



# Quick Guide: Self-Check/ Kiosk Machine Basics

The Brooklyn Public Library’s Self Check/ Kiosk machine allows users to check-out (borrow) and check-in (return) materials. It also allows users to add money to their account for printing/ copying, pay fines and renew materials.

This quick guide will show you how to navigate this amazing machine and optimize your library experience.

## NAVIGATING THE WELCOME SCREEN

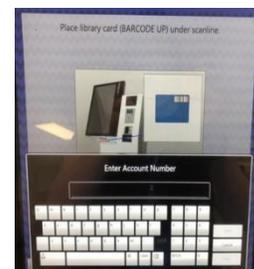


## MANAGING MATERIALS

### CHECKING -OUT (BORROWING) ITEMS

#### BORROWING ITEMS:

1. **CHOOSE CHECK-OUT** scan your library card (*barcode facing up*) under the red line. You can also enter your barcode using the on-screen keyboard.
2. Begin scanning items located at the top of the back of your items (*all barcodes begin with 34444*). Your items will start to be listed as you’re scanning.
3. Once you are finished, press Done. You will then be asked if you would like a receipt or have your receipt emailed to you.



#### CHECK-IN (RETURNING) ITEMS TO RETURN ITEMS:

1. Choose Check-in/Return and begin to scan your items located at the top of the back of your items (all barcodes begin with 34444) under the red line.
2. Once you are finished, press Done. You will be asked if you would like a receipt.



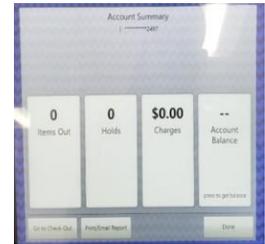


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## RENEWING (EXTENDING THE RETURN DATE) ITEMS

1. Choose Account and scan your card.
2. Press Items Out tab.
3. Check the boxes next to the items you would like to renew.
4. Once you are finished, press Done and select whether you want a receipt.

\*Books can be renewed for another 21 days and DVDs for 7 days



## MANAGING YOUR ACCOUNT



### ADDING MONEY TO YOUR ACCOUNT

1. Select Account
2. Scan Your Library Card / Enter The Number Using The Keypad
3. Select Account Balance
4. Select Reload
5. Select payment method
6. Enter the amount you want to add



### MAKE PAYMENT:

1. Scan/enter your card
2. Enter the amount to would like to pay
3. Select Cash or Credit Card

\*If you are paying with cash, the machine will give you change back

## USING YOUR DEBIT/CREDIT CARD



Keypad  
Screen displays payment instructions.

Credit/Debit Reader

**CONTACTLESS PAYMENT ACCEPTER:**  
You can Tap your card or phone (Apple/Android Pay) instead of inserting

Receipt Printer

**BILL ACCEPTER:**  
Wait for **Green light**, then Insert Bills Here

**COIN ACCEPTER:**  
Wait for **Blue light**, then Insert Coins Here