

New Self Checkouts!

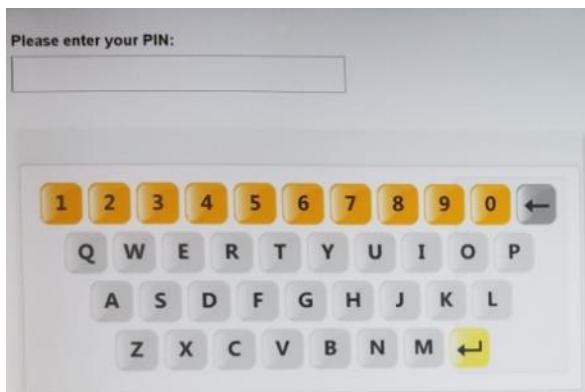


New self-checkouts have arrived! There will now be two self-checkouts in the Youth Services area, four on the first floor near the New Books area, and there will now be a self-checkout station in the Non-Fiction area. Avoid waiting in line and use one of these self-checkouts. Have a fine to pay? No worries, each self-checkout station has a credit card reader you can use. You'll need your library card to access your account and use these stations.

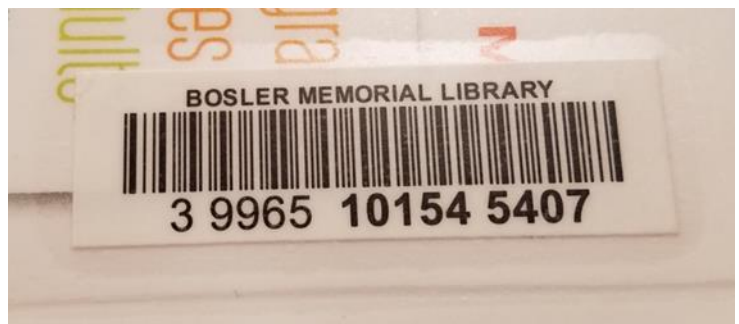
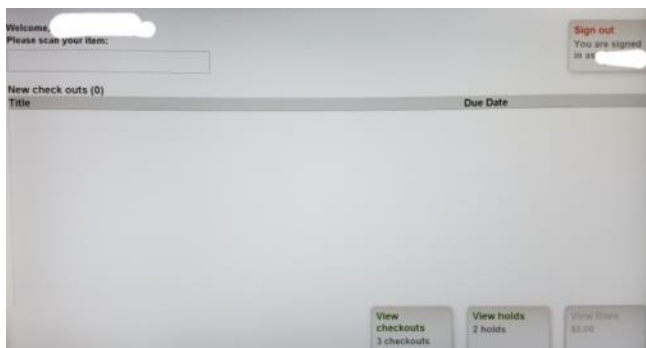
How to Use Self Checkouts

Step 1. Scan your library card. If it is on the screen saver just tap it to get to this screen below.

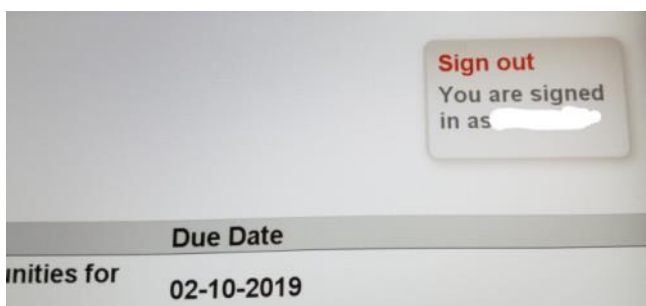
Step 2. Type in your pin number by tapping the buttons. If you don't remember your pin, let one of the staff at the public services desk know and they will change it for you. Then tap continue at the bottom right hand corner of the screen.



Step 3. Scan your item. The barcode is on the back of the item. It's normally located in the upper right hand corner. **Be sure to scan the barcode with the library's name on it.** (See picture below)



Step 4. When you are finished, press the sign out button in the upper right hand corner of the screen. It will log you out and print a due date slip.



Note: You can Self-Checkout DVDs but **check the content first** to make sure the Discs are in there. If they are new DVDs you will have to get them at the public services desk.