Checking Out

When you get to the computer to check out your books, the screen should look like this:
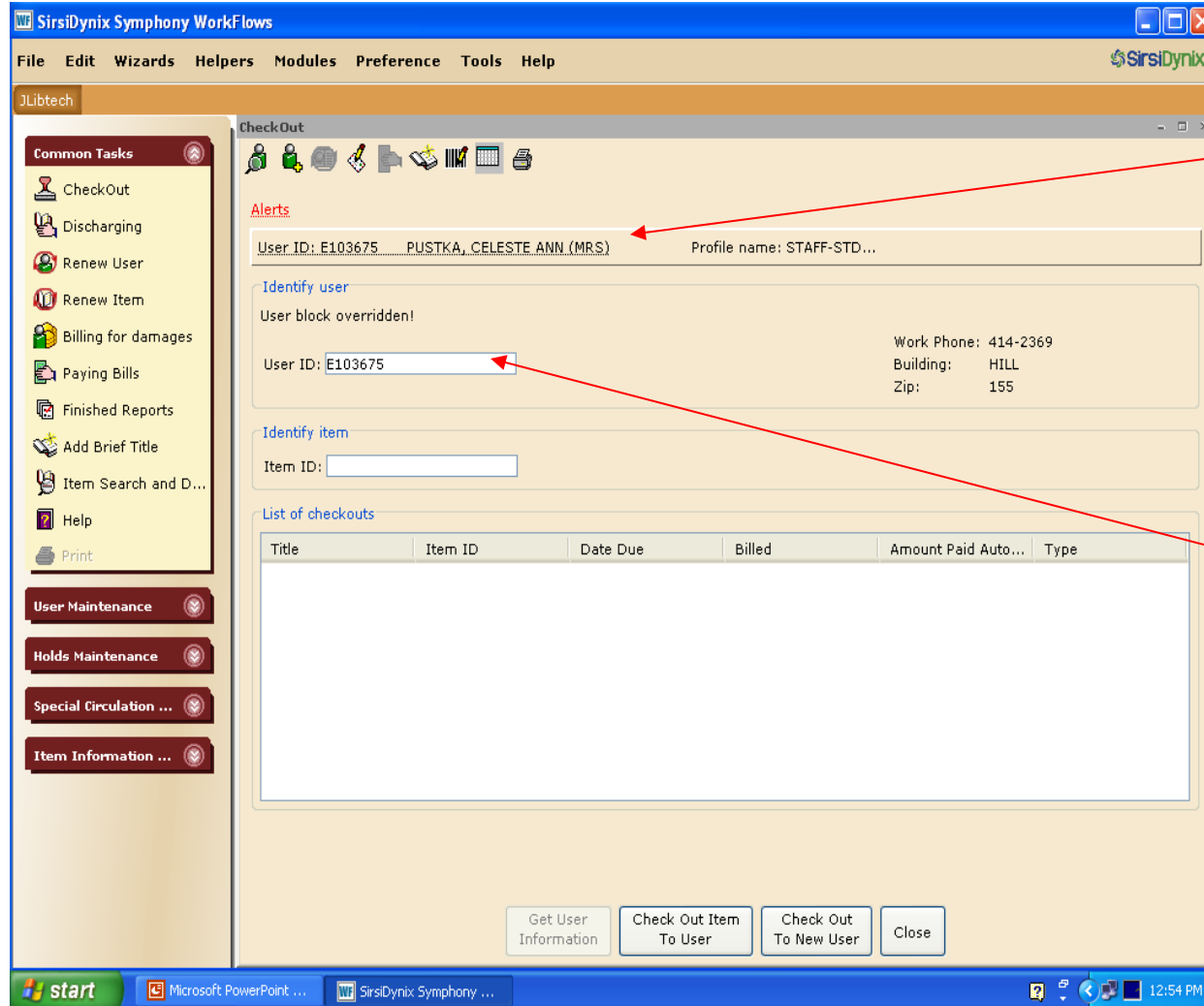
Step #1

Scan your library card to tell the computer who you are!
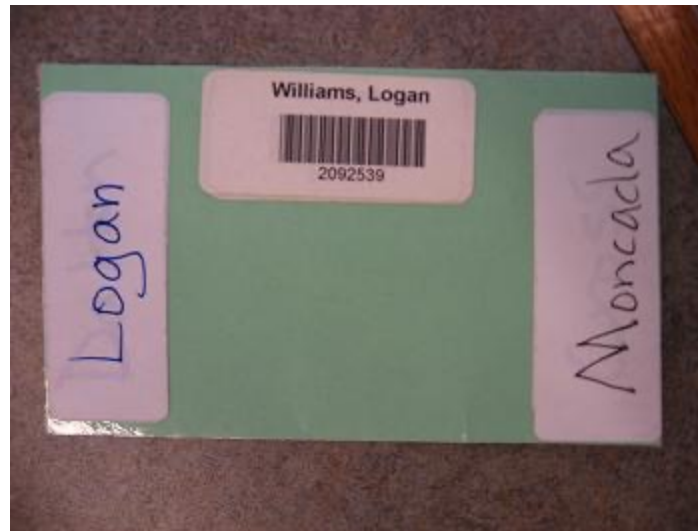
This is how the screen should look!
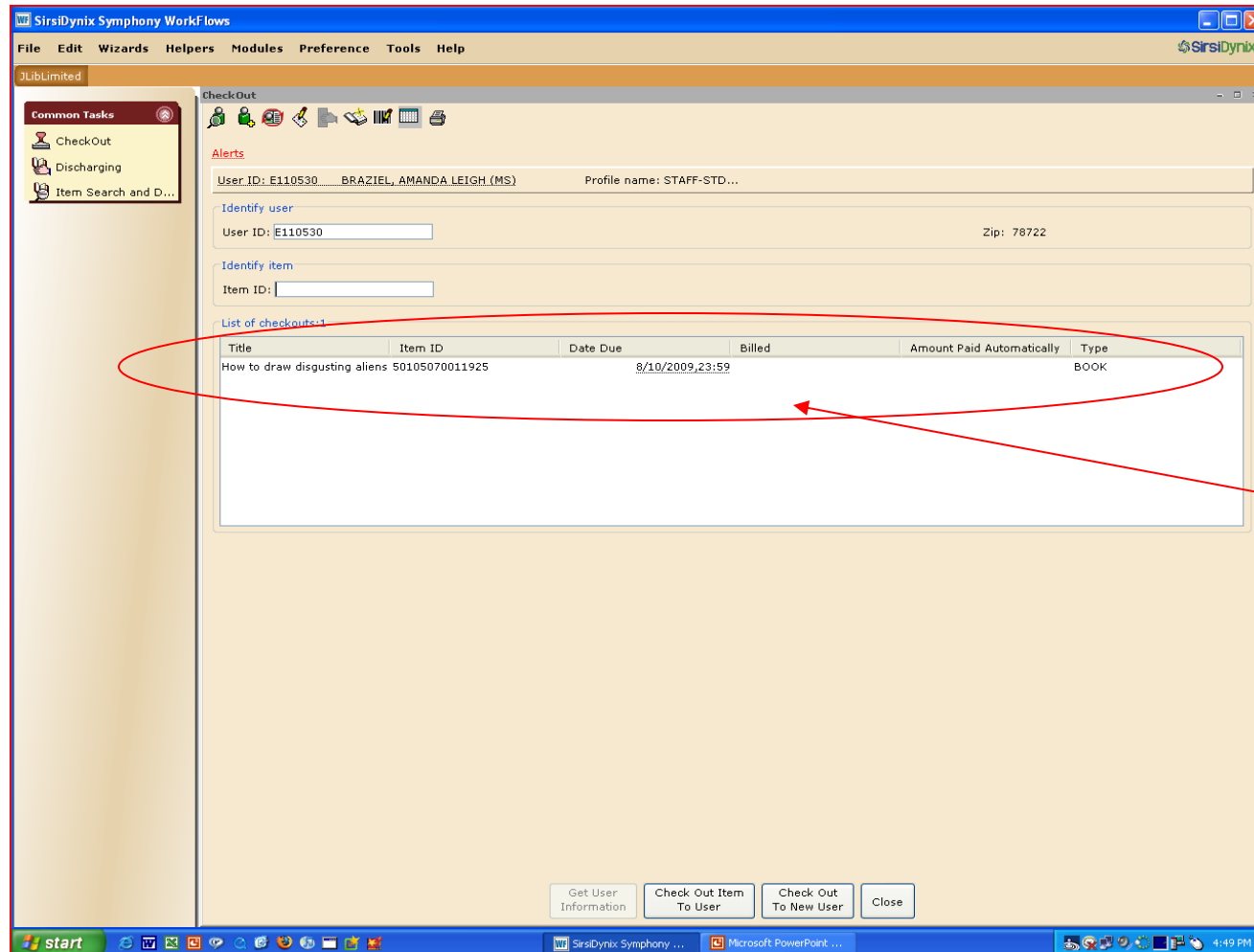

Your name should show up here!

Your ID number should show up here!

Step #2

Scan the Hill barcode on each item to let the computer know what you are taking!
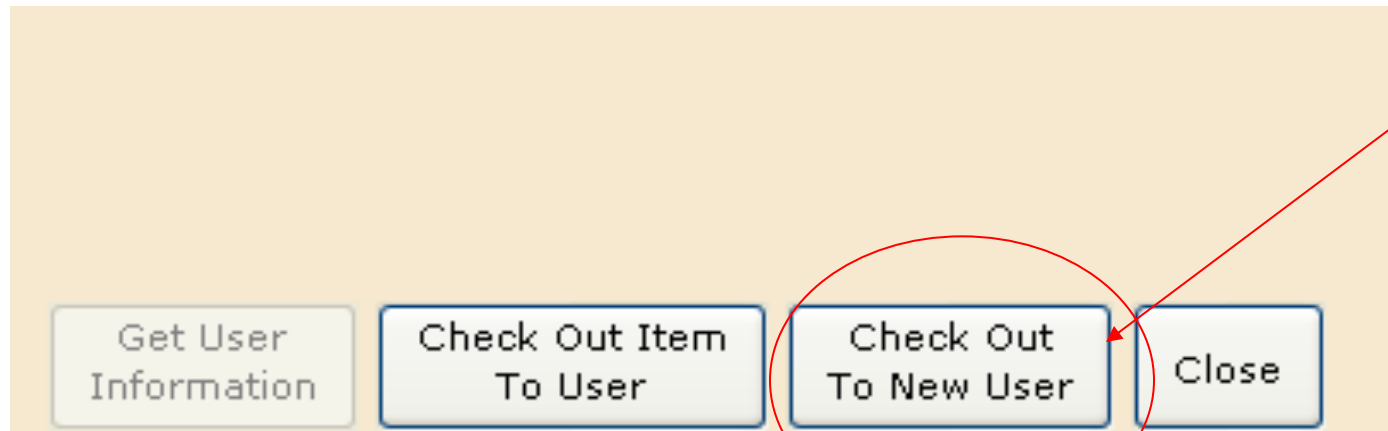
This is how the screen should look!

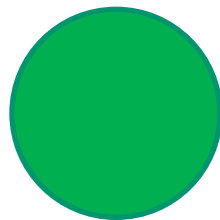Be sure the title of each book shows up here

Step #3

Click on "Check Out to New User"

This is the one!

| Get User Information | Check Out Item To User | Check Out To New User | Close |

Or you can press the →

This is how the screen should look!