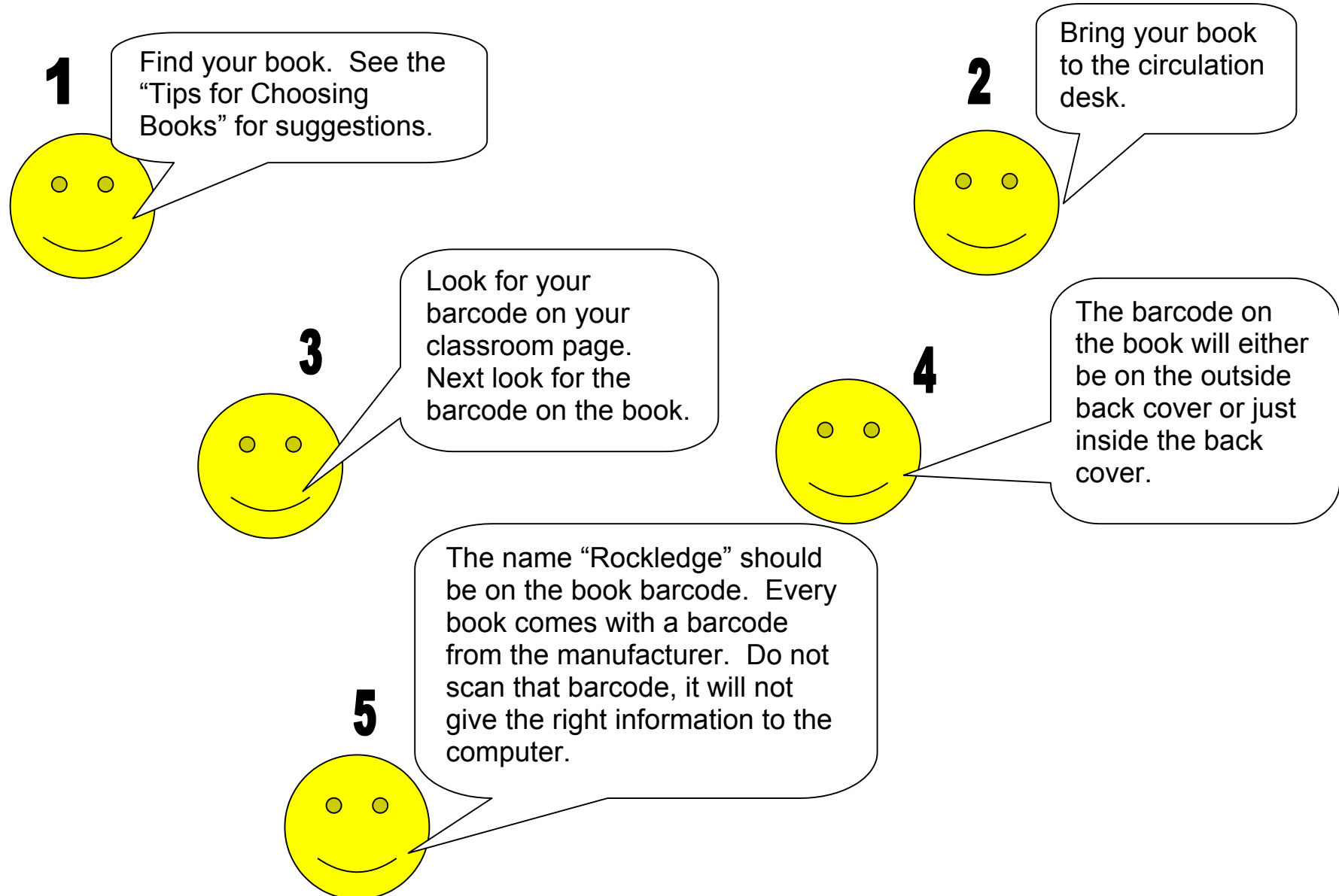


DIRECTIONS FOR CHECKING OUT BOOKS AT THE ROCKLEDGE LIBRARY

Remember, you have a limited amount of time, please use it wisely.

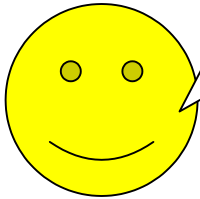


To operate the scanner:

Hold the scanner directly above (close) the barcode. Press the button under the scanner with your index finger.

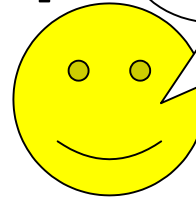
Check the computer screen to see if the information registered on the computer.

6



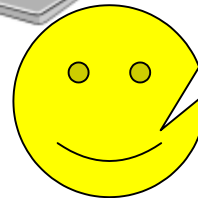
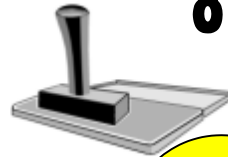
Scan the book barcode and scan your name. When you have checked to see if the information is correct, scan the "Checkout" barcode. This will clear the screen for the next patron.

7



Stamp the due date on the date slip located inside cover of the book

8



Congratulate yourself on doing a great job !!

9

