

Library System Help Guide

In order to use the self-serve system, you will need to have registered your shop loyalty card with the new system. If you don't have one, they are available in the shop.

Ways to register

- 1) Through the online form on the laptop in the library - there is an icon on the desktop "Library Application Form" - launch this and follow the instructions. Your application will be live in a few working days (and you will receive an email acknowledgement).
- 2) Through the paper based form in the black tray.
- 3) Through the Charity's website
<https://www.trawdenforest.com/library-community-room>
- 4) By contacting our library volunteers
library@trawdenforest.com or via Helen Hodgkinson
07936952620



Borrowing and Returning Books (Checking OUT and IN)

The page to do this should be visible on the library laptop, if not launch or open the Library System from the icon on the home page.

Borrowing (Checking OUT)

Use the handheld scanner to scan your library card (there is a button / trigger on the handle) - your library card number will appear in the box.



Then, again using the scanner, scan the book's barcode (Trawden Forest Barcode) located on the inside front cover of the book.

Repeat this process for multiple books.

Press on Home to back to the check in / check out screen.



Books may be borrowed for up to 4 weeks. You will receive an email if your book is overdue (if you have registered your email address).

Returning (Checking IN)

Use the handheld scanner to scan your books barcode and then place them on the red trolley.