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?
TOUCH SCREEN

CARD SCANNER

ITEM HOT SPOT

SELF-CHECK OUT AT FORREST LIBRARY
SELF-CHECK OUT

STEPS

FORREST LIBRARY
HALE SCHOOL
STEP 1

✓ Make sure no one is within reach before you scan your card

✓ Ask them to step back if they are close enough to touch as their books might scan on 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

SELF-CHECK OUT AT FORREST LIBRARY
WRONG!

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

RIGHT!
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
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

✓ Leave books on hot spot for this stage
✓ Select RECEIPT
✓ Collect receipt and place inside book as a reminder of due date and bookmark
✓ Collect books
SELF-CHECK OUT AT FORREST LIBRARY

FORREST LIBRARY
HALE SCHOOL

RECEIPT
BOTTOM
RIGHT
HAND
ALL DONE?

✓ Check no one near
✓ Scan card
✓ CHECK OUT option
✓ Check titles on screen
✓ SUMMARY option
✓ RECEIPT option
✓ Receipt in book
✓ Collect books

FORREST LIBRARY
HALE SCHOOL

SELF-CHECK OUT AT FORREST LIBRARY
CHECK YOUR ACCOUNT?

✓ Select MY ACCOUNT to see what you have out.
SELF-CHECK OUT PROBLEMS?

Ask for help at the front desk!

You may have overdues that need returning so place your selections on hold?