**User Manual**

**Summary of system:** LendIt Book Kiosks is a program that allows students to check out, donate, reserve, return, browse books. This program will notify students of due dates and reservations. Students are allowed to use laker card credentials. Instructions on how to check out a book is provided. Library staff can update catalogs and monthly usage reports.

**Graphical user interface, text, application

Description automatically generated**

If Book is to be donated, login is not required, and user selects Donate Book from main screen. Book is inserted into the kiosk book slot. No receipt is generated.

If user chooses login from the user interface.

User enters email and password to sign into kiosk.

If credentials are found, user is delivered to main screen based on credential role assigned to choose:

**Student:**

**Graphical user interface

Description automatically generated**

If student role: Browse Books, Return Book

If Browse Books chosen, options are delivered to user to either search by book title or by author

**Graphical user interface, text

Description automatically generated**

Once information has been entered, list of books based on criteria is returned for user to then choose Borrow Book, Pay Fine, Reserve Book.

If user chooses Borrow Book, system will check to see if there are any outstanding fines to be paid, if so, user will be delivered to Pay Fine screen to approve fine to be charged to user’s account. If book is successfully borrowed, an email will be scheduled to send to user 2 hours before the book is due back to the kiosk.

If book is not available for borrow, user will be alerted to choose Reserve Book button on screen to Reserve Book and email will be sent to user when a copy of their book choice is back in stock in the kiosk.

If Return Book chosen, student will scan book for return and add book to the kiosk book slot. An email receipt will be sent to the student’s email address.

**Employee:**

If employee role: Update Catalog, Generate Reports

If Update Catalog is chosen, options are delivered to user to either Load Books or Shuffle Books

If Load Books is chosen, employee scans empty book slot and then book to assign book to slot and book is added to the catalog.

If Shuffles Books is chosen, employee scans book slot and then book to unassign book from current slot, then employee scans new empty book slot and then book to assign book to new slot and book is updated to new slot in the catalog.

If Book is to be removed from the catalog, the employee chooses Shuffles Books and scans book slot and then book to unassign book from current slot removing book from catalog.

If Generate Reports is chosen, employee selects report option to run, report is generated and emailed to employee’s email address.