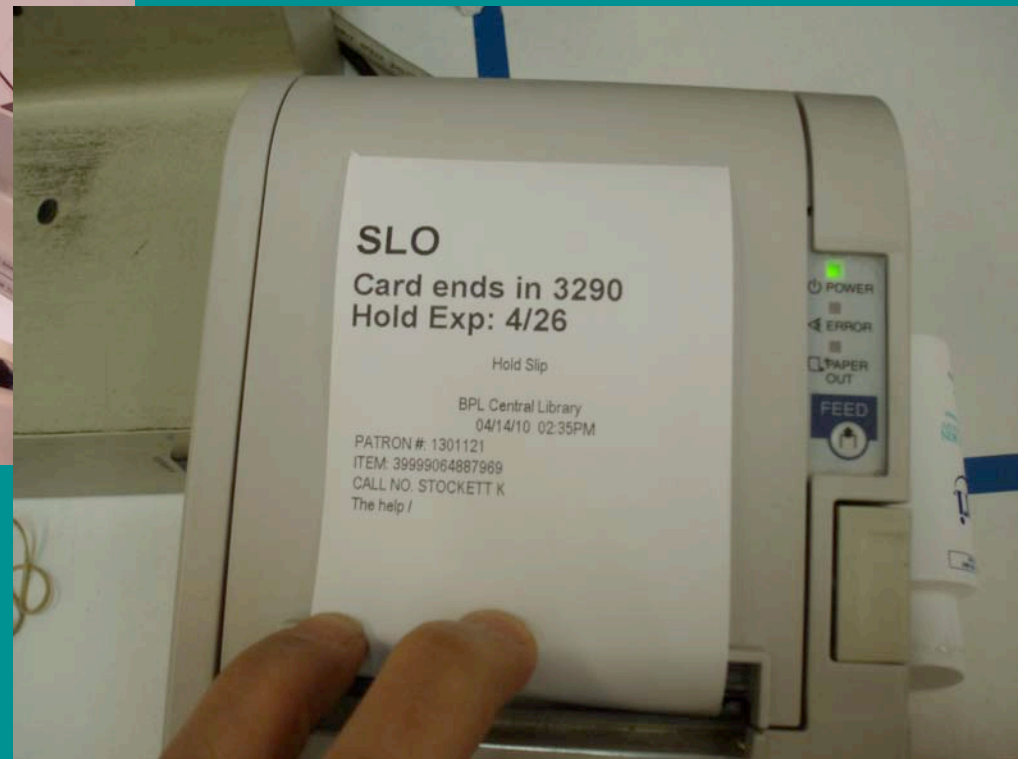


Self Pick Up – Self Check Out

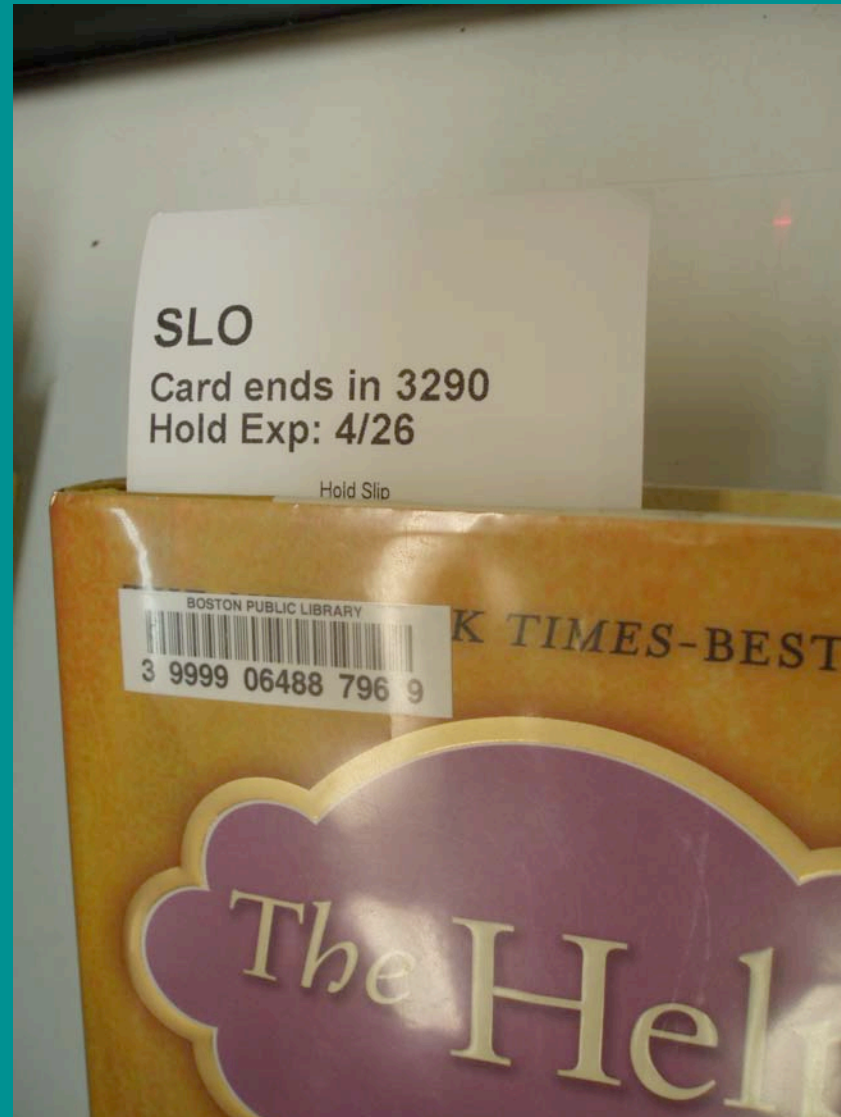
Boston Public Library

Checking in activates reserve slip



Printer prints reserve slip:
Last 3 letters of name
Last 4 digits of card number
Expiration date

Slip goes
in top of
book
showing
patron
code and
expiration
date



Book reserves are shelved by code for self pick up

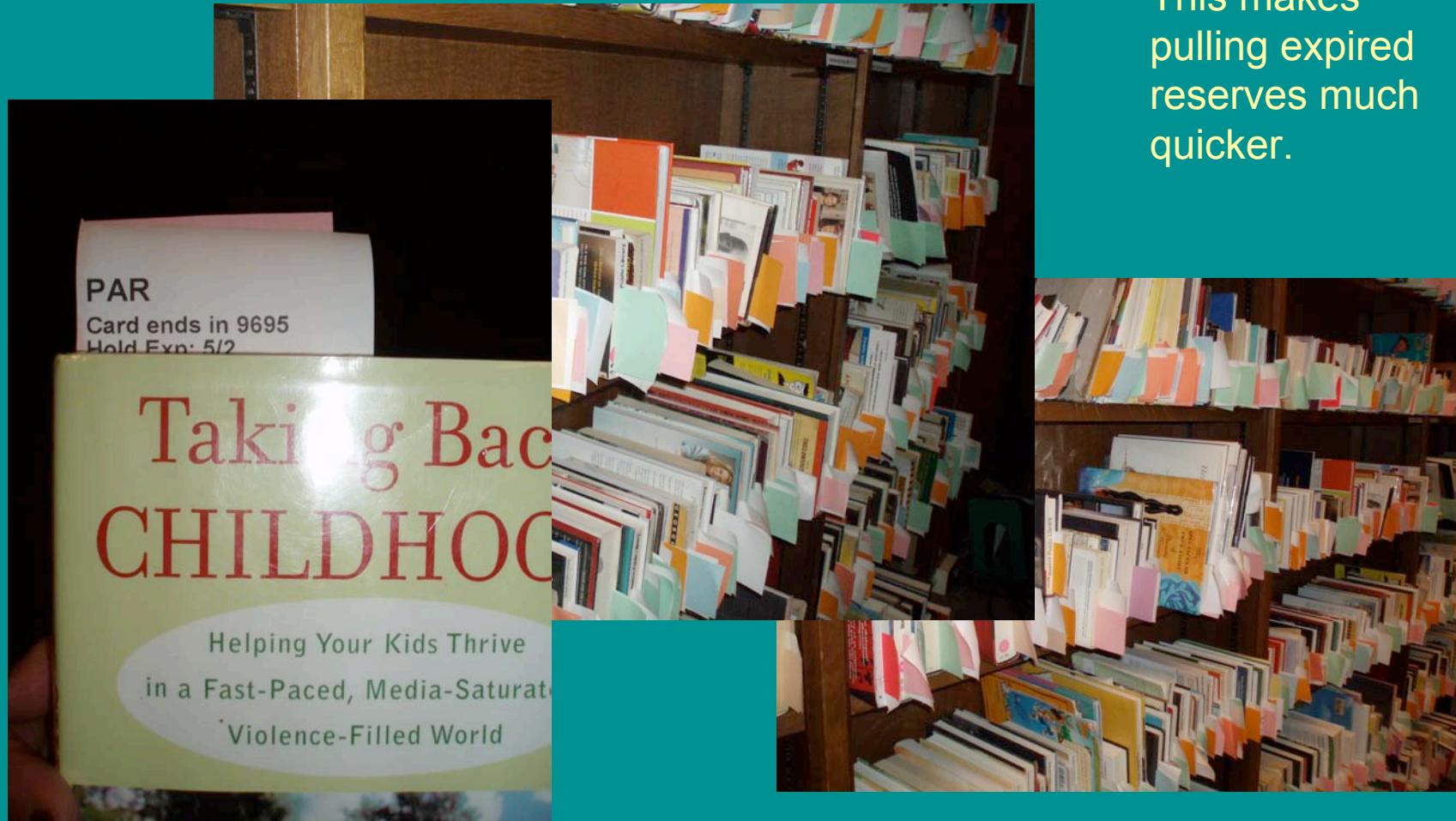


Books are shelved by code
with spine down
so titles are not visible



Color slip is also used to indicate expiration cycle

This makes pulling expired reserves much quicker.



Self check out machine is located next to book reserves



Instructions explain filing code



Self Pick-up

Books on hold that are ready for pick-up are located on these shelves.

DIRECTIONS:

1. Books on hold are shelved according to the first 3 letters of your last name and the last 4 digits of your library card.
2. After you find your book(s), you may proceed to the check-out area.

SAMPLE – SAMPLE

RES

Card ends in 1017
Hold Exp: 12/29

Hold Slip

BPL Central Library
12/16/09 09:37am

PATRON #: 6734176
ITEM: 48558765098764
CALL NO. WEINER
In Her Shoes

All books are on hold for a specific customer and can only be checked out by that customer.

Audio/Visual items on hold continue to be located in the Circulation area.

AV reserve materials are still held behind Circulation Desk

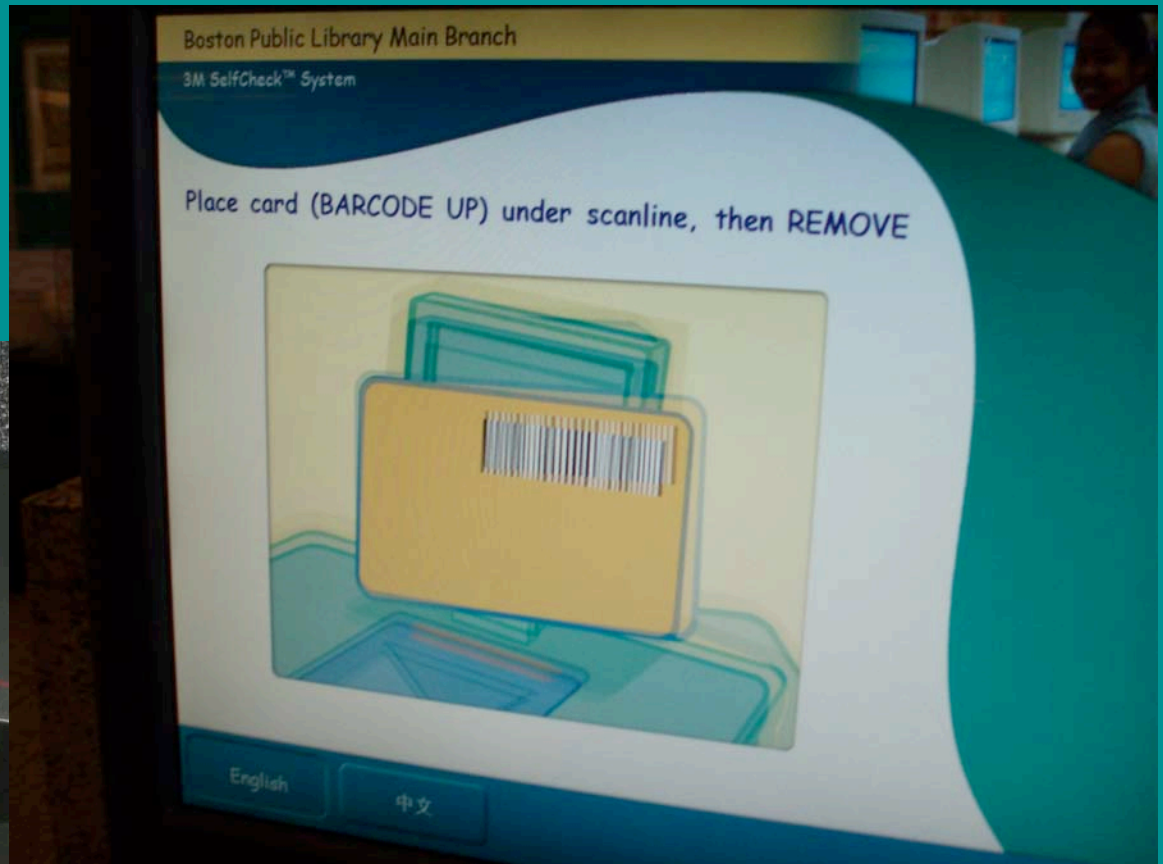
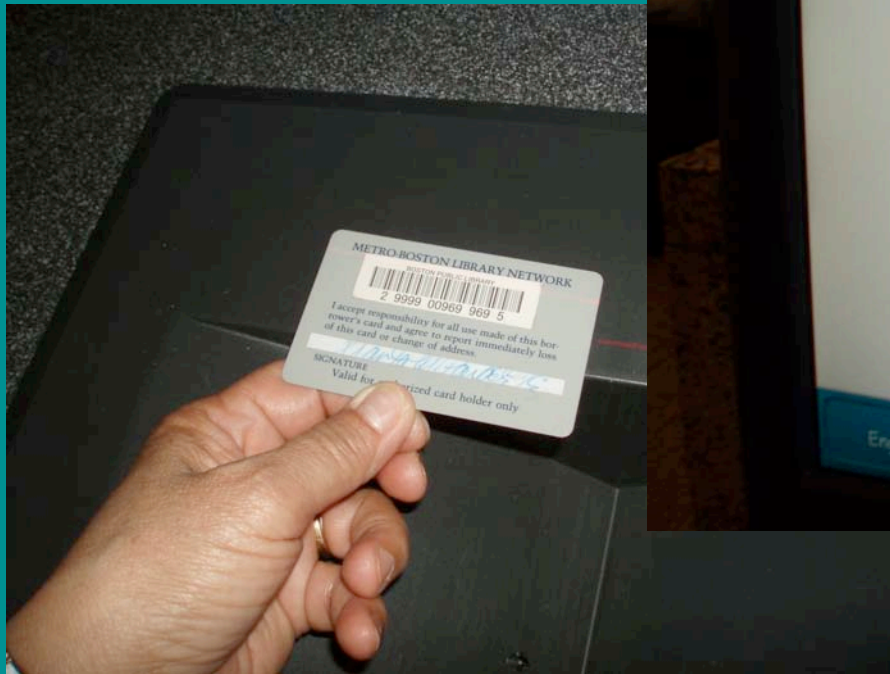


There is an
additional
self check
out machine
in the main
lobby



Signage indicates that videotapes cannot be checked out on these machines. This is because the machines will erase the tapes when they try to deactivate the security strip. The software checks material type and does not allow the check out to occur.

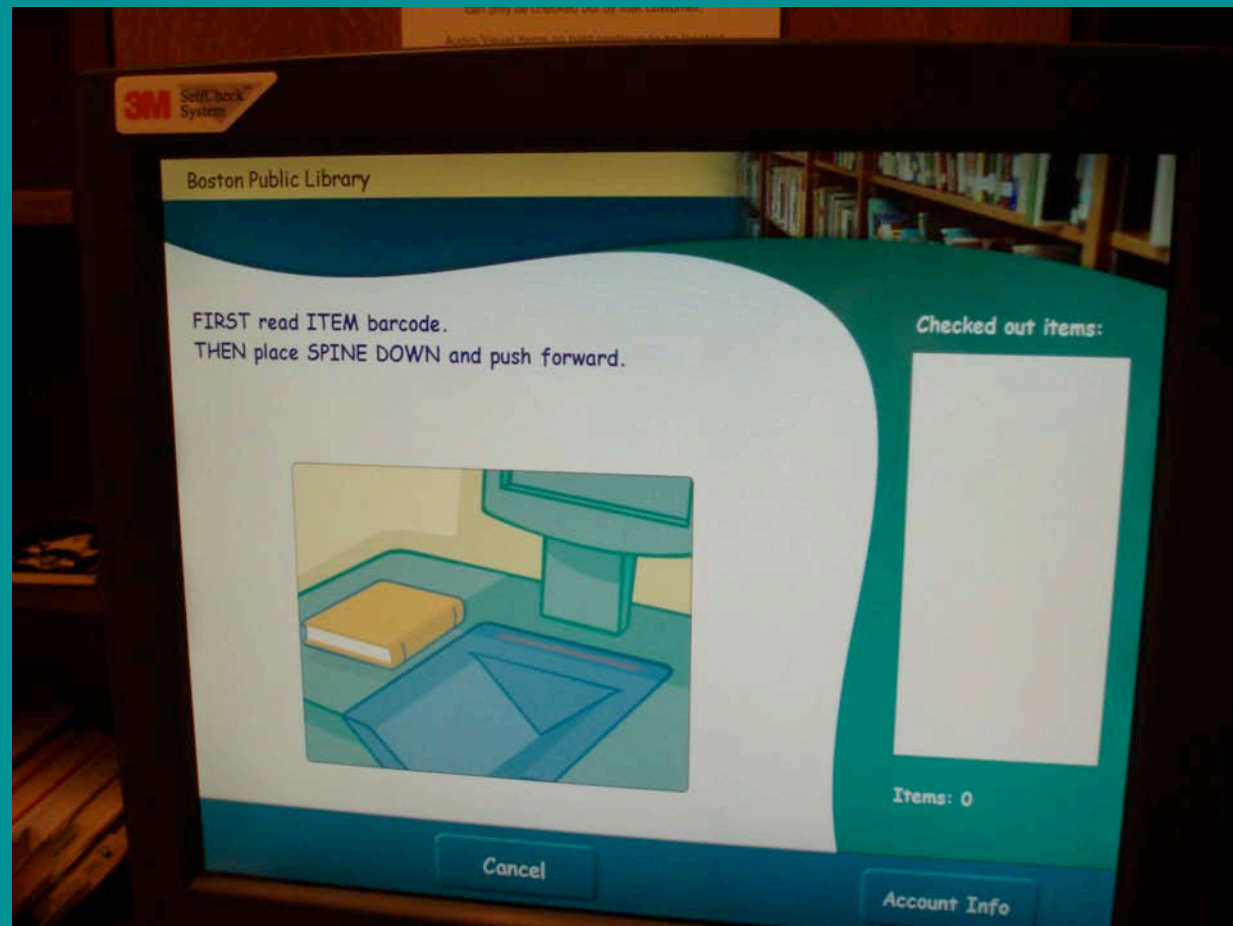
Patron reads in bar code from library card



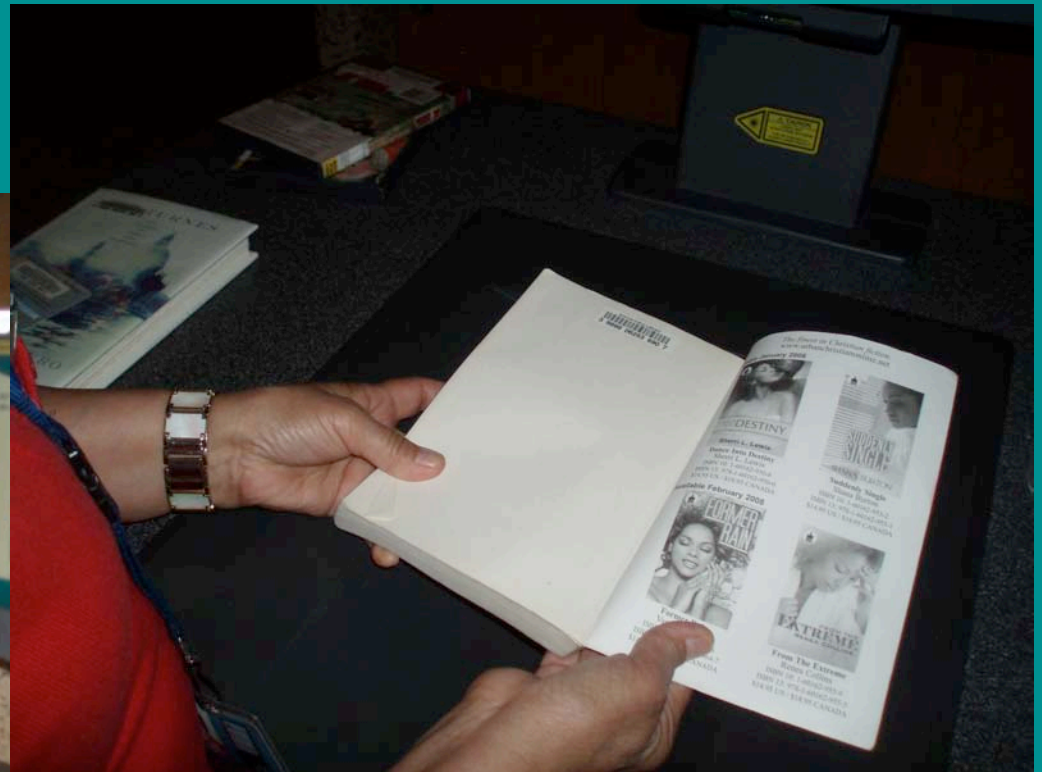
System checks patron's library account



Instructions on how to check out item

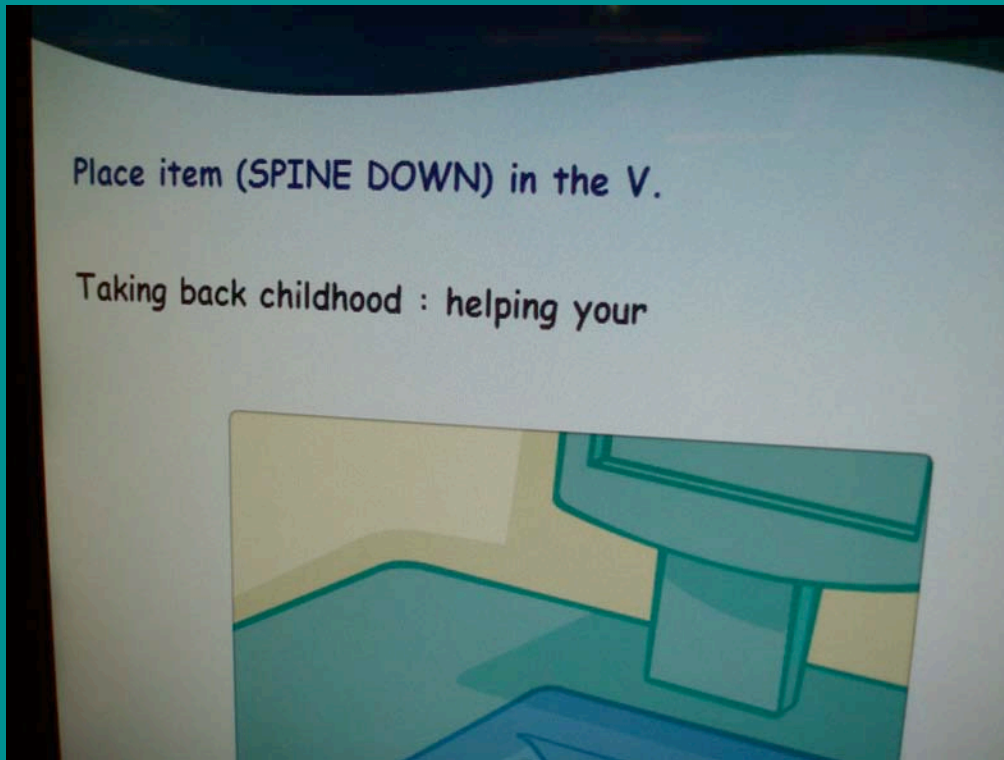


Then patron reads in bar code from item

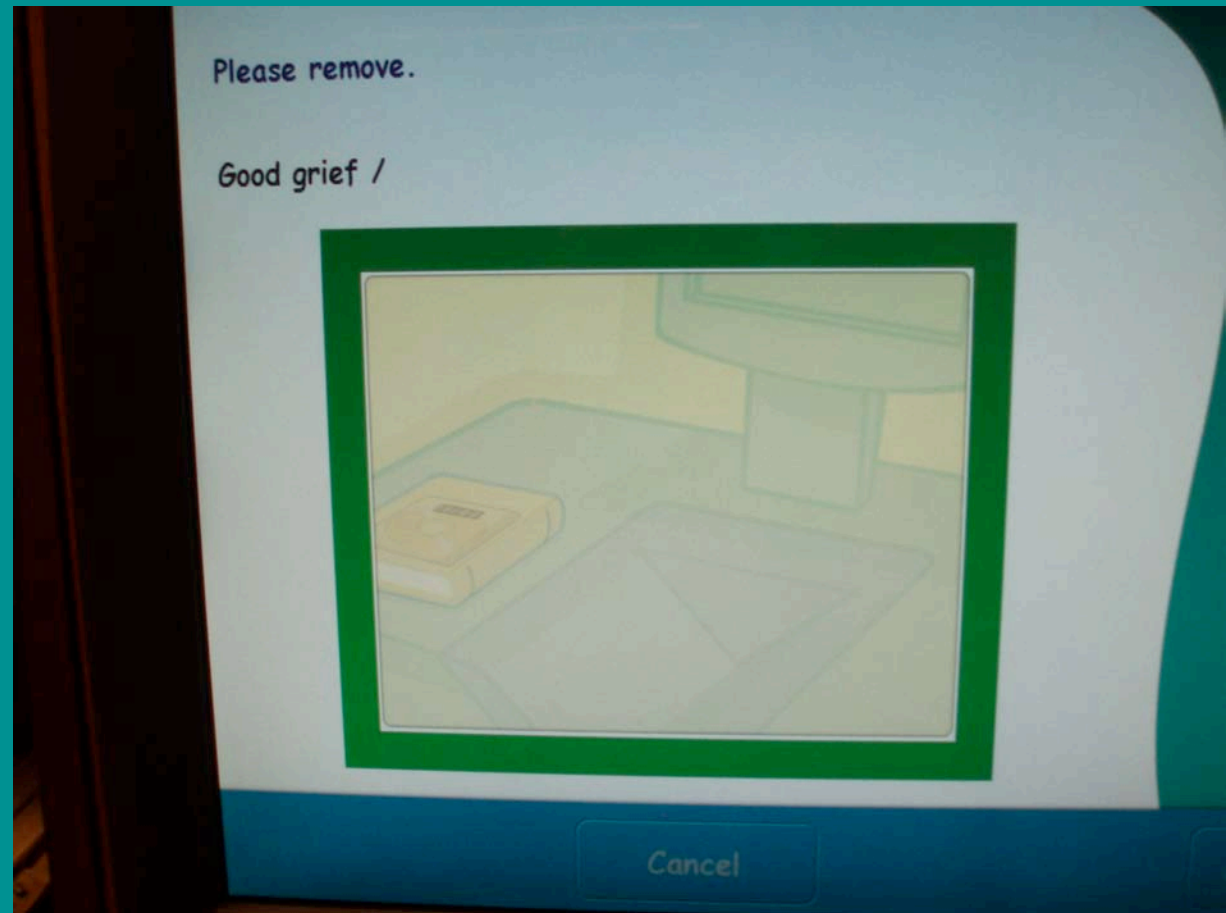


Our bar codes are in
a variety of places

And is instructed to place item on cradle to deactivate security

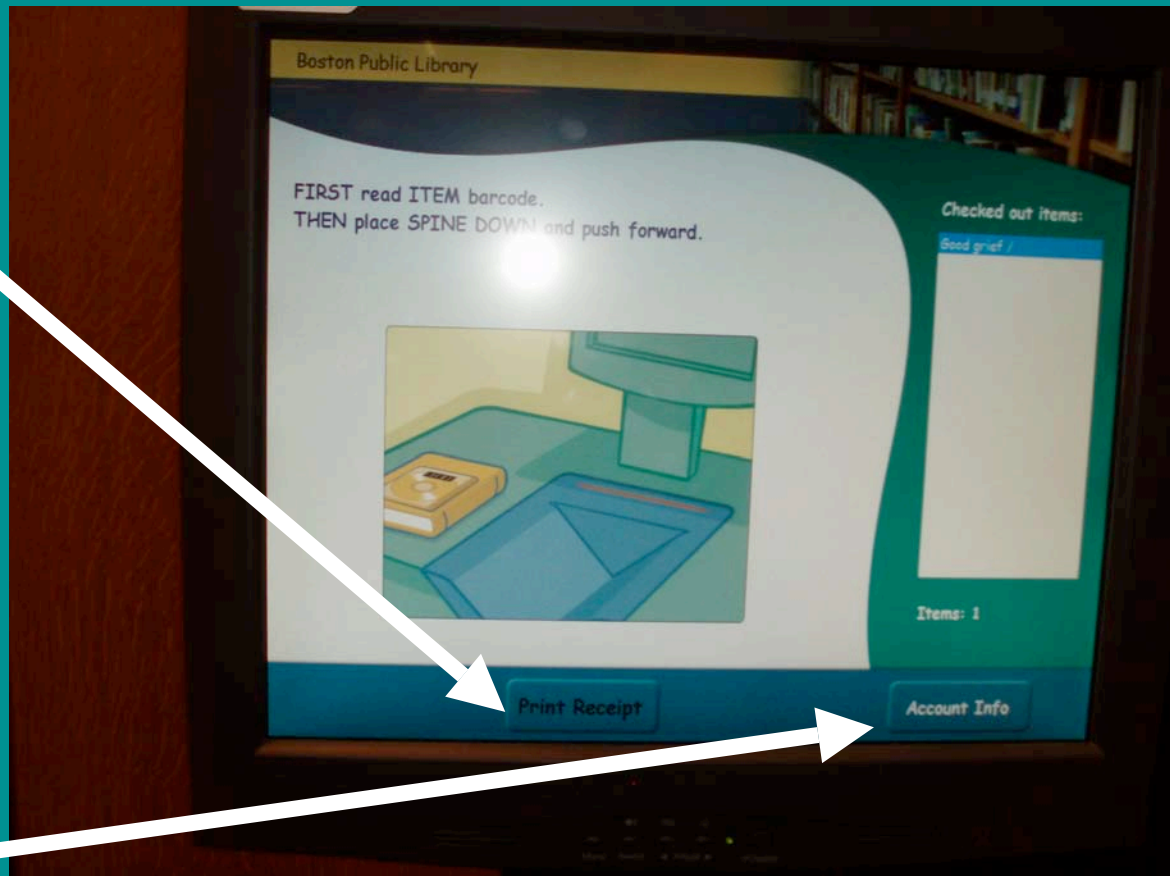


Green banner indicates successful check out



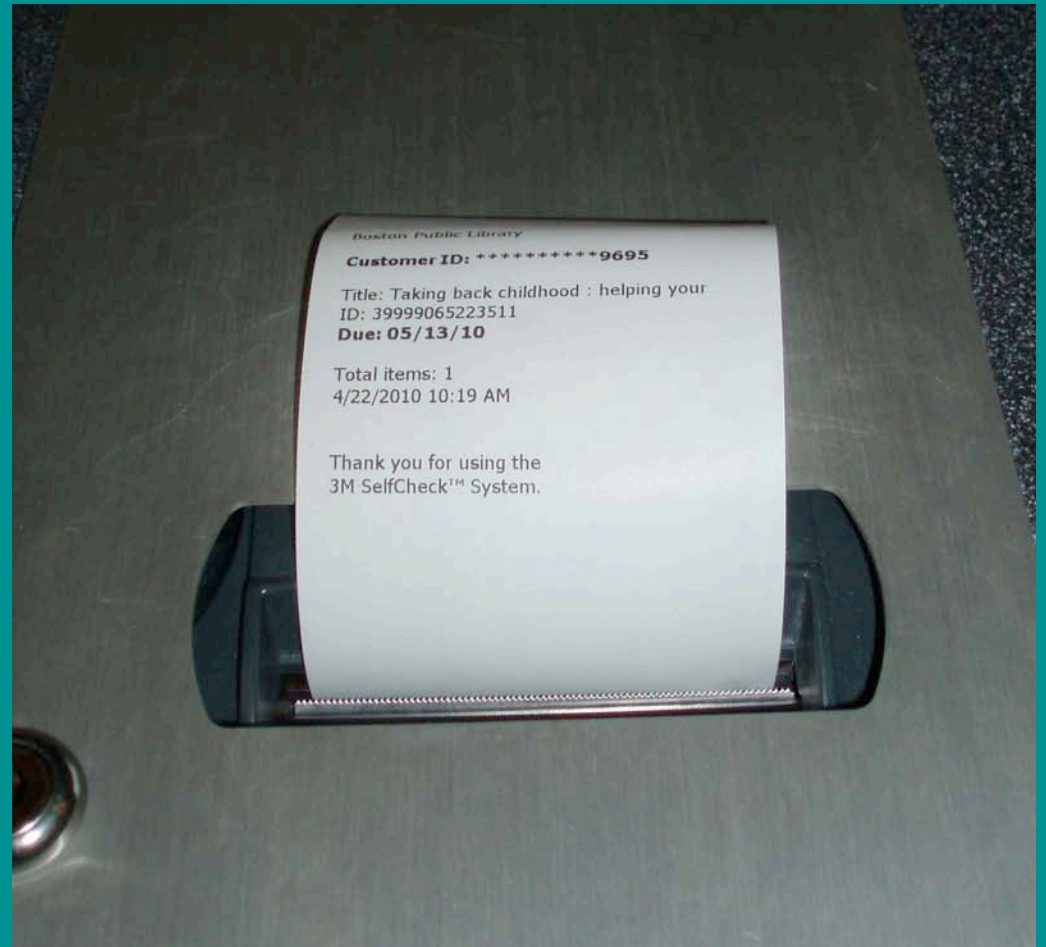
The “Print Receipt” button flashes when patron finishes

Print Receipt
button



Patrons can also
check their accounts

A receipt is printed



Red alerts help explain problems

These might be that the item is a reference book, videotape, on hold for another patron, etc.



Instructions request that patrons speak to a staff member, we have staff at the lobby check out desk.

Patron response has been good
to both the self pick up
and self check out

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