WELCOME
to
FORREST LIBRARY
...where ideas grow...
THIS IS YOUR TIMETABLED LIBRARY PERIOD
SAME DAY SAME PERIOD
LINE UP IN FOYER
BRING YOUR DIARY & LAPTOP
AND EVENTUALLY YOUR SMARTRIDER TO EVERY LIBRARY PERIOD
Today we are going to:

• Look at your library’s facilities and resources
• Play tourist in our library
• Secure temporary barcode in diary
• Browse and borrow
FORREST LIBRARY
Welcome to our...
Design award winning library...
Where ideas grow!
FORREST LIBRARY
Welcome to our...
Supportive staff...
FORREST LIBRARY
Welcome to our...
Helpful tips...
FORREST LIBRARY
Welcome to our...
Comfy chairs...
Where ideas grow!
FORREST LIBRARY
Welcome to our...

Air conditioning...

Where ideas grow!
FORREST LIBRARY
Welcome to our...
Over 27000 hot reads...
and growing!
FORREST LIBRARY
Welcome to our...

Fiction
FORREST LIBRARY
Welcome to our... Audiobooks
FORREST LIBRARY
Welcome to our... DVDs
FORREST LIBRARY
Welcome to our...
Graphic novels...
FORREST LIBRARY
Welcome to our...
Picture books...
FORREST LIBRARY
Welcome to our...
Information books...
FORREST LIBRARY
Welcome to our...
Non-Fiction narratives...
FORREST LIBRARY
Welcome to our... ebooks...
FORREST LIBRARY
Welcome to our... Magazines...
FORREST LIBRARY

Welcome to our...

Newspapers...
FORREST LIBRARY
Welcome to our...
Search terminals...
FORREST LIBRARY
Welcome to our...
Student production area...
FORREST LIBRARY
Welcome to our...

Touchscreen desktops...

Where ideas grow!
FORREST LIBRARY
Welcome to our...
Loan netbooks...

Where ideas grow!
FORREST LIBRARY

Welcome to our...

Wi-Fi environment...

Where ideas grow!
FORREST LIBRARY
Welcome to our... Courtyard...
FORREST LIBRARY
Welcome to our...

Chess sets...

Where ideas grow!
FORREST LIBRARY
Welcome to our...

Giant chess...
FORREST LIBRARY
Welcome to our...

Extended Hours...

Where ideas grow!
Forrest Library

OPENING HOURS
7.45am-----------------5.30pm

MONDAY TO FRIDAY

OPEN AT RECESS & LUNCH
HOW DO I BORROW?

SELECT YOUR BOOK(S)
TAKE THEM
UP TO THE
FRONT DESK
HOW MANY?
AS MANY AS YOU CAN KEEP TRACK OF!
ONLY 2 INFORMATION BOOKS ON ANY ONE SUBJECT
FOR HOW LONG?

2 WEEKS

THEN RENEW OR RETURN!
WHAT IF I LOSE MY SMARTRIDER?
ORDER A NEW ONE from Middle School Reception
SEND EMAIL ALERT TO LIBRARY
WHAT IF I LOSE MY BOOK?
CHECK WITH LIBRARY STAFF
IT MAY HAVE BEEN RETURNED ALREADY!
MAKE A SUGGESTION?
SEND AN EMAIL OR
SPEAK TO ANY
LIBRARY STAFF
WE LOVE
READING SUGGESTIONS!
SELF-CHECK OUT

FAST AND EASY
BORROWING

FORREST LIBRARY
HALE SCHOOL
SELF-CHECK OUT
ALLOWS YOU TO
BORROW AS LONG AS
YOU HAVE YOUR
SMARTRIDER AND
NO OVERDUES
✓ Smartrider?

✓ No overdues?
YOU MAY USE YOUR DIARY UNTIL YOUR SMARTRIDER ARRIVES

SELF-CHECK OUT AT FORREST LIBRARY
SELF-CHECK OUT AT FORREST LIBRARY

TOUCH SCREEN

CARD SCANNER

ITEM HOT SPOT
SELF-CHECK OUT

STEPS

FORREST LIBRARY
HALE SCHOOL
STEP 1

☑ Make sure no one’s books are within reach before you scan your card
☑ Ask them to step back if you can touch their books as they might scan onto your card

SELF-CHECK OUT AT FORREST LIBRARY
STEP 2

- Scan your card
- Hold it 10cm in front of card scanner
- Barcode facing card scanner
- Check your details on the screen
WRONG!

SELF-CHECK OUT AT FORREST LIBRARY
RIGHT!

SELF-CHECK OUT AT FORREST LIBRARY
STEP 3

✓ Select CHECK OUT option by touching it on the bottom right hand side of the touch screen.
SELF-CHECK OUT AT FORREST LIBRARY

CHECK OUT BOTTOM RIGHT HAND
STEP 4

- Place books in one pile on dark desk area
- No need to move the books
- Check titles on screen as they read
CAN READ THROUGH THE BOOKS

10-20 CMS HEIGHT

SELF-CHECK OUT AT FORREST LIBRARY
STEP 5

✓ Select VIEW SUMMARY option by touching it on the bottom right hand side of the touch screen
✓ Leave books on hot spot for this stage
✓ Check screen details again
STEP 6

- Select RECEIPT
- Collect receipt and place inside book as a reminder of due date and bookmark
- Collect books
SELF-CHECK OUT AT FORREST LIBRARY
ALL DONE?

- Check no one near
- Scan card
- CHECK OUT option
- Check titles on screen
- SUMMARY option
- RECEIPT option
- Receipt in book
- Collect books
- Good to go!
CHECK YOUR ACCOUNT?

✓ Select MY ACCOUNT to see what you have out

FORREST LIBRARY
HALE SCHOOL
SELF-CHECK OUT AT FORREST LIBRARY
HOW DO I RETURN?
Slide your items...
one by one gives the best results...
SELF-CHECK OUT AT FORREST LIBRARY
SELF-CHECK OUT PROBLEMS?

Ask for help at the front desk!

You may have overdues that need returning so place your selections on hold?
ANY QUESTIONS?
GLUE BARCODE TO BACK PAGE OF DIARY

BROWSE AND BORROW

PLEASE BE RESPECTFUL OF OTHER CLASSES AND KEEP YOUR NOISE DOWN