

55 - CYMS Quick Guide – Lending Library (Provider/Staff)

(10.3 - Updated May 2011)

When to Use: To lend books, games, puzzles, sports equipment, etc. to providers, staff, parents or coaches. It is primarily used by Family Child Care, Training Specialists and Youth Sports, but can be used by other programs.

Lending Library Check-In is used to return the issued items.

*Before you can check out items, you must first **build your inventory** in Rental Item Maintenance and Rental Class Maintenance. Standardized templates (for provider items and Youth Sports) are available to get you started in an organized fashion. Items can actually be bar-coded (or a book of barcodes created) and scanned for easy processing.*

*Also, bases can create packages and lend the package instead of each individual item. This saves time during the lending and return process. **Example:** You could create an FCC Starter Package to lend to your new providers that contains everything a new provider might need: 1 crib, 10 board books, outlet safety covers, etc.*

NOTE: Individuals checking items out must be in the CYMS database as a part of a **household**.

Item Check Out - Manual:



1. Click the **Lending Library Check-Out** button (or go to Daily → CYS → Provider Lending Library Reservations)
2. Select the household.
3. Decide if you are lending an **Individual Item** or a **Package**
4. Right click in the **Item or Pack** field and select the item(s)/package to be checked out.
5. Enter the to Date in the **To** field. (If checking out individual items and not multi-selecting, a default number of days can be linked at the rental class level so you don't have to change the **To** date every time.)
6. Right click in the **Fam Memb** field and select the individual checking out the item.
7. Enter the **Quantity** being checked out.
8. Add any notes in the blue **Miscellaneous Rental Comment** box.
9. Click **Select** to move the item down to the Current Transaction Listing browser (shopping cart)
10. Click **Process**.
11. Click **Print** and/or **Preview** and **Finish**. A Lending Library Receipt will be generated.

Item Check In - Manual:



1. Click the **Lending Library Check-In** button (or go to Daily → CYS → Provider Lending Library Check In)
2. Select the household.
3. If the item being returned has a quantity of 1, double click it or highlight it and click **Return Selected**
4. If **all** the items in the browser have a **Qty of 1 and** are being returned, click **Return All**).

5. If an item that is being returned has a quantity greater than 1 **and** not all of them are being returned, click in the **Quantity** field and **enter the number** being returned and then click **Return Selected**. **Example:** A coach has 5 bats out, but is only returning 3.
6. Click **Process**.
7. Click **Print** and/or **Preview** and **Finish**.

**You can also use a variety of bar code scanners to expedite item check in and out.
You can bar code individual items or have a book of bar codes.**

Item Check Out - Using a Bar Code Scanner:



1. Click the **Lending Library Check-Out** button (or go to Daily → CYS → Provider Lending Library Reservations)
2. Select the household.
3. Right click in the **Fam Memb** field and select the individual checking out the item.
4. Click **Auto Select Item**
5. Left click in the **Item** field. **Scan** each item being lent. If set up correctly the due date will automatically fill in. Default dates are set up at the Rental Class level.
6. Click **Process**.
7. Click **Print** and/or **Preview** and **Finish**. A Lending Library Receipt will be generated.

Item Check In - Using a Bar Code Scanner:



1. Click the Lending **Library Check-In** button (or go to Daily → CYS → Provider Lending Library Check In)
2. Put your cursor in the **Quick Check In Item Number** field.
3. Scan the item being returned. The item will show up in the **Items Currently Being Returned** window
4. Click **Process** to finish.
5. Click **Print** and/or **Preview** and **Finish**

Reports:

1. **Inquiries** and multiple **reports** are available to help you identify and track what is available, issued, due and overdue.
2. To show which individuals have what items, go to **Reports → Rental → Schedules → Household Rental Schedule**