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”.