

## HOW TO CHECK OUT AND RETURN ITEMS

### CHECK OUT

1. Browse the shelves to locate the items you wish to check out and note the slot numbers for each item.
2. Scan your library card or type your card number, then enter your PIN.
3. Enter the number of the slot containing the item you wish to borrow.
4. Repeat until you have received all of the items you want to borrow.
5. Print your receipt.

**NOTE:** If you have items on HOLD at this location you will have the opportunity to check them out after entering your library card number and PIN.

### RETURNING ITEMS

1. Scan your library card or type your card number, then enter your PIN.
2. Insert items into the return slot one at a time. You may return items borrowed from any of the branches.
3. Print your return receipt.