

## ResourceMate – Checking Books In and Out

### Checking Books Out

- Click on the Check Out icon at the top of the screen.

Wait a minute or two for ResourceMate to enter data.

- Scan the bar code on the Library Card of the Patron. (You may need also to press Enter.)

*The scanner will beep if it scans successfully.*

*The name of the Patron should appear in the Patron line. If not, you may need to search manually: “surname, first name”*

- Find the bar code on the item to be checked out. It should be in the inside back cover of a book.
- Scan the bar code of the item. (You may need also to press Enter.)

*The scanner will beep if it scans successfully.*

*The name of the item should appear in the Resource Type/Item line. If not, you may need to search manually by title.*

- Then click on the button on the left, “Add Item to List”.

*You may add additional items, up to four.*

- Then click “Check Out these Items”

*The patron may keep the items for four weeks.*

### Checking Books In

- Click on the Check In icon at the top of the screen.

*Wait a minute or two for ResourceMate to enter data.*

- Find the bar code on the item to be checked in.
- Scan the bar code of the item. (You may need also to press Enter.)

*The scanner will beep if it scans successfully.*

*The name of the item should appear in the Resource Type/Item line. If not, you may need to search manually by title.*

- Then click on the button on the left, “Add Item to List”.

*You may add additional items.*

- Then click on the button on the left, “Check In These Items”.