'OPEN-SOURCE INTEGRATED LIBRARY SYSTEM' is written in a smaller, sans-serif font. The login form contains three input fields: a 'Username:' field with the text 'circdsk' entered, a 'Password:' field with seven black dots representing masked characters, and a 'Library:' dropdown menu with 'My library' selected. A yellow 'Log in' button is positioned to the right of the dropdown menu.

Step 2: Click 'Log in'

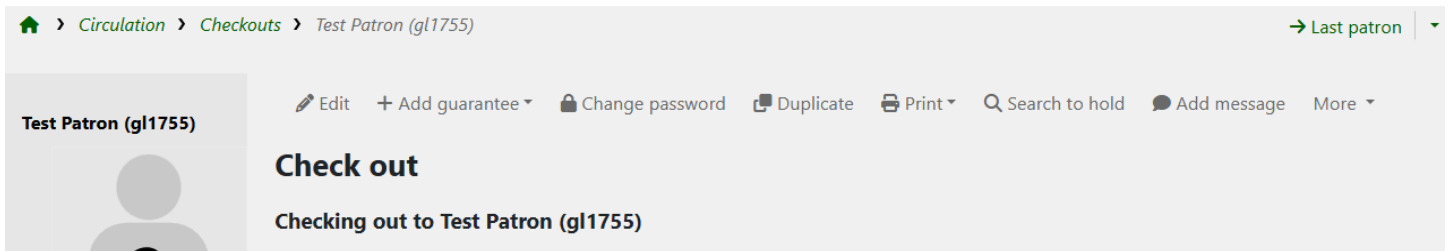
1.2 How to Edit Koha Username and/or Password

Step 1: Go to staff-balsam.bywatersolutions.com/ and log in

Step 2: Search for patron by name or patron barcode



Step 3: On the patron account click 'Edit'



Step 4: Scroll down to 'OPAC/Staff interface login'



OPAC/Staff interface login

Username:

Password:

Minimum password length: 4

Confirm password:

Password expiration date:  

Step 5: Type in desired username and/or password



OPAC/Staff interface login

Username:

Password:

Minimum password length: 4

Confirm password:

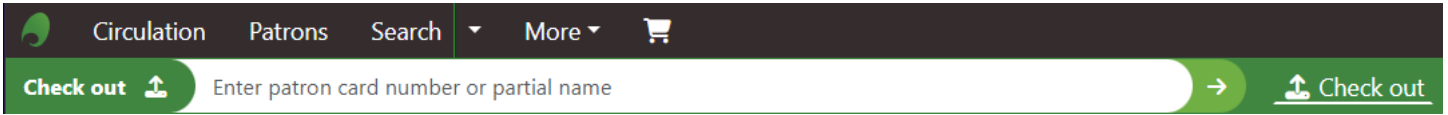
Password expiration date:  

Step 6: Click 'Save'

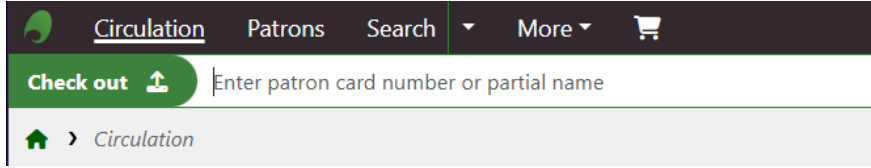


1.3 Checking Out Items

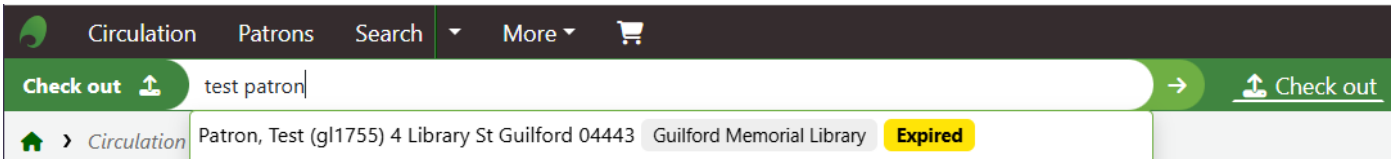
Step 1: Go to staff-balsam.bywatersolutions.com/ and log in. The homepage defaults to check out.



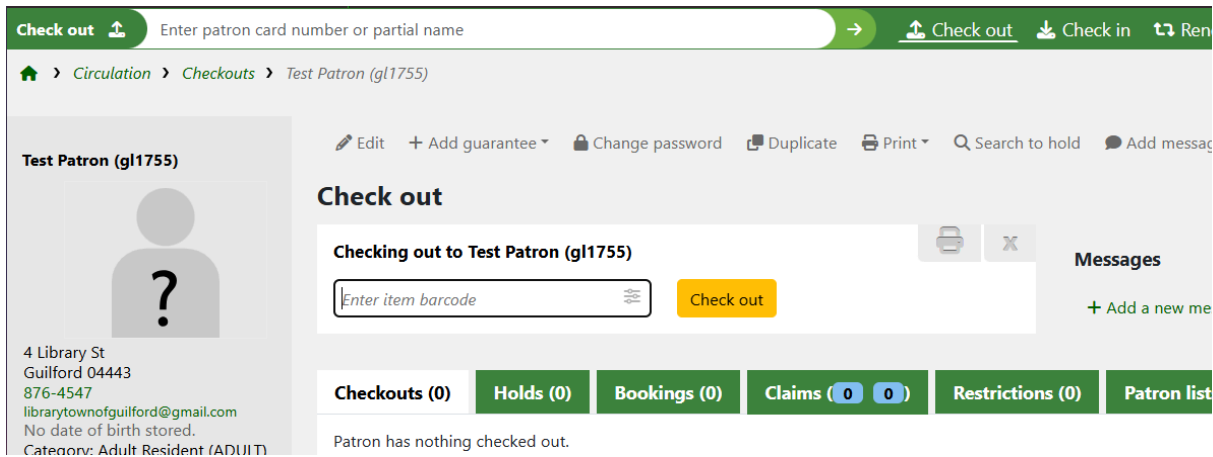
You can also get to check out by clicking on 'Circulation'



Step 2: Enter part of the patron's name or patron barcode



Here's what the patron's account will look like:



If you search part of a name, you'll get a list:

<input type="checkbox"/>	23529000651225	Burton, Mary 8131 Library Rd. Santa Cruz, CA 21234	12/25/1977 (45 years)	Midway	Patron	12/31/2099	0 / 0	0.00	<input type="button" value="Edit"/>	<input type="button" value="Check out"/>
<input type="checkbox"/>	23529000053836	Mcfarland, Marilyn 4600 Library Rd. Springfield, MA 44224		Springfield	Patron	12/31/2099	0 / 0	0.00	<input type="button" value="Edit"/>	<input type="button" value="Check out"/>
<input type="checkbox"/>	23529000878885	Mcknight, Marie 4241 Library Rd. Centerville, CA 44262	08/12/2007 (15 years)	Springfield	Young Adult	12/31/2099	0 / 0	0.00	<input type="button" value="Edit"/>	<input type="button" value="Check out"/>
<input type="checkbox"/>	23529000152273	Welch, Marcus 5601 Library Rd. Springfield, MA 44224		Franklin	Student	12/31/2099	0 / 0	0.00	<input type="button" value="Edit"/>	<input type="button" value="Check out"/>

Step 3: Scan barcode(s) into the 'Enter item barcode' field



1.4 Checking In Items

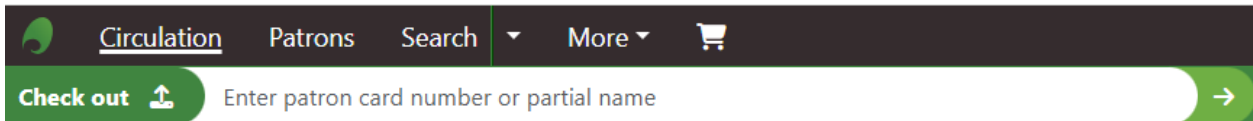
Option 1: Checking in from the search bar

The Koha homepage defaults to check out, so you need to click 'Check in', then scan barcode(s) in the search field

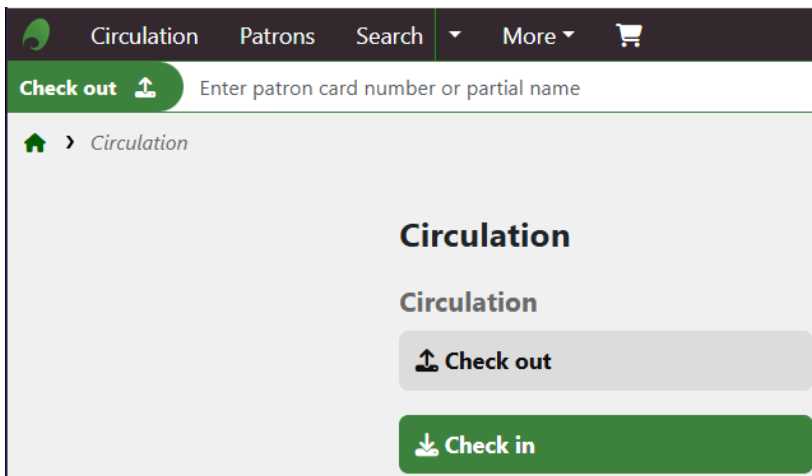


Option 2: Checking in from the 'Check in' page

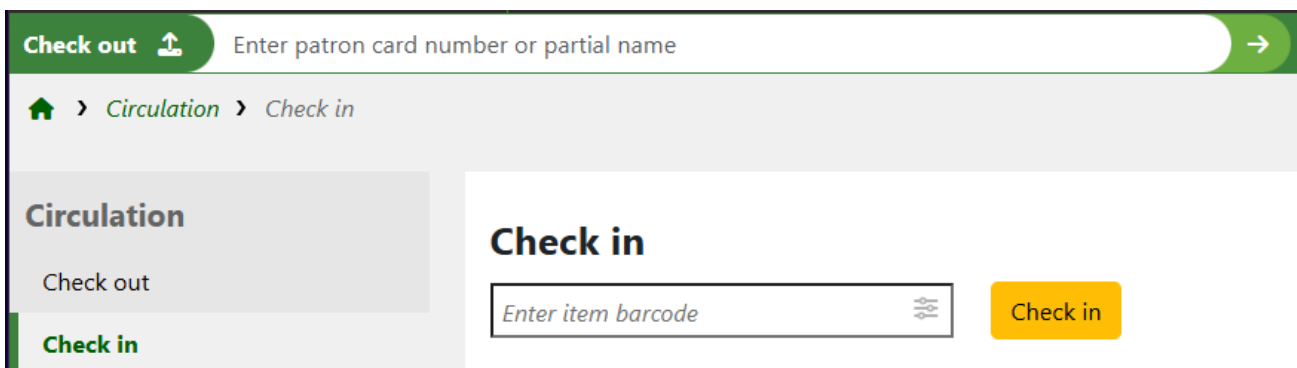
Step 1: Click on 'Circulation'



Step 2: Click 'Check in'



Step 3: Scan item barcode(s) into the box provided. A summary of all items checked in will appear below the check-in box.



1.5 Renewing Item from the Patron's Checkout Summary

Step 1: Enter part of the patron's name to bring up the patron's account and view their checkout summary at the bottom.

Checkouts (2) Holds (0) Bookings (0) Claims (0) Restrictions (0) Patron lists (0)

► Number of checkouts by item type
X Clear filter

Columns Export Copy shareable link Configure

Due date	Title	Item type	Location	Home library	Checked out on	Checked out from	Call number	Copy number	Charge	Fine	Price	Renew select all none	Check in select all none	Return claims
Today's checkouts														
02/02/2026	Necronomicon : the best weird tales of H.P. Lovecraft / by Lovecraft, H. P. 35105001030390	Book	Main Collection	Thorndike Library College of the Atlantic	01/12/2026 10:56	Thorndike Library College of the Atlantic	PS 3523 .O833 A6 2008		0.00	0.00	15.00	0 (2 of 2 renewals remaining)	<input type="checkbox"/>	Claim returned
02/02/2026	The plants of Acadia National Park / 35105000934303	Book	Main Collection	Thorndike Library College of the Atlantic	01/12/2026 10:56	Thorndike Library College of the Atlantic	QK 164 .P53 2010 c. 2		0.00	0.00	22.45	0 (2 of 2 renewals remaining)	<input type="checkbox"/>	Claim returned
Totals:									0.00	0.00	37.45	Renewal due date: <input type="text"/> X Forgive fines on return: <input type="checkbox"/>		

Override renewal restrictions: Check in selected items Renew selected items Renew all

Step 2: Check the box of the items you would like to renew and click the 'Renew selected items' button. Alternatively, click the 'Renew all' button to renew all items checked out to the patron.

Due date	Title	Item type	Location	Home library	Checked out on	Checked out from	Call number	Copy number	Charge	Fine	Price	Renew select all none	Check in select all none	Return claims
Today's checkouts														
02/02/2026	Necronomicon : the best weird tales of H.P. Lovecraft / by Lovecraft, H. P. 35105001030390	Book	Main Collection	Thorndike Library College of the Atlantic	01/12/2026 10:56	Thorndike Library College of the Atlantic	PS 3523 .O833 A6 2008		0.00	0.00	15.00	0 <input checked="" type="checkbox"/> (2 of 2 renewals remaining)	<input type="checkbox"/>	Claim returned
02/02/2026	The plants of Acadia National Park / 35105000934303	Book	Main Collection	Thorndike Library College of the Atlantic	01/12/2026 10:56	Thorndike Library College of the Atlantic	QK 164 .P53 2010 c. 2		0.00	0.00	22.45	0 <input checked="" type="checkbox"/> (2 of 2 renewals remaining)	<input type="checkbox"/>	Claim returned
Totals:									0.00	0.00	37.45	Renewal due date: <input type="text"/> X Forgive fines on return: <input type="checkbox"/>		

Override renewal restrictions: Check in selected items Renew selected items Renew all

Step 3: Sometimes renewals will be blocked based on your circulation rules. To override this block, you will see a checkbox at the bottom left of the circulation summary. Checking that box will add checkboxes in the renew column above where before the item was not renewable. Check that box, choose the items you would like to renew, and then click 'Renew selected items'.

Override renewal restrictions: Check in selected items Renew selected items Renew all

1.6 Renewing from the Search Bar

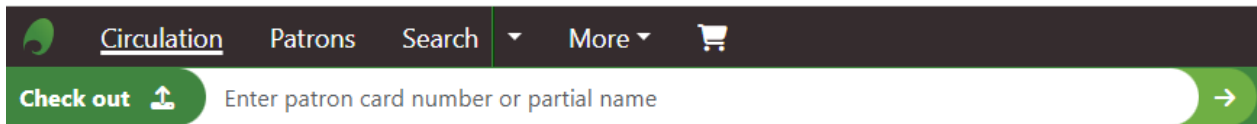
Step 1: If you have the items in hand, select the 'Renew' option in the search bar at the top of the page.



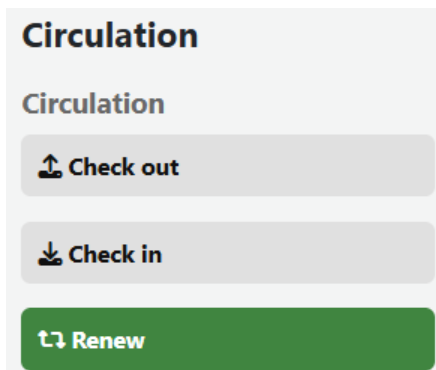
Step 2: Scan the barcode in the search field.

1.7 Renewing from the 'Renew' Page

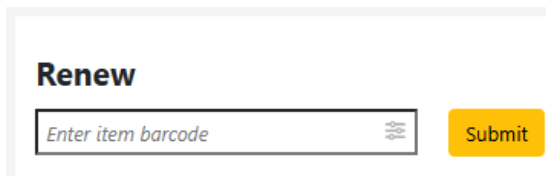
Step 1: Click Circulation



Step 2: Click Renew



Step 3: Scan the barcodes of the items you would like to renew.



*If the barcode is not found, you will be presented with an error.

*If the item is not actually checked out, you will also receive an error.

1.8 Placing a Hold in the Staff Interface

Note: there are 2 ways to place holds Step 2a or 2b

Step 1: Search catalog



Step 2a: Place Hold by clicking on the Holds (0) link under the title of your choosing

No cover image available	<p><input type="checkbox"/> 2. Braiding sweetgrass for young adults : indigenous wisdom, scientific knowledge, and the teachings of plants / Robin Wall Kimmerer ; adapted by Monique Gray Smith ; illustrations by Nicole Neidhardt. by Kimmerer, Robin Wall [author.] Gray Smith, Monique, 1968- [adapter.] Neidhardt, Nicole [illustrator.]. Publisher: Minneapolis, MN : Zest Books, an imprint of Lerner Publishing Group, Inc., [2022] Description: 303 pages : illustrations (some color) ; 21 cm. ISBN: 9781728458991; 1728458994 Holds (0) Add to cart Edit record Edit items OPAC view</p>	<p>5 items , 5 available:</p> <ul style="list-style-type: none">0 Foxcroft Academy Library 300-399 305.8 KIM • (1) Book0 Newport Cultural Center Adult Non Fiction 305.8 KIM • (1) Book0 Spruce Mountain High School Adult Non Fiction 970.04 GRA • (1) Book0 Thorndike Library College of the Atlantic Juvenile Collection YA JUV E 98 .P5 K56 2022 • (1) Book0 Veterans' Memorial Library Young Adult YA 305.08 KIM • (1) Book
No cover image available	<p><input type="checkbox"/> 3. Braiding sweetgrass for young adults : indigenous wisdom, scientific knowledge, and the teachings of plants / Robin Wall Kimmerer ; adapted by Monique Gray Smith ; illustrations by Nicole Neidhardt. by Kimmerer, Robin Wall [author.] Gray Smith, Monique, 1968- [adapter.] Neidhardt, Nicole [illustrator.]. Series: Thorndike Press youth large print Publisher: [Waterville, Maine] : Thorndike Press, a part of Gale, a Cengage Company, 2023 Description: 495 pages (large print) : illustrations ; 22 cm. ISBN: 9798885794558 Edition: Large print edition. Other title: Indigenous wisdom, scientific knowledge, and the teachings of plants. Holds (0) Add to cart Edit record Edit items OPAC view</p>	<p>1 item , 1 available:</p> <ul style="list-style-type: none">0 Thorndike Library College of the Atlantic Juvenile Collection YA JUV E 98 .P5 K56 2023 • (1) Book

Step 2b: Place Hold by clicking the title of your choosing, then clicking 'Place hold' button at the top of the bibliographic record:



Step 3: You will be asked to search for a patron by barcode or any part of their name to start the hold process.

Holds

Place a hold on **Braiding sweetgrass for young adults : indigenous wisdom, scientific knowledge, and the teachings of plants / by Kimmerer, Robin Wall,**

Search patrons

Patrons

Enter patron card number or partial name:

Search

Browse by last name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Step 4: Click on 'Place hold'

Holds

Place a hold on **Braiding sweetgrass for young adults : indigenous wisdom, scientific knowledge, and the teachings of plants / by Kimmerer, Robin Wall,**

Hold details

Patron: Test Account (testaccountThorndike)

Estimated priority: 1

Notes:

Hold expires on date:



Non priority hold:

A non priority hold doesn't prevent a current checkout from renewing



Hold next available item

Pickup at:

Thorndike Library College of the Atlantic

Holds to place (count)

1

Place hold

Step 5: You will then be shown the 'Existing holds' page for the item

Always show holds

Existing holds

Update hold(s)

Cancel selected (0)

Showing 1 to 1 of 1 entries

Search:

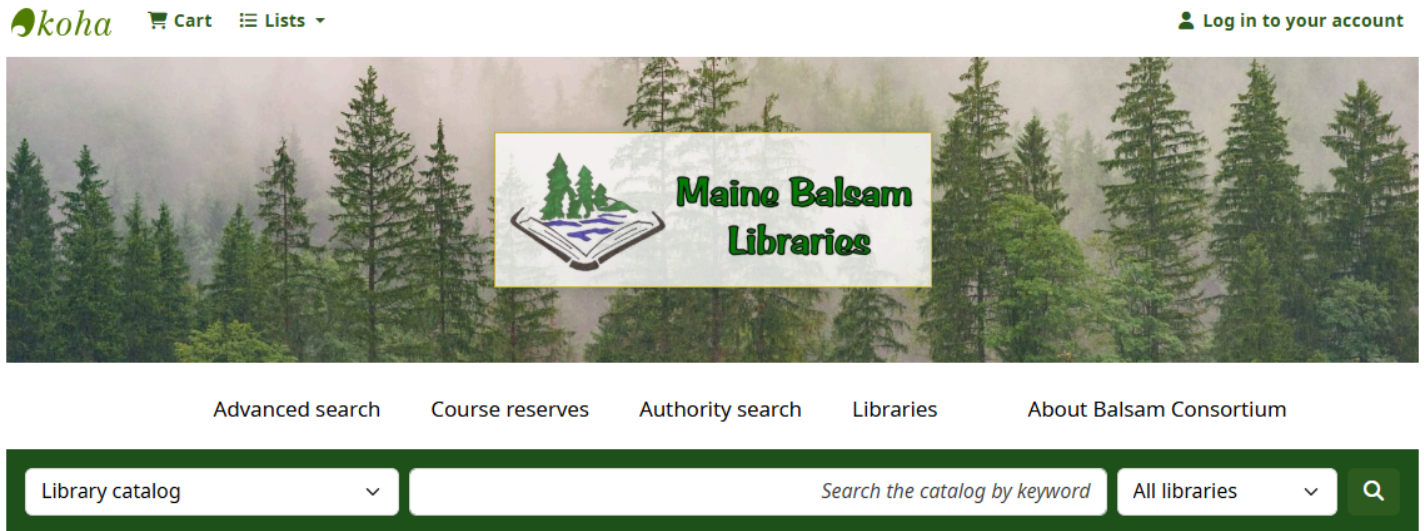
<input type="checkbox"/>	Priority	Change priority	Patron	Notes	Date	Expiration
<input type="checkbox"/>	Change priority to: 1 Current priority: 1	<input type="button" value="↑"/> <input type="button" value="↓"/>	Test Account (testaccountThorndike)		01/12/2026	<input type="text"/>

Showing 1 to 1 of 1 entries

1.9 Placing a Hold in the OPAC

Patrons can place holds on items via the OPAC, but they must be logged into their patron account.

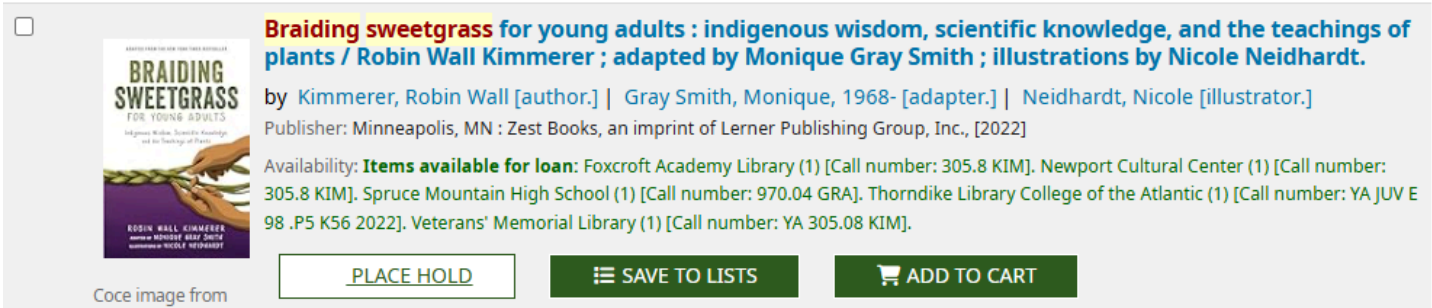
Step 1: Click 'Log in to your account'



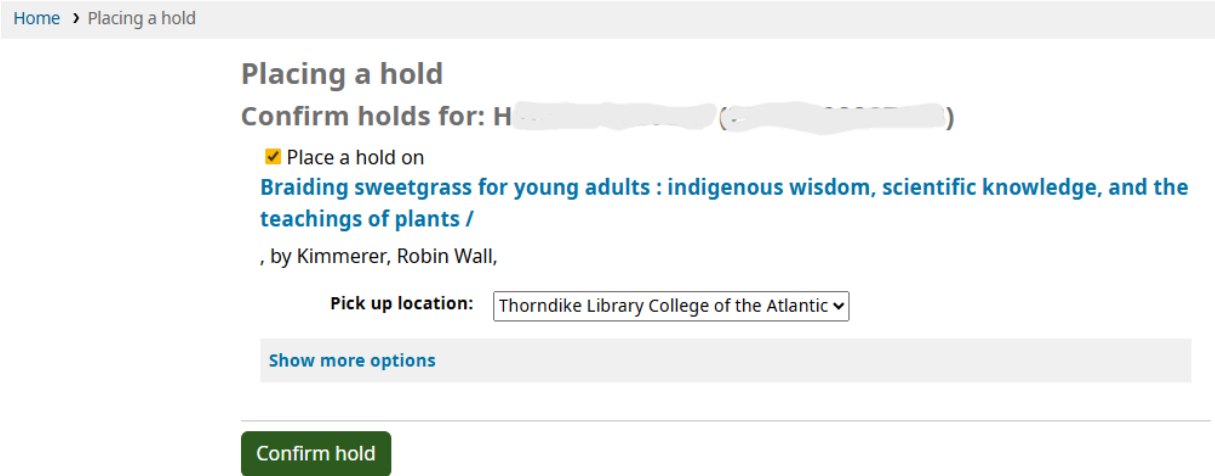
Step 2: Type in search terms into the search box



Step 3: Once you locate desired item, Click 'Place Hold'



Step 4: The pick up location should autopopulate to your home library, then click 'Confirm hold'

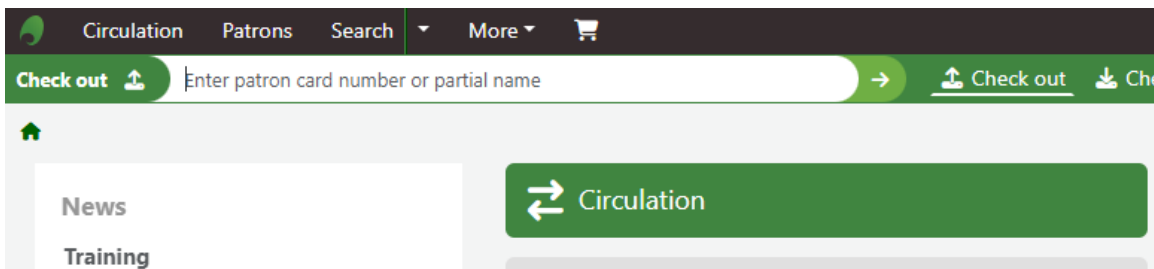


1.10 Holds to Pull List

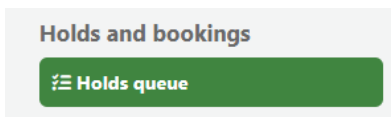
When patrons from your home library or a Balsam ILL library place holds on items, a list is populated in the 'Holds queue'.

Step 1: Go to staff-balsam.bywatersolutions.com/ and log in.

Step 2: Click on 'Circulation'



Step 3: Click 'Holds queue'



Step 4: If there are holds on items in your library, you will see a list like this:

Hold queue

3 items found for Thorndike Library College of the Atlantic

X Clear filter Columns Export Copy shareable link Configure

Title	Author	Publication details	Collection	Shelving location	Item type	Call number	Copy number	Enumeration	Barcode	Patron	Patron category	Send to	Date	Notes
Title	Author	Publication details	Collection	Location	Item type	Call number	Copy number	Enumeration	Barcode	Patron	Patron category	Send to	Date	Notes
The den that octopus built /	Sonenshine, Randi,	First edition. Candlewick Press, , 2024 : 1 volume (unpaged) : 28 cm ISBN: 9781536226546 :		Juvenile Collection	Book	ER JUV PS 3619 .O5322 D46 2024			35105001159223 or any available	[Redacted]	Adult Resident (ADULT)	Thompson Library	01/16/2026	
Yellowstone wolves : a chronicle of the animal, the people, and the politics /	Urbigkit, Cat,	McDonald & Woodward Pub. Co., , 2008 : xxv, 350 p. : 23 cm. ISBN: 9780939923700 (pbk. : alk. paper) 093992370X (pbk. : alk. paper) 0000000000000		Main Collection	Book	QL 737 .C22 U73 2008			35105000906897 or any available	[Redacted]	Adult Resident (ADULT)	Thompson Free Library	01/19/2026	
Emergent strategy : shaping change, changing worlds /	Brown, Adrienne M.,	AK Press, , 2017 : 274 pages : 21 cm ISBN: 9781849352604 1849352607		Main Collection	Book	RC 489 .M53 B756 2017			35105001077409 or any available	[Redacted]	Adult Non-resident (ADULTNR)	Henry D. Moore Library	12/24/2025	54597 Migrated hold

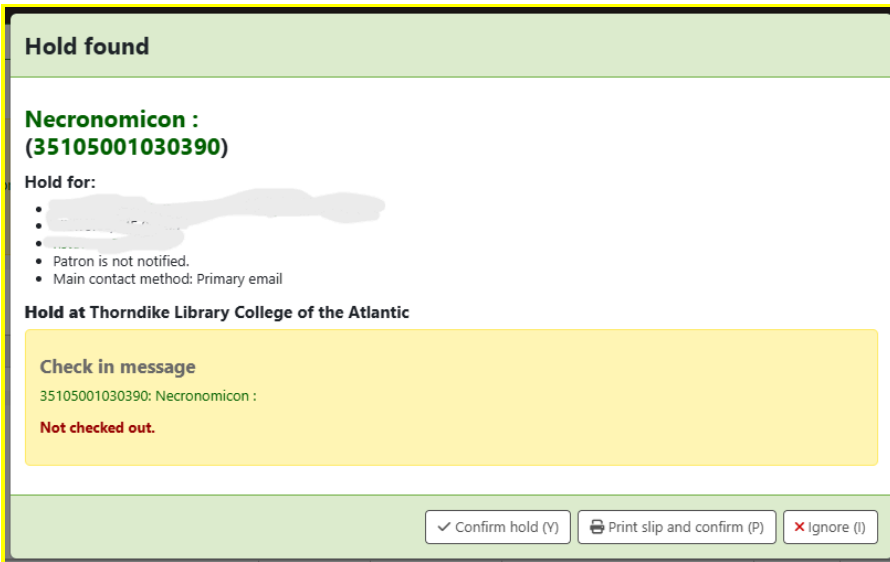
Step 5: Write down call numbers and go pull the items

Step 6: Switch to 'Check in' and scan item barcode



Step 7: After you scan the barcode to check in the item, you'll have a popup that says 'Hold found'.

Step 8a: If the hold is for a patron in your library, click either 'Confirm hold (Y)' or 'Print slip and confirm (Y)' according to your library's procedures.



Step 8b: If the hold is for a patron in another library, click 'Print slip, transfer, and confirm (P)'. Follow the onscreen prompts to print the transit slip. Then process for van delivery according to your library's procedures.

Hold found

Emergent strategy :
(35105001077409)

Notes:
54597 Migrated hold

Hold for:

- [Redacted]
- [Redacted]
- [Redacted]

Transfer to: Henry D. Moore Library

Check in message
35105001077409: Emergent strategy :
Not checked out.

✓ Confirm hold and transfer (Y) 🖨️ Print slip, transfer, and confirm (P) ✗ Ignore (I)