<u>**CONNECTED LIBRARIES**</u>

<u>**HOW TO USE THE LIBRARY LOCKERS**</u>

Library Lockers are located at:

- Cranbourne West Community Hub
- Manna Gum Family and Community Centre
- Orana Community Place

Picking up a hold:

1. Touch the screen to begin
2. Scan your physical or digital library card (via the CL app)
3. A message will appear to let you know that you have hold items available to pick up
4. Tap the green **OK** button to view your holds
5. Press the green **Confirm** button
6. If you'd like to pick up all your holds, go straight to the green **Confirm** button.
7. Each hold item will be placed in separate lockers. Once you have taken the item out, close the locker door and the next locker will open for you to collect
8. When you are done, press the red **Log Out** button
9. Press the blue **Confirm** button to finish

*Please note that on the screen displaying all your available holds, if you select the red X next to the title, you are selecting to leave that item in the locker for now. If you no longer want the item on hold, the best thing to do is to take the item out and then return it through the returns chute.

Returning items:

1. Touch the screen to begin
2. Scan your physical or digital library card (via the CL app)
3. Select the blue **Return** button
4. The Return chute will open for you to return your items
5. Close the Returns door
6. Press the blue **Main Menu** button once you have returned your items
7. Press the red **Log Out** button
8. And press the blue **OK** button to finish