

## **How-to use ATHENA™ software by the Sagebrush Corp.**

Open up your CD and go to the Folder entitled: Chapter 2 Traditional Research

And select the folder entitled: How-To use Athena™ software by the Sagebrush Corp.

What is Athena™ ?

Athena is the best-selling library automation system for Windows. Athena provides circulation, searching, cataloging, cross-platform capabilities (Macintosh and DOS), and related functions for large and small libraries and school districts. Optional modules include Spanish and French interfaces and Weblink, which allows patrons to search an Athena collection via the Internet. There is also a sample working exercise on the Goodies CD> How-to use ATHENA™ software by Sagebrush Corp.

How does Athena™ assist librarians and their clients?

Let's review some of the task performed by librarians and then have a look at how you--- a college student or fashion professional use the library for research.

Circulation includes many different activities, but they all have one purpose: keeping track of your library materials to ensure that they are available to your patrons. There are two types of circulation tasks: daily and administrative.

Daily Circulating Activities:

Daily circulating activities are those tasks that you perform as part of the day-to-day operation of your library. Since these tasks are usually performed from your library's circulation desk, they are often called circulation desk activities.

- Checking out items. Athena automates the check out procedure, making it efficient, easy and fast. When you check out an item, Athena calculates the due date, updates the item's circulation record and revises the patron's record in one simple operation. Athena even has built-in safety features to prevent you from accidentally checking out restricted or reserved items.
- Checking in items. When you check in items, Athena automatically applies fines, but gives you the opportunity to change the amount and process payments. If the returned item has been reserved by another patron, Athena lets you know before you return it to the shelves.
- Viewing item status. You can use Athena's Item Status function to determine whether an item is on the shelf, on loan, reserved, lost, damaged, etc. If you need to change an item's status, you can do it quickly.
- Viewing patron status. Athena's Patron Status feature provides an easy way to view information for a particular patron. Whether it is information about items on loan, reserves, fines, or contact information such as a phone number, you can access it using Athena's Patron Status feature. You can also use this feature to process and adjust fines.
- Renewing items. When a patron wants to renew an item, Athena takes care of the details by automatically updating the circulation records.
- Reserving items. With Athena, placing a reserve is simple. If there are multiple copies of the same title, you can choose between reserving a particular copy, and reserving the first available copy. Athena lets you know when a reserved item becomes available, and reminds you which patron has reserved the item.
- Booking items. Athena's Booking feature allows patrons to book items for future use. The patron specifies the starting date and ending date, and Athena books the item for the entire period.
- Recording in-house use. Sometimes, rather than checking out items, patrons will use them in the library. Athena's Record In-house Use feature helps you track this in-house usage.

#### Administrative Tasks:

Administrative tasks are activities that help you manage your circulation system. These tasks are typically performed on a weekly, monthly, or even yearly basis.

- Maintaining patron information. Athena makes it easy for you to view or update patron information. You can quickly add new patrons or change information for existing patrons.

- Producing overdue and fine notices. If your library sends patrons overdue or fine notices, Athena can save you time by producing the notices for you. All you have to do is say how you want the notices printed, and Athena will do the rest.
- Generating statistical and other reports. Athena's circulation reports give you the information you need about your library's circulation. You can list overdues, fines, items on loan, and other circulating items. Athena's many statistical reports also help you keep on top of your library's circulation.
- Setting loan periods and other Circulation parameters. You can set loan periods and other Circulation parameters to customize Athena so that it meets the needs of your library.
- Backing up circulation data. Athena makes it easy to backup your circulation data. Should you ever need to restore your data from a backup, the process is simple.

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There are two ways to renew an item:

- Enter the item's barcode number (without identifying the patron).
- Identify the borrowing patron and select the item to renew from a list of all items on loan to that patron (or enter its barcode).

To renew an item using its barcode number (without identifying the patron):

1. From the Welcome screen or any Athena menu, click the Circ Desk quick start button.
2. Click the Renew tab.
3. If identifying a patron by ID number or Name is not your library's default, temporarily switch to one of these methods. For more information, see Changing the Method of Identifying a Patron.
4. Scan the item's barcode label. Alternatively, type its barcode number and click Select.
5. If the item has an hourly loan period, you will see the Hourly Checkouts dialog box. If necessary, change the due time by dragging the hands on the clock

(or by entering the desired time in the box below the clock). When the due time is correct, click OK.

**Tip** To override Athena's due date, before renewing the item, click Due Date and specify the desired due date. For instructions, see Changing the Due Date.

To renew an item by selecting it from a list of items on loan to the patron:

1. From the Welcome screen or any Athena menu, click the Circ Desk quick start button.
2. Click the Renew tab.
3. Identify the patron renewing items. If you need help, see Identifying a Patron. Athena will list the items in the active collection that are on loan to this patron.
4. Click the title that you want to renew, or enter the item's barcode number.
5. Click Renew.
6. If the item has an hourly loan period, you will see the Hourly Checkouts dialog box. If necessary, change the due time by dragging the hands on the clock (or by entering the desired time in the box below the clock). When the due time is correct, click OK.
7. Athena will display a dialog box telling you the item has been renewed. Click OK.

#### Note

Although the list of items on loan includes only items from the active collection, Athena does display the total number items on loan (from all collections) along with the patron name and group information.

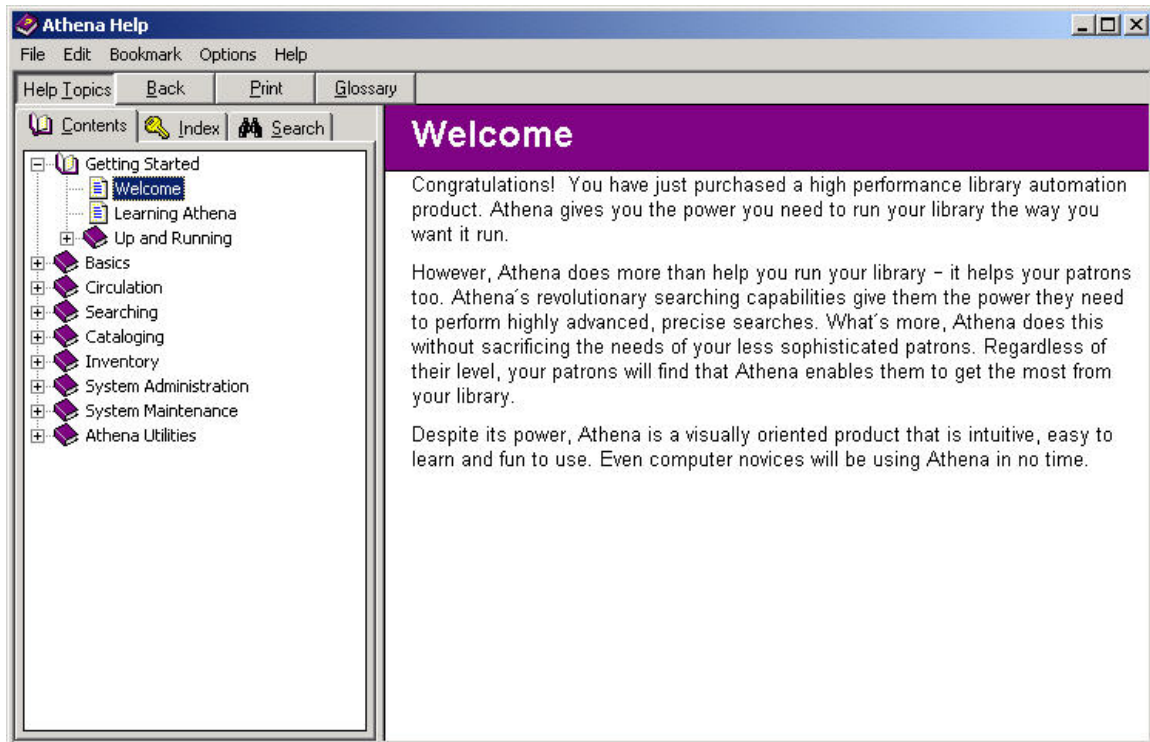
**Tip** To renew all the items on loan to a patron, click the Select All button. Then click the Renew button.

In terms of the final result, renewing an item is very much like checking it in and then checking it out again. Athena will:

- Check to see if the item is overdue. If it is, Athena will alert you and apply the necessary fines.
- Check to see if other patrons have reserved the item. If they have, Athena will alert you and allow you to cancel the renewal.

- Check to see how much this patron owes in fines. If the patron has exceeded the allowable fine limits, Athena will alert you. For more information about fine limits, see Check Out Limits.
- Check to see what other items are on loan to this patron. If the patron has borrowed more than the maximum number of items, Athena will alert you. For more information, see Check Out Limits.
- Check to see if this patron has more than the maximum allowable number of overdue items. If so, Athena will alert you. For more information about overdue limits, see Check Out Limits.
- Check to ensure the item is not required to satisfy an upcoming booking.

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Athena Help

File Edit Bookmark Options Help

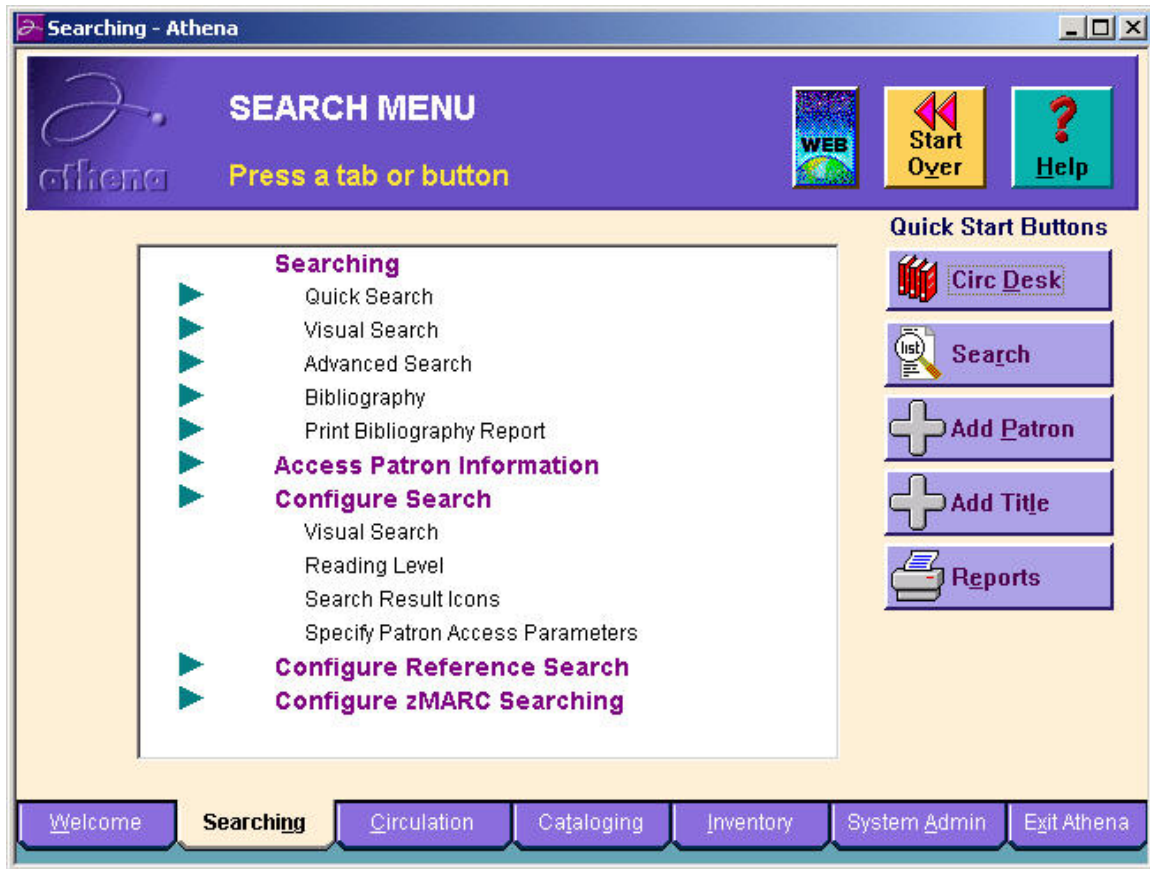
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Required Tasks

TASK	Menu	REFERENCE
Learn Athena		<a href="#">Learning Athena</a>
Enter Catalog Data		
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Fine Notice Messages	Circulation	<a href="#">Setting Fine Messages</a>





Looking under ALL "indexes"




Searching under author's name


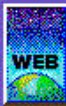


Results



Searching - Athena

ACTIVE COLLECTION IS SL - SMITH LIBRARY  
**ADVANCED SEARCH**  
Welcome to Athena




Enter a word or phrase and press Search


AND  
AND  
OR  
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All Indexes


All Indexes

All Indexes

Search

Barcode #

Call Number

Reading Lvl.

Language

Location: All Locations

Format: All Formats

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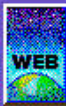
Searching - Athena



ACTIVE COLLECTION IS SL - SMITH LIBRARY

ADVANCED SEARCH

Welcome to Athena



Enter a word or phrase and press Search

AND

KATHLEEN COLUSSY

All Indexes

AND

All Indexes

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All Indexes

Location:

All Locations


All Locations


Main stacks


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Format:

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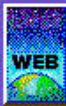
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All Indexes

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Fashion design on computers / Colussy, M. Kathleen

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Rendering fashion, fabric, and prints with Adobe Photo...

Colussy, M. Kathleen

TT 385.C642 2004 In

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CARD DESCRIPTION

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TT 518.C73 2001

Colussy, M. Kathleen

Fashion design on computers / M. Kathleen Colussy. - Upper Saddle River, N.J. : Prentice Hall, c2001. xviii, 521 p. Includes index. ISBN 0130838381

1. Fashion design - Computer-aided design. 2. Clothing trade - Data processing. 3. Fashion merchandising - Data processing.

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
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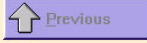



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**FULL DESCRIPTION**  
Viewing 1 of 2 for  
**KATHLEEN COLUSSY**








Copies	1. On shelf
Call	TT 518.C73 2001
Author	Colussy, M. Kathleen
Title	Fashion design on computers / M. Kathleen Colussy.
Subject	1. Fashion design--Computer-aided design. 2. Clothing trade--Data processing. 3. Fashion merchandising--Data processing.
Notes	Includes index.
Publisher	Upper Saddle River, N.J : Prentice Hall, c2001.
ISBN/ISSN	0130838381
Phys Desc	xviii, 521 p.


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## The Power to Achieve

Sagebrush Corporation continues to meet the evolving needs of K-12 educators, librarians, and administrators by providing access to information essential to student achievement. Schools and districts of all sizes rely on our industry-leading technology, services, and educational resources to help students find and use the best resources for learning. With our unparalleled expertise in education technology, collection development, and the K-12 industry, we'll help you meet today's challenges and give your students the power to achieve.

Increase students' use of quality resources



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- Multiple binding types
- Instant collection analysis
- AR and RCI sets
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