

Libraries Ni App

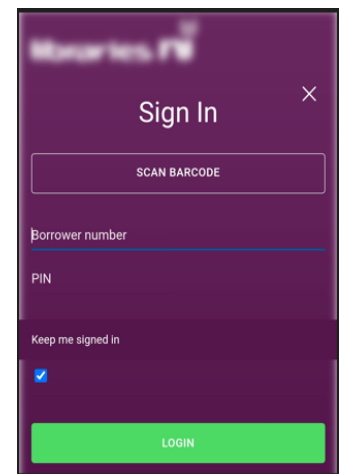
Self - Service

Libraries NI members can now check out and return books using their mobile phone. Access is via the Libraries Ni app, which can be downloaded from the App store (apple devices) or Playstore (android devices).

Download the **LibrariesNI** app.



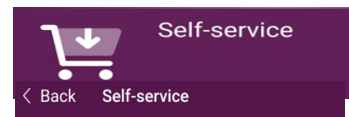
Sign into the App by selecting the 'menu' to the top right of screen and select **Sign In**.



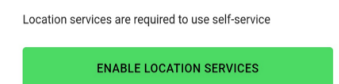
Scan your membership card barcode or enter your **Borrower number**, and **Pin**.

Select **LOGIN**

Scroll down the page to **Self-service** and tap to access. **Note:** This is only accessible when you are a library location.



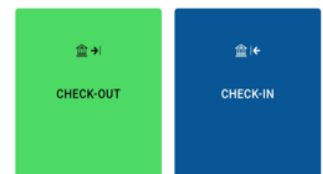
You will be asked to **Enable Location Services** on your device.



From the next screen you will be able to **Check-out** or **Check-in** an item by scanning the RFID tag.



Self service is enabled in this library. You have the following options



If this is your first time using the self-service feature, please ask a staff member for assistance.

The RFID tag is a small white rectangle located inside the front or back cover of the book. It may include pre-printed information about the item.



Check out an Item

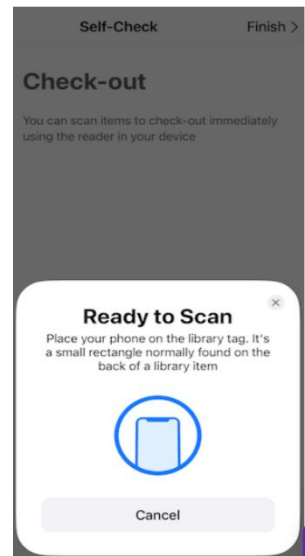
Check-out is not restricted to a designated area in the library.

Select **Check-out** and follow the instructions on screen.

The RFID tag will normally be inside the front cover of a book.

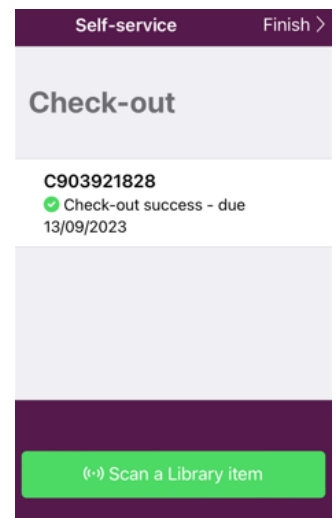
If successful, the item will be checked out and the security on the RFID tag will be disabled.

This is a 2-step process. If removed too soon, you will be directed to place your phone on the RFID tag again until check out is complete.



Once complete the item no. and due date will display.

Additional items can be checked out by selecting **Scan a Library item** and repeating the process above.



Check in an item

Items can be checked in again using the Libraries NI app, when within range of the Bluetooth beacon (designated return area).

The beacon is normally connected to a USB port on one of the staff computers at the customer desk.

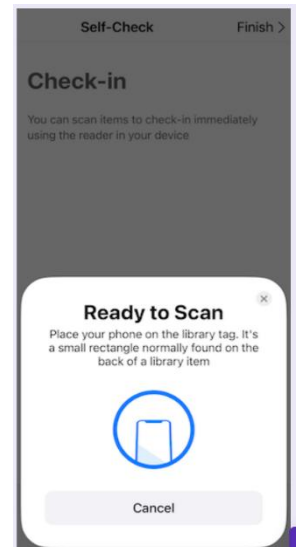
When selecting **Check-in** the system will check if you are in the designated return area.

Select **Check-in** and follow the instructions on screen.

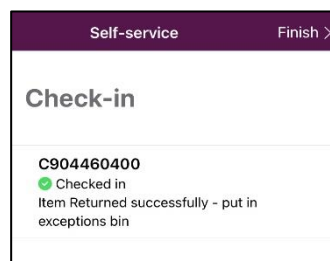
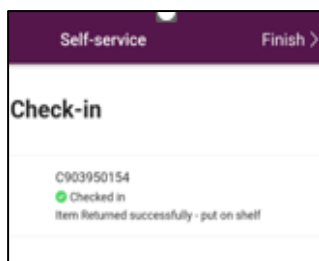
The RFID tag will normally be inside the front or back cover of the book.

If successful, the item will be checked in and the security on the RFID tag will be enabled.

This is a 2-step process. If removed too soon, you will be directed to place your phone on the RFID tag again until check in is complete.



Once **Check-in** has completed a message will display asking customers to place items on shelf, or to place in exceptions bin, if the item is required elsewhere.



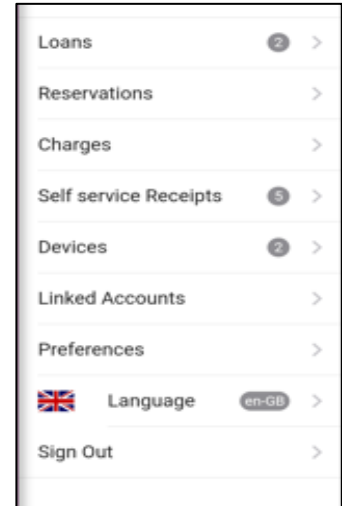
On screen, select **Finish**, or **Scan a Library item** to check in another item.

Self service Receipts

Self service receipts can be viewed when signed into the app.

Select the menu to the top right of the screen.

Select **Self service Receipts**.



Select individual receipts to view details as in example below:

