

## How to Manage and Use the Self-Circulation Kiosk

**What is this Kiosk** and how and why should it be used in my library and elsewhere within our facility?

Think of the Kiosk as an assistant or as a portable circulation workstation that allows library patrons and staff the ability to provide certain self-service functions within the library or any location if a Wireless environment exists throughout a facility.

Where to use this option:

The Kiosk can be configured to only Check-in items, or it can be set-up to only Checkout or a combination of all three. Students, Teachers in Classroom, Library staff and Patrons can all take advantage of the Kiosk

Self-Circulation can be used on a:

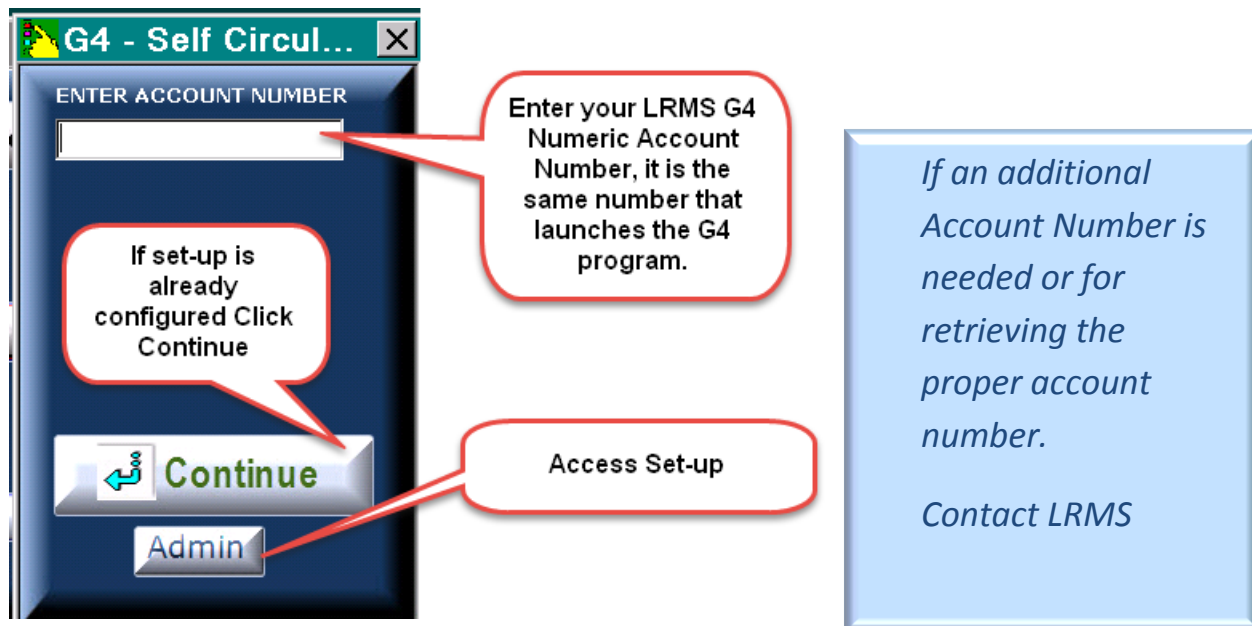
- Library PC Computer – set to Kiosk Mode
- Notebook
- Tablet
- Smart Device

All that is needed is a Remote Desktop Connection for the device. (Contact LRMS Support for additional information at [support@lrms.com](mailto:support@lrms.com) or Call 877.700.5767)





- ✓ This option can be used with any workstation that has a remote desktop connection, this Self Circulation program can be opened during the absence of the librarian, or it can be used for students or patrons and in remote locations for forms of circulation.



## How to use Self-Circulation – Admin/Settings

G4 - Self Circul... X

ENTER ACCOUNT NUMBER  
12345

ENTER USERNAME  
ABC

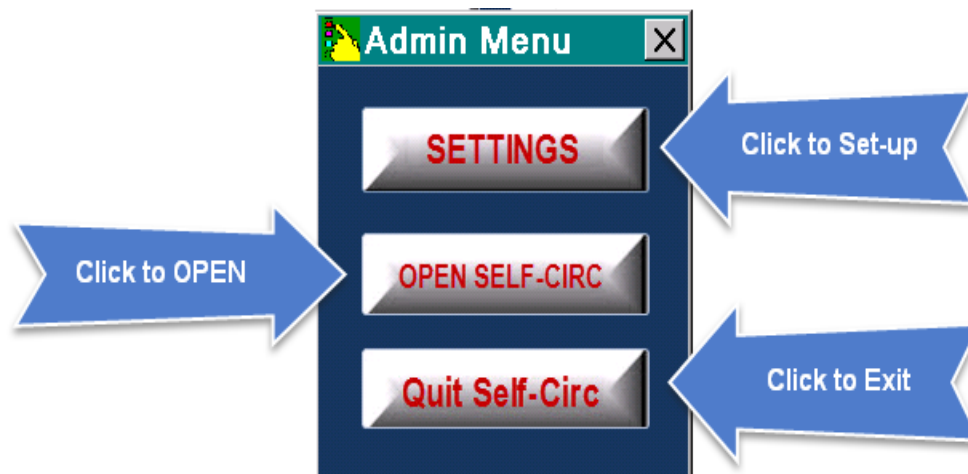
ENTER PASSWORD  
def

Continue

ENTER YOUR  
G4 USERNAME

PASSWORD IS  
CASE SENSITIVE

When the Continue button is clicked the Username and Password request is displayed: these are the same that is used to gain access to the full G4 program.



**Open Settings** – allows the user to setup and configure how the Self-Circulation option will function. This area has a certain amount of flexibility as to how this functions and how the Self-Circulation screen is displayed.

## How to use Self-Circulation – Admin/Settings

Configuring Self-Circulation also known as Easy Circ provides some easy to understand options, because this is primarily used by a Library Patron, we allow certain flexibilities to be used or not used.

**Easy Circ Settings**

**Current User/Session Settings**

- Check-IN**
- Check-OUT**
- Renew**
- Allow User to Override Circulation Limits
- On-Screen Keypad
- Show Exit box on Title Bar

**Global EasyCirc settings**

**Allow Check-OUT when...**

- Overdue Items are Out
- Fines are Owed
- ... totalling less than
- Item is checked-OUT to a different Borrower

**Allow an Item to be Renewed ...**

- based on Check-OUT rules and limits
- Always, up to Max Renewal Count
- Always, Forever

**Online Catalog**

- Show OPAC button  also show URL
- 

**Callouts:**

- Blue arrow:** Select all three or any combination, this is what will appear on the face of the Self-Circulation display for use by a borrower.
- Red circle:** Optional settings, for Kiosk Mode, usually borrowers are not allowed to do Overrides but staff are allowed. Kiosk mode usually will always have an On-Screen Keypad. Show Exit Box is not shown to Borrowers, for staff this is optional.
- Red circle:** This area allows for some flexibility to the user of Self Circulation during Check Out. Checking the box allows the event.
- Blue arrow:** If you want to allow the Self Circulation mode to include access to the Library Catalog, activate Show OPAC button. Displaying the URL by default is turned off.
- Red circle:** Save your settings.

## When Self-Circulation Opens

Self-Circulation will warn of condition that may exist between Borrower ID numbers and Collection Material barcode numbers.

**G4 - Self Circulation 3.1.46**

Buttons: CHECK IN, CHECKOUT, RENEW, View Library Catalog

Scan Activity: 2/23/2016 at 9:01 PM

Scan or Enter:  Continue

Keypad: 1, 2, 3, 4, 5, 6, 7, 8, 9, CLEAR, 0, BACK

**working...**

**Some Libraries may have Borrower ID's and Collection materials with similar barcode holding numbers. G4 Kiosk mode will warn of this condition.**

**Warning: ID re-use between Borrowers and Holdings detected! This will slow performance to avoid doing the wrong thing during circulation**

**When a Borrower ID is entered that is the same as a collection item Barcode ID, Self-Circulation will ask a clarifying question before proceeding.**

## Setting example: Remove Check-in button

**Easy Circ Settings**

**Current User/Session Settings**

- Check-IN
- Check-OUT
- Renew
- Allow User to Override Circulation Limits
- On-Screen Keypad
- Show Exit box on Title Bar

**Global EasyCirc settings**

**Allow Check-OUT when...**

- Overdue Items are Out
- Fines are Owed
  - ... totalling less than  10.00
- Item is checked-OUT to a different Borrower

**Allow an Item to be Renewed ...**

- based on Check-OUT rules and limits
- Always, up to Max Renewal Count
- Always, Forever

**Online Catalog**

- Show OPAC button  also show URL
- http://www.g3online.com/demo/default.asp

Cancel Save

Save any changes made.

## Display example without Check-in button - Start Checkout procedure

G4 - Self Circulation 3.1.46

g3lrms.com

Setting Result eliminated Check-in

CHECKOUT RENEW

View Library Catalog

Enter the Borrower ID

Scan or Enter  Continue

Scan your ID to begin check-out

ready

1 2 3  
4 5 6  
7 8 9  
CLEAR 0 BACK

Scan Activity  
2/23/2016 at 9:32 PM

The Kiosk mode purposely does not have a Borrower ID look-up feature as in a standard Circulation screen. The patron must know their ID number or have an ID card to scan to enter Checkout.

Once the Borrower ID is entered manually press the Continue button or if the ID is scanned in the screen will switch to request the Collection item Barcode ID.

## Self-Circulation switches to "Scan your item to check-out" mode

Enter by the keypad or Scan in the Item Barcode number

Borrower 5767  
Allen Szerlong

Scan your items to check-out

View Library Catalog

Scan Activity  
2/23/2016 at 9:46 PM  
Borrower 5767  
Szerlong, Allen

Scan or Enter [216001731] Continue

1 2 3  
4 5 6  
7 8 9  
CLEAR 0 BACK

ready

The Kiosk mode displays the Borrower information on screen and purposely switches to entering the Barcode ID of the collection item to be Checkout. Enter as many items as allowed and when finished Click the DONE button.

When adding an item using the Ten Key pad will require the use of the Continue button to process this action or when a scanner is used the process is automatic; continue to enter additional items or when entry is complete – Click the **"DONE"** button to process Checkout.

## Transaction when completed – example

Borrower 5767  
Allen Szerlong

Scan your items to check-out

View Library Catalog

Scan Activity  
2/23/2016 at 9:46 PM  
Borrower 5767  
Szerlong, Allen  
OUT: 216001731 Due: 3/8/2016

Item # 216001731  
black room

Scan or Enter Continue

1 2 3  
4 5 6  
7 8 9  
CLEAR 0 BACK

ready

When no other item is to be checked out. Click Done to allow the next Patron Checkout or Renew

The item being checked out will appear here.

This Kiosk mode does not require the use of any keyboard, entry of ID's and material Barcode numbers can be done using this 10-key pad or by scanning these numbers.

## Self-Circulation display overview



### There are many ways to use Self Circulation:

- ✓ Run this option using a portable smart device, tablet or PC
- ✓ Configure it for full circulation with Check-in, Checkout and Renew
- ✓ Configure it for only one circulation function or two functions, create a Check-in station, have Patrons, student or teachers check in their materials for you.
- ✓ Allow this option to work in remote areas, classroom, equipment room, etc.
- ✓ Configure it to display the OPAC or not to Display the OPAC catalog
- ✓ Use it with or without a keyboard, or use only a barcode scanner or a mouse or combination of both.
- ✓ Use a touch screen