

What to do if a patron is barred.

If a patron is barred

Click on Display User

Bring the user up

Click on the Extended Info tab

If there is a note stating why the patron is barred and you can correct the issue, do so and then modify the patron. If there isn't a note modify the patron.

Click on the Modify User Icon



Click on the Privilege Tab

In the Status field select Reinstatement User

In the Override box next to Claims Returned put in the override.

Click Save