

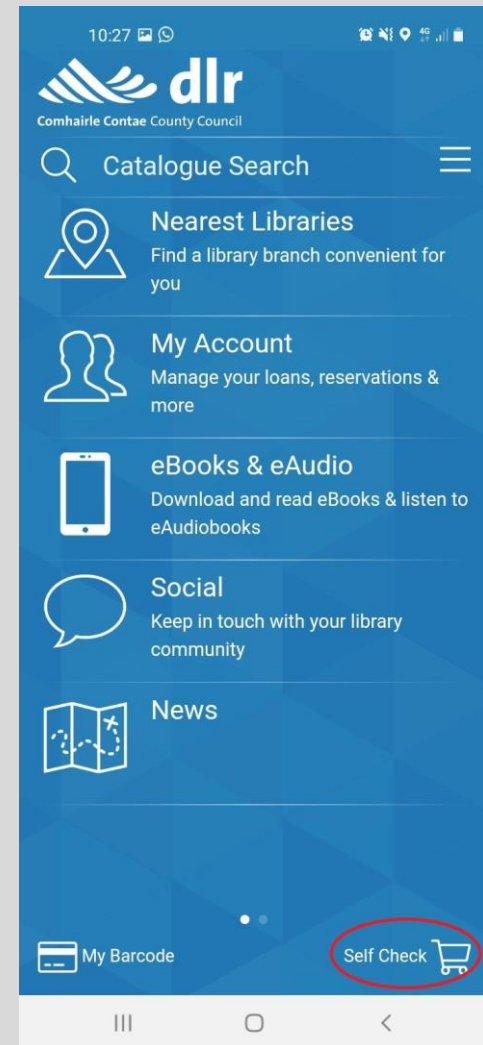
# DLR Libraries app

## Self check feature



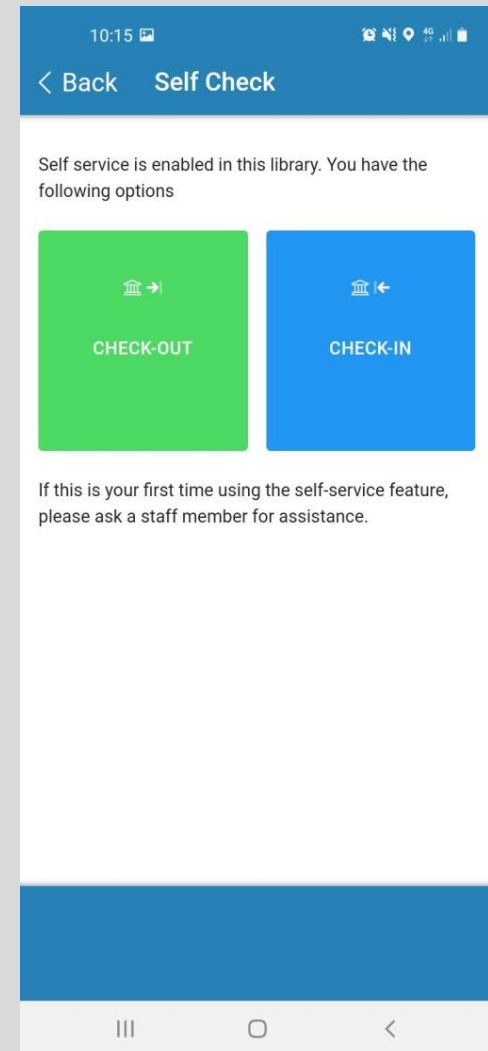
# Self check

- Borrow or return books using your smartphone
- No need to visit the library desk or self-service kiosk



# Self check

- Click the SELF CHECK button in the app
- Next, click on the green CHECK-OUT icon to borrow books



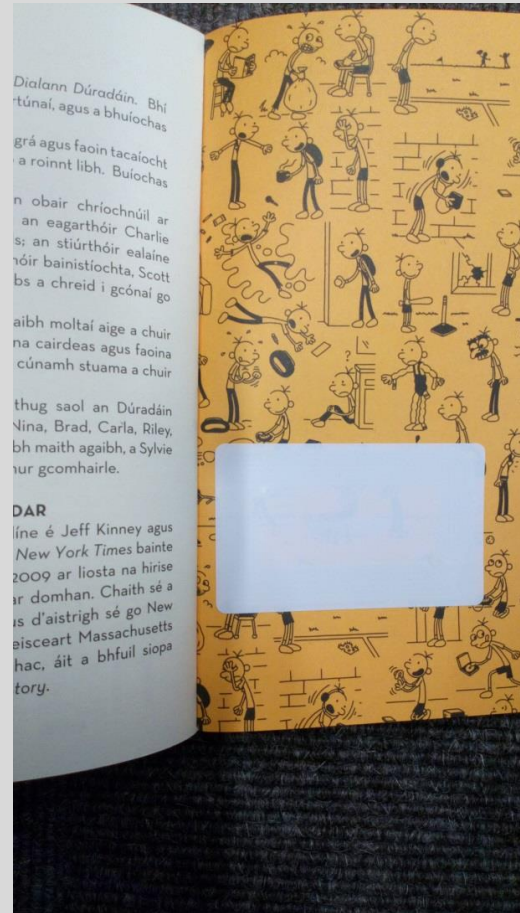
# Self check

- All books have a RFID tag, usually located inside the back cover
- On DVDs and some other items, the tag may be a clear sticker on one of the discs



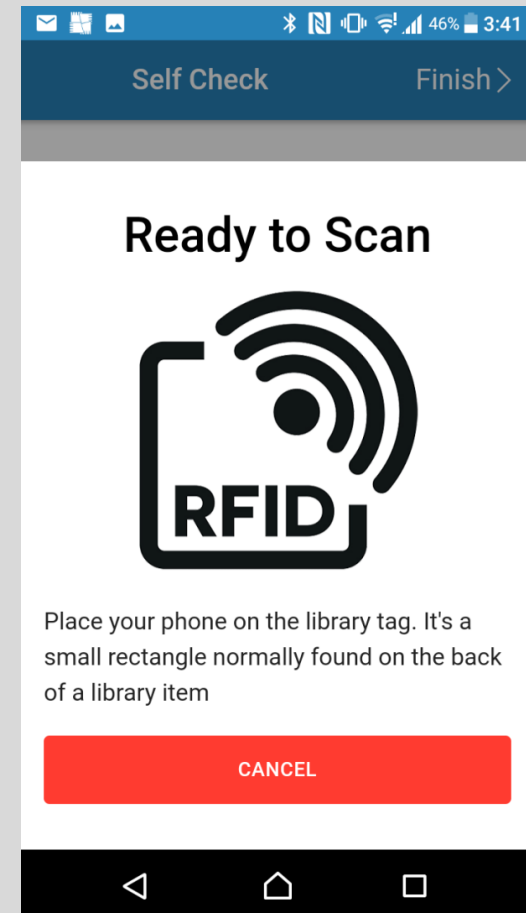
# Self check

The phone uses  
NFC (near field  
communication)  
to read the tag.



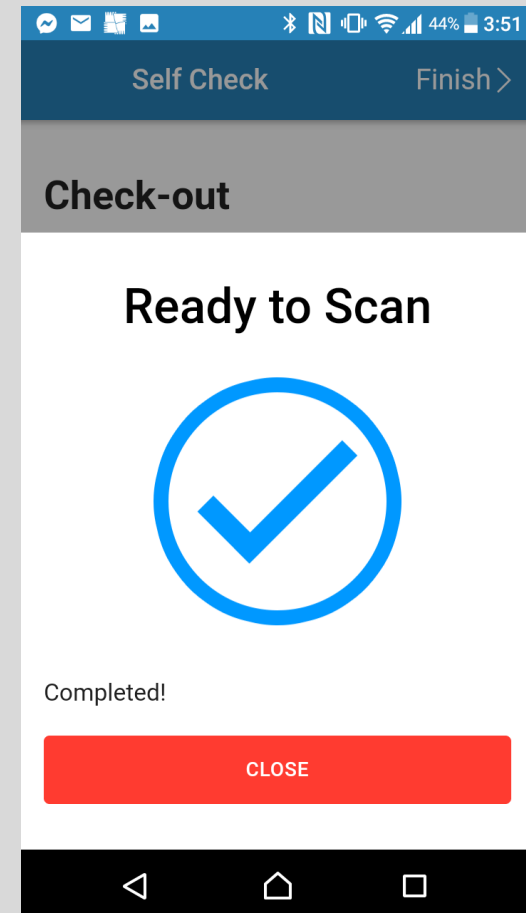
# Self check

- Hold the phone next to the book, as close to the tag as possible
- Most phones can read the tags within 4-5 centimeters



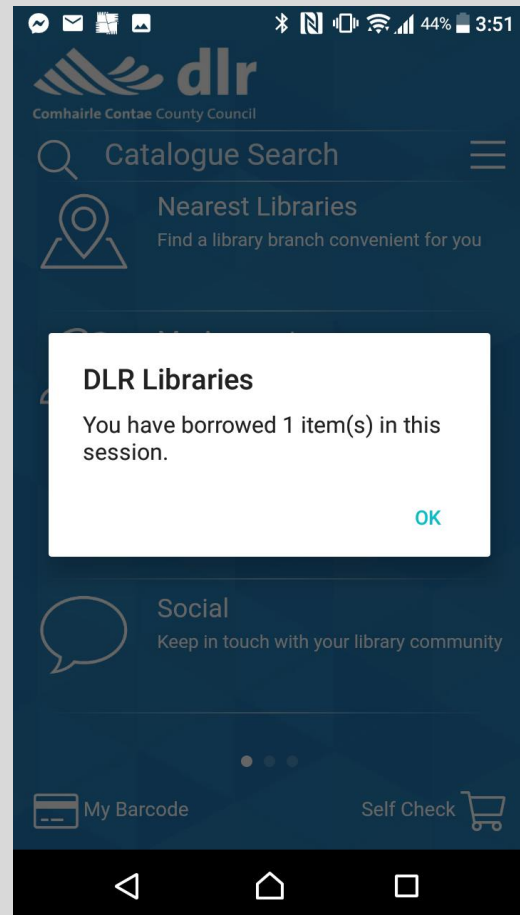
# Self check

- Once it reads the tag, you will get a blue tick mark
- The book is now on your account. Click CLOSE to scan your next item or to finish



# Self check

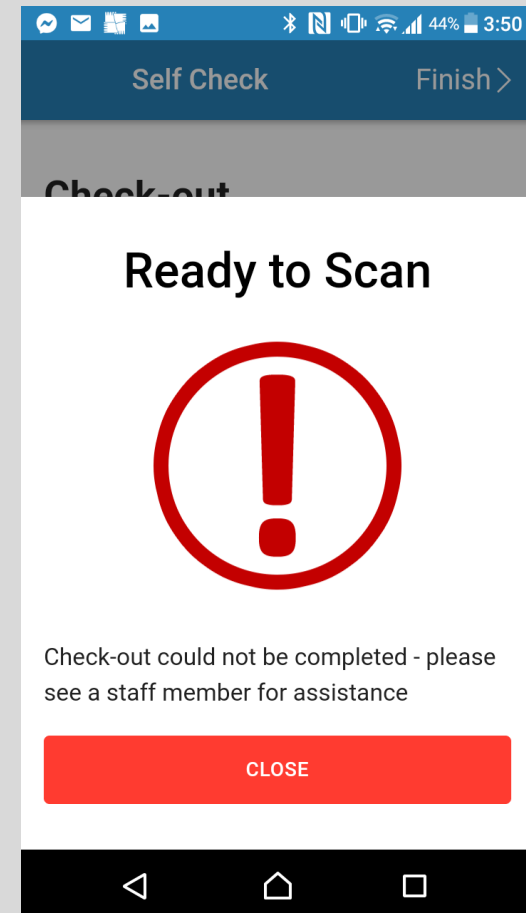
When you click FINISH you will get a confirmation screen showing the number of items borrowed.





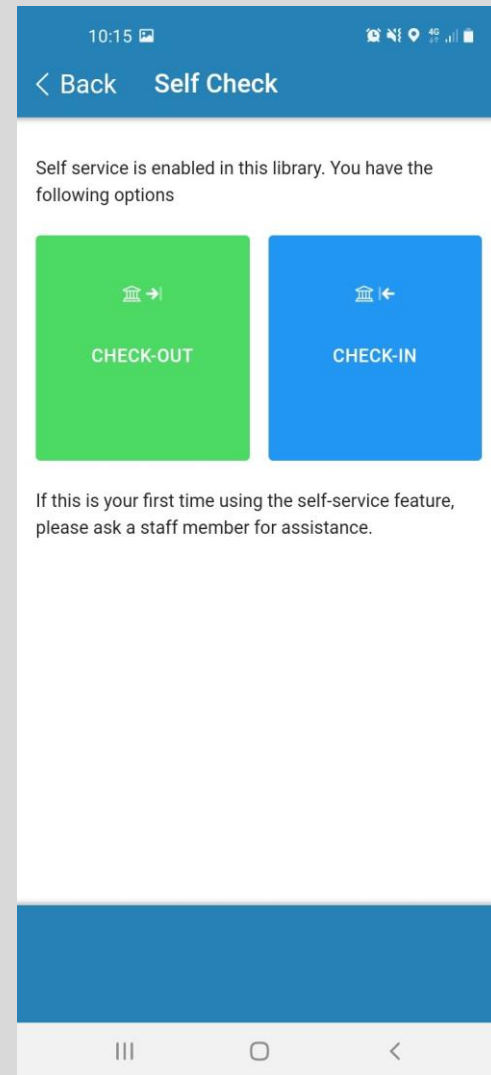
# Self check

If you get an error screen, bring the item to the desk where a member of staff can help.



# Returning books

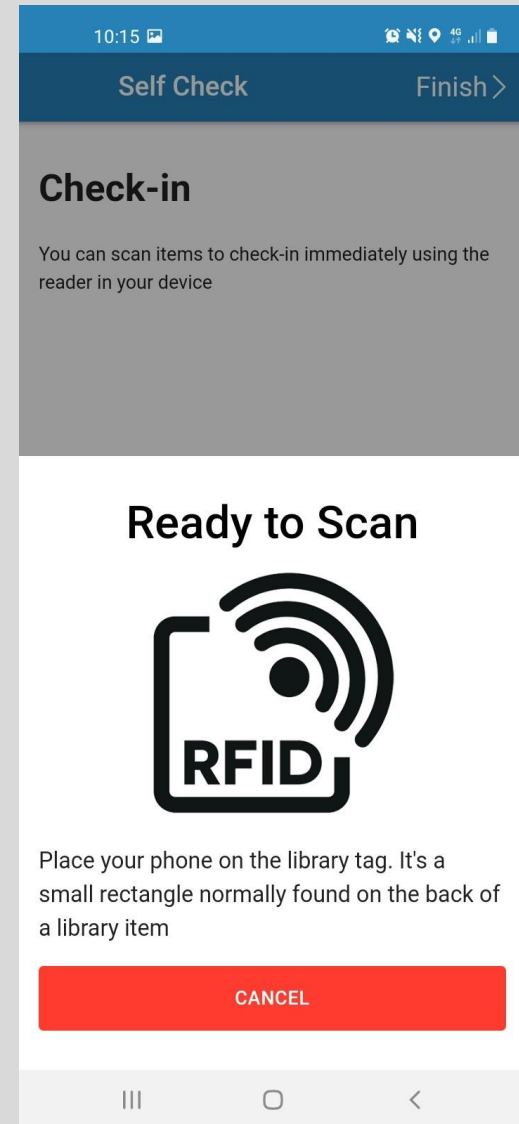
- Each library has a designated check-in zone where you can return books
- Once you are in this zone, open the app and click CHECK-IN



# Returning books

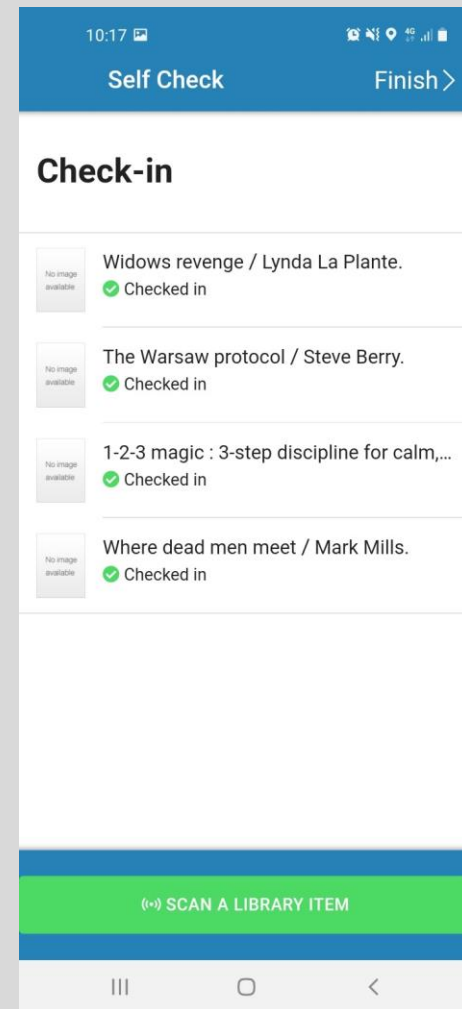
Hold the phone  
next to the book,  
as close to the tag  
as possible

The phone will  
read the tag and  
remove the book  
from your account



# Returning books

Click on SCAN A LIBRARY ITEM to return the next book.



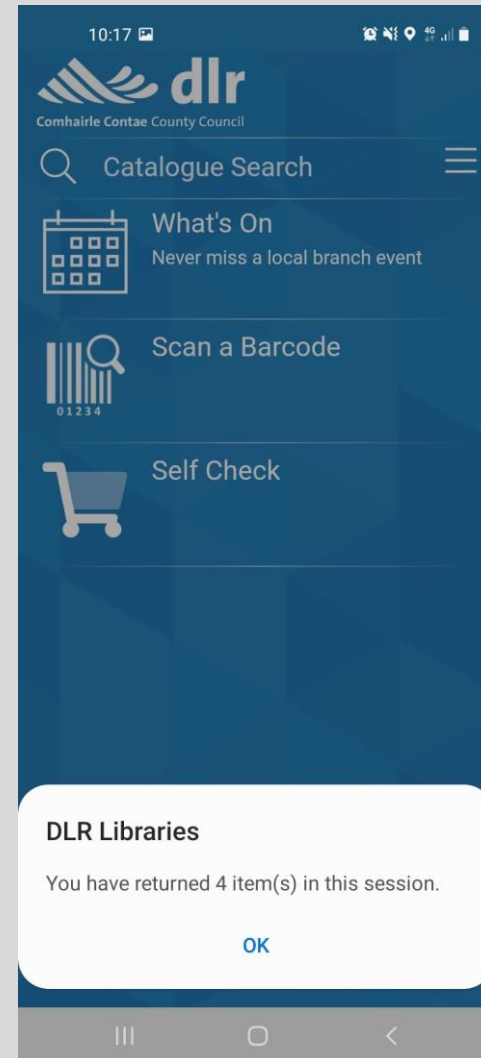
# Returning books

Place the checked-in books in the returns bin/trolley.



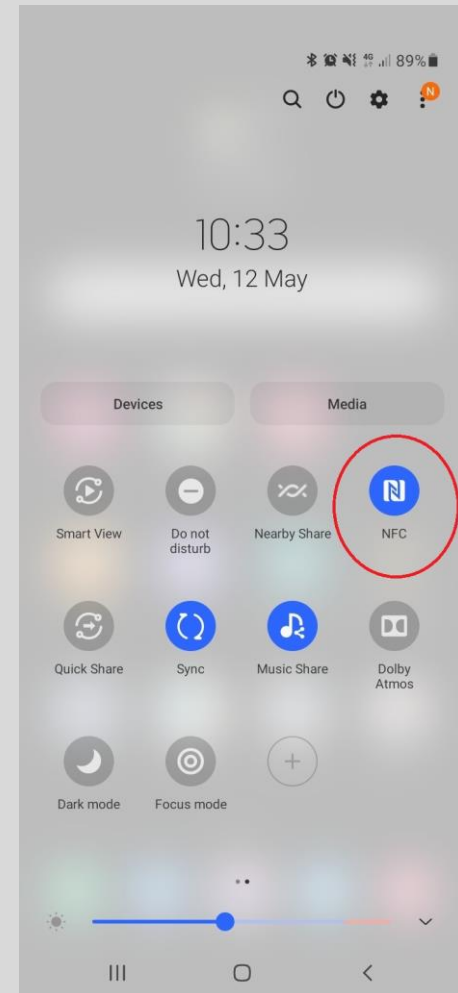
# Returning books

Once all items are returned, click FINISH and you will get a confirmation screen.



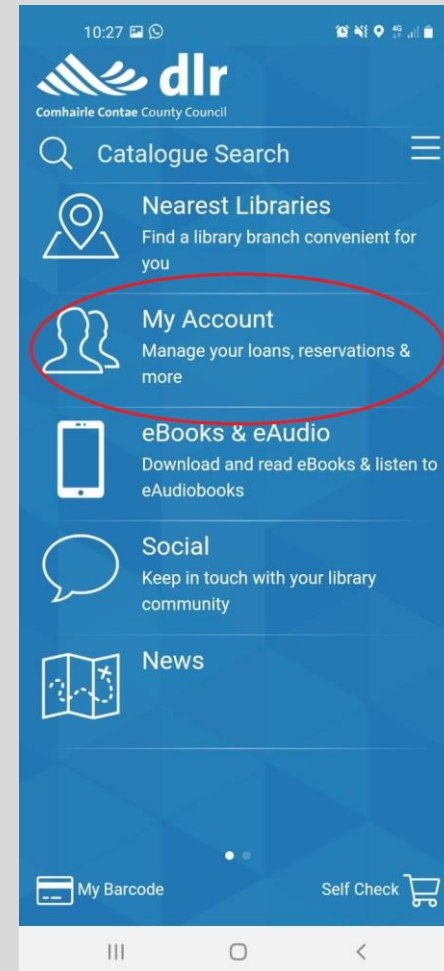
# Troubleshooting

- Location services must be turned on in your phone's settings
- NFC must also be turned on



# Troubleshooting

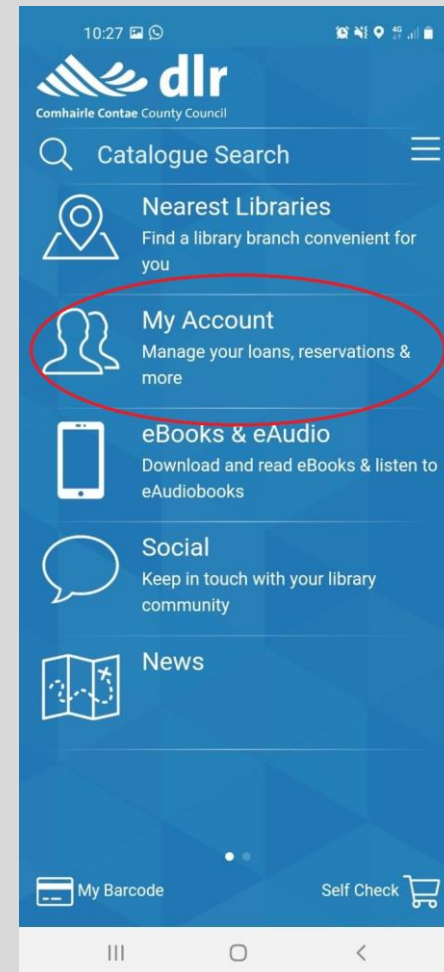
You must be logged into the app with your card number and PIN to use some features.

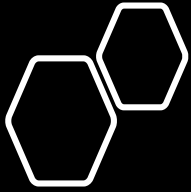




# Troubleshooting

- Must be an NFC-enabled smartphone
- iPhone users must have iOS13 or higher installed





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