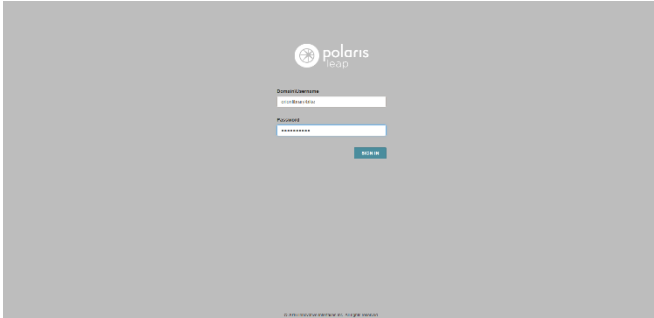


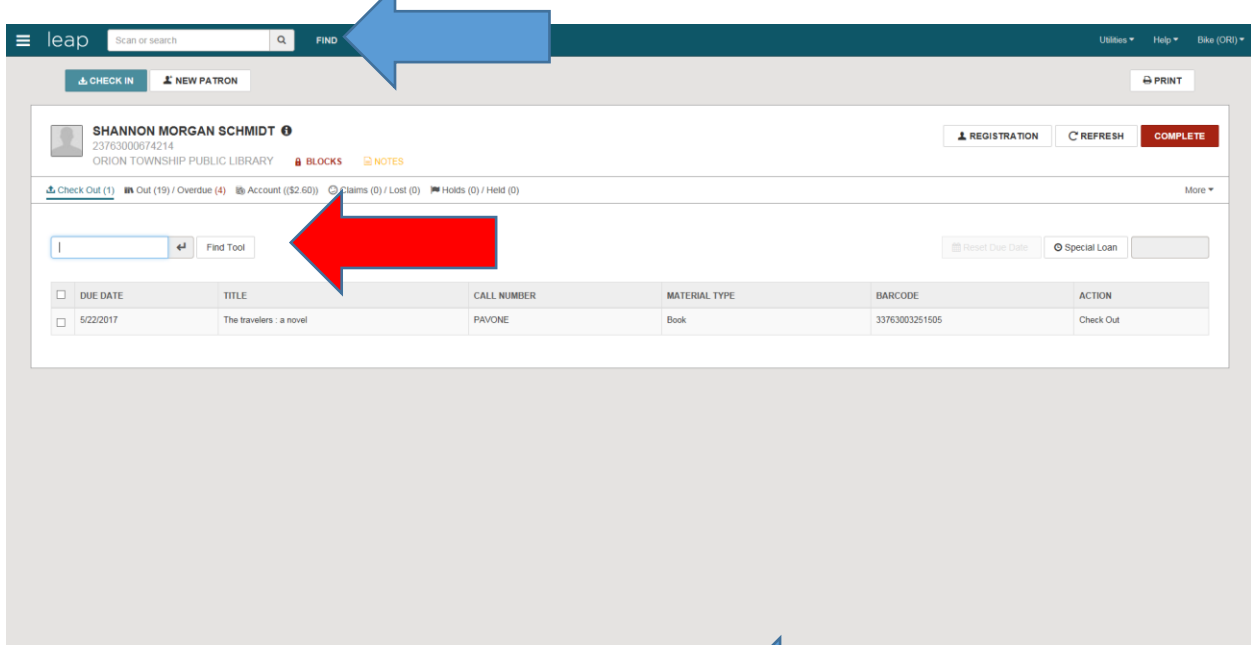
## LEAP LOGIN



Username: anytownlibrary/tricycle

Password: trikemobile

## CHECKING OUT-PATRON MUST HAVE LIBRARY CARD OR VALID ID



| <input type="checkbox"/> | DUE DATE  | TITLE                   | CALL NUMBER | MATERIAL TYPE | BARCODE        | ACTION    |
|--------------------------|-----------|-------------------------|-------------|---------------|----------------|-----------|
| <input type="checkbox"/> | 5/22/2017 | The travelers - a novel | PAVONE      | Book          | 33763003251505 | Check Out |

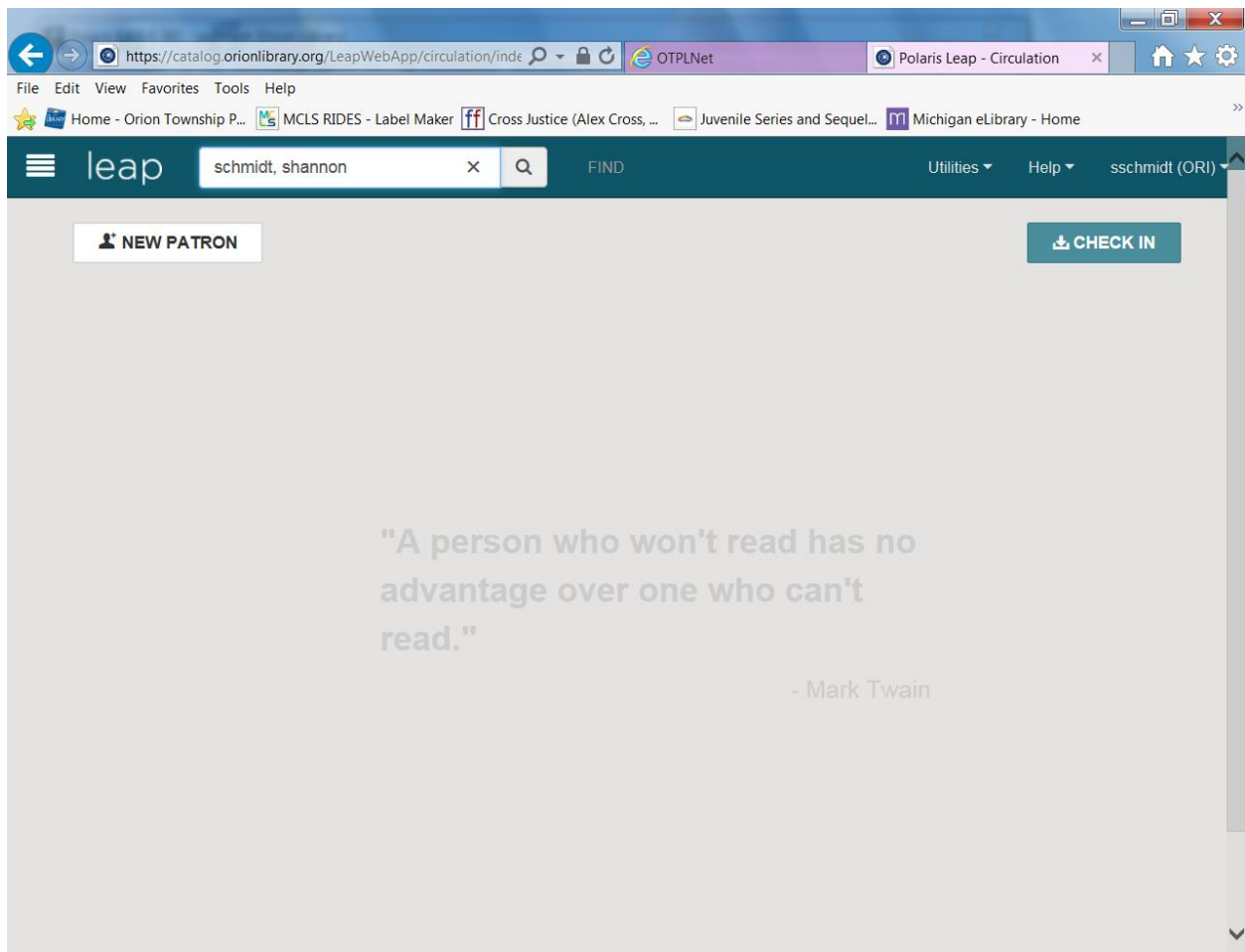
Scan library card or search by name in "scan or search box".

Check items out using the barcode in the find tool box.

# How to register a new patron for a library card in LEAP

- ✓ Must be 18 years old or older and provide proof of residency in Orion Township with:  
Valid driver's license with current address **or**  
  
Another piece of identification with patron's name and current address such as a:  
  
Personal checkbook, piece of mail received within the past month (credit card, utility, or similar bill) **can also accept an emailed bill in their phone if it has billing address**  
  
Rental or Lease Agreement, Pay stub, Car registration  
  
*Patrons do not need to present a driver's license, or photo ID, if they provide proof of residency with another piece of information.*
  
- ✓ All minors, Birth to 17 years old, and their parent or legal guardian, are required to complete and sign application for a Borrower's card – parent must provide proof of residency if in library

If patron meets all requirements, continue on next page for instructions on how to register a new patron.



Home screen. Enter patron name in search box. If patron does not exist click on new patron button to create new patron.

The screenshot shows a web browser window with the URL <https://catalog.orionlibrary.org/LeapWebApp/circulation/index>. The page title is "Leap" and the search bar contains "schmidt, shannon". The main content area is titled "Profile" and contains the following form fields:

- Barcode \***: 23763001064878
- Registered At \***: Orion Library
- Former Barcode**: (empty)
- Patron Code \***: Patron - Resident
- Last Name \***: Test
- Date of Registration**: 9/3/2015
- First Name \***: Shannon
- Expiration Date \***: 9/3/2018
- Middle Name**: Morgan
- Birth Date \***: 11/08/1964
- Title**: (None)
- Suffix**: (empty)
- Statistical Class \***: Census Tract 1801
- Gender**:  Male  Female  N/A

On the right side of the form, there are two buttons: a green "SAVE" button and a white "CANCEL" button.

Registered At, Patron Code, Date of Registration, Expiration date, are all default. Do Not Change.

Enter—Barcode, Last Name, First Name, Middle Name, Birthdate, Gender.

Statistical Class-choose CENSUS TRACT 1801 FOR EVERYBODY. I will change these when you give me the list of new patrons.

Browser address bar: <https://catalog.orionlibrary.org/LeapWebApp/circulation/index>

Page Title: leap

Search bar: schmidt, shannon

Navigation menu:

- Profile
- Attributes
- Email
- Address
- Phone/Fax
- Notifications
- Preferences
- Password
- Image

Attributes section:

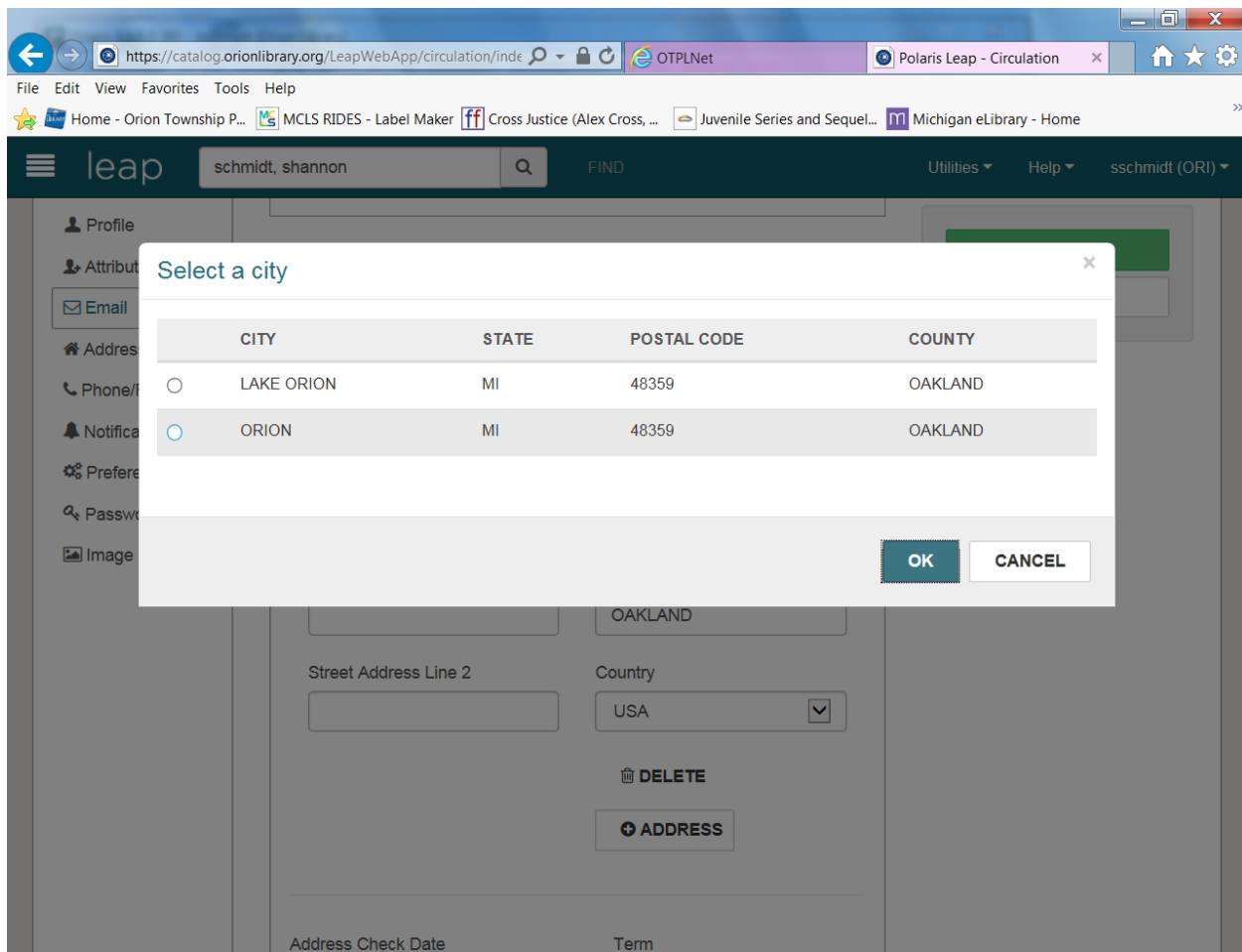
|                 |                 |
|-----------------|-----------------|
| Birth Date Year | Parent/Guardian |
| 1964            |                 |
| Not Used        | Not Used        |
|                 |                 |
| Not Used        |                 |
|                 |                 |

Email section:

|                       |                   |
|-----------------------|-------------------|
| Email Address         | Alt Email Address |
| sschmidt248@gmail.com |                   |

Buttons: SAVE, CANCEL

Enter patron birth year and patron email address.



In Address section start by entering patron zip code. Pop-up box appears, if Orion, choose correct zip and city. Will automatically populate city, state, county fields.

The screenshot shows a web browser window with the URL <https://catalog.orionlibrary.org/LeapWebApp/circulation/index>. The page title is "leap" and the search bar contains "schmidt, shannon". The user is logged in as "sschmidt (ORI)".

The "Addresses" form contains the following fields and values:

- Address Type: Home
- City \*: ORION
- Postal Code \*: 48359
- Zip+4: (empty)
- State \*: MI
- Street Address \*: 800 Judah Lake Rd
- County: OAKLAND
- Street Address Line 2: (empty)
- Country: USA
- Address Check Date: 9/3/2016
- Term: 1 Years

Buttons on the right side of the form include SAVE (green), CANCEL, DELETE, and ADDRESS.

If entered zip correctly you will only need to fill in street number and street name. Leave address check on the default date and term on 1 year. If patron has an apartment number, put in "Street Address Line 2" field.

Profile

Attributes

Email

Address

Phone/Fax

Notifications

Preferences

Password

Image

Phone 1: 248-693-3000

Phone 2:

Phone 3:

Fax:

Notification Settings

Notices Address: Home

eReceipt Option: (None)

Notification Option: Email Address

Additional TXT Notice:

Text Messaging Phone: (None)

Wireless Carrier: (None)

SAVE

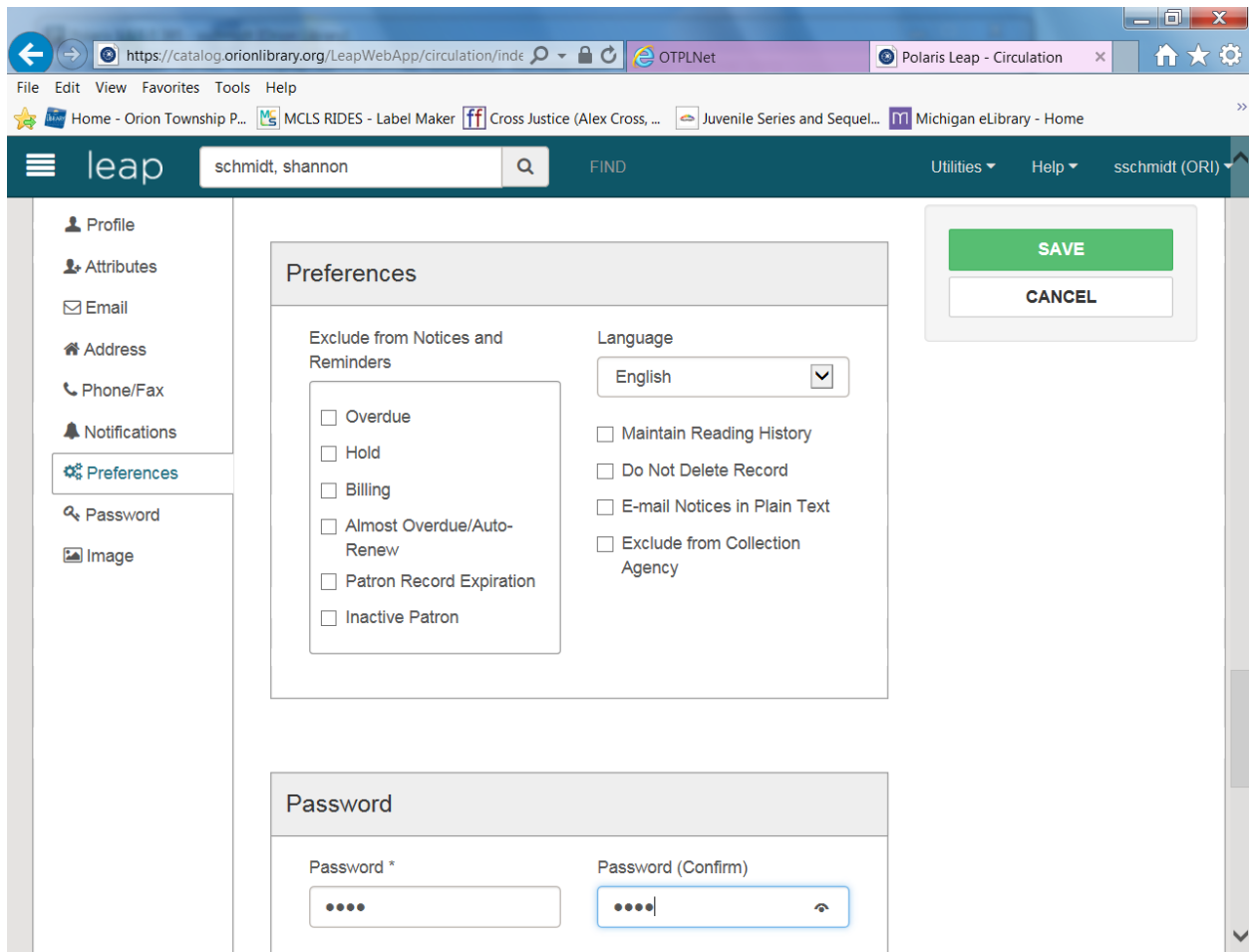
CANCEL

https://catalog.orionlibrary.org/LeapWebApp/circulation/index.html#email-pid-section

Enter patron phone in phone 1.

Notification settings-LEAVE AT THE DEFAULT SETTINGS. Only change if patron does not give an email address, then change notification option to MAILING ADDRESS.





Preferences-Do not fill in anything in this box.

Password-enter the last 4 digits of patron phone number.

**Click SAVE.**

https://catalog.orionlibrary.org/LeapWebApp/circulation/index

File Edit View Favorites Tools Help

Home - Orion Township P... MCLS RIDES - Label Maker Cross Justice (Alex Cross, ... Juvenile Series and Sequel... Michigan eLibrary - Home

leap Scan or search FIND Utilities Help sschmidt (ORI)

**NEW PATRON** The patron record has been created **CHECK IN**

**SHANNON MORGAN TEST** 23763001064878  
ORION TOWNSHIP PUBLIC LIBRARY

REGISTRATION REFRESH CLOSE

BLOCKS NOTES

Check Out (0) Out (0) / Overdue (0) Account (\$0.00) Claims (0) / Lost (0) Holds (0) More

Profile

Attributes

Email

Address

Phone/Fax

Notifications

Preferences

Password

Image

Misc. Info

**Profile**

Barcode \* 23763001064878 Registered At \* Orion Library

Former Barcode Patron Code \* Patron - Resident

Last Name \* Test Date of Registration 9/3/2015

First Name \* Shannon Expiration Date \* 9/3/2018

SAVE

RENEW

COPY

DELETE

Success!!!

Remember to keep a list of names and card numbers so Support Services can update Census Tract and make sure all fields are filled in correctly.

**REMEMBER TO LOG OUT OF LEAP WHEN YOUR BOOK BIKE SESSION IS DONE.**

leap Scan or search FIND Utilities Help sschmidt (ORI)

CHECK IN NEW PATRON

Settings  
Clear Cache  
Logout

"I like to listen. I have learned a great deal from listening carefully. Most people never listen."  
- Ernest Hemingway