

Video Transcript: The Express Self-Checkout Stations

Our Express Self-Checkout Stations allow you to sign out or renew library materials even if all staff are busy with other people. The Express Stations are located near the main entrance of each UNB library with the exception of the Law Library. Here's what you do...

Touch the screen to bring up the step-by-step instructions.

Although English is the default language, you have the option to choose English or French descriptions.

Insert your ID card into the slot, face up with the bar code away from you.

Next, type in your password. It's the same PIN number for e-mail and campus computers.

Use the **SHIFT** key to change between uppercase and lowercase keys.

This is the **DELETE** key (located at the upper right-hand side of the on-screen keyboard)

Hit **OK** to submit your password.

Select the **CHECK OUT** button to proceed.

A book's library bar code can usually be found either on the front cover in Fredericton libraries or the back cover in the Saint John library.

Position the book so that the spine is up against the black plastic guide with the bar code facing up. Slide the book forward, stopping once the barcode label is under the thin red scanning light.

At this point, you may hear a sound from the machine, but just ignore it. Instead, wait until you see the book's title appear on the screen. Remove the book and repeat the process for each other book you wish to sign out.

If an item is not available for checkout, a notice will appear on the screen.

When you're finished, press **DONE**.

Take your printed receipt... and don't forget to take your ID card with you!

For assistance or further information, please don't hesitate to speak with any staff member.

This video is available at: <http://www.lib.unb.ca/research/video/checkout.html>

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