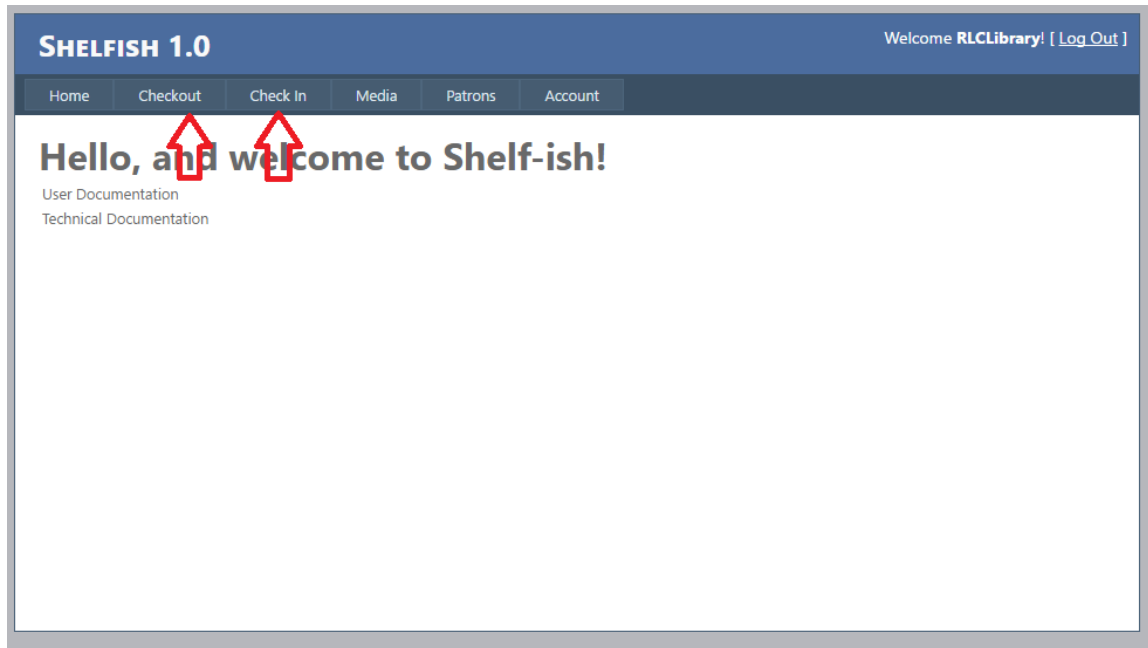


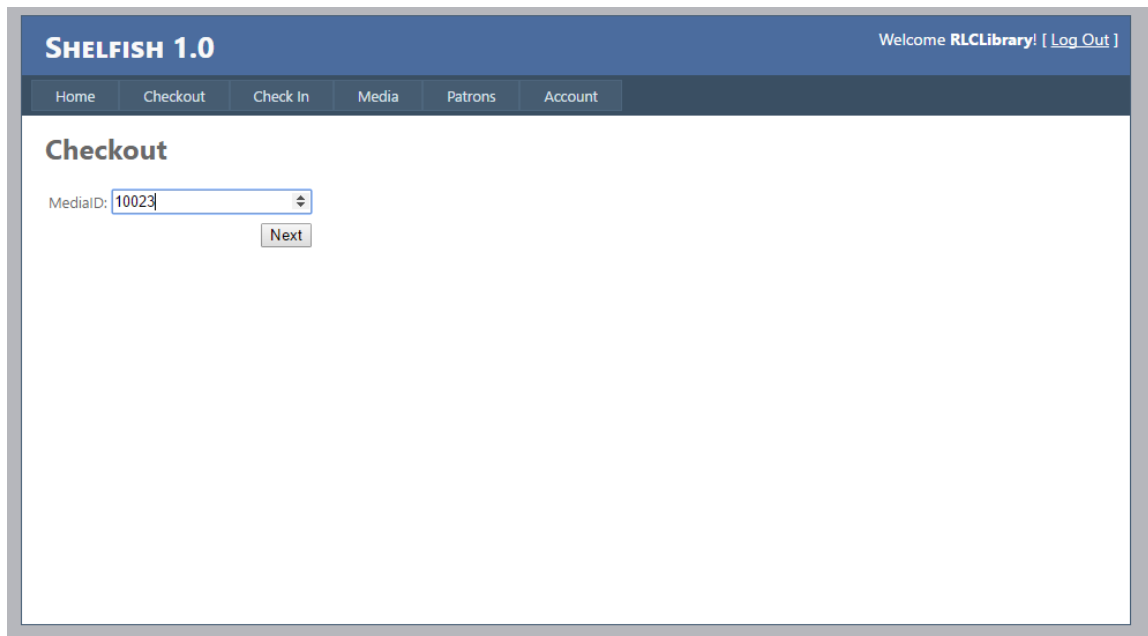
Checkout and Checkin

The procedure for checking out and checking in media is almost identical, so follow along and you will learn to do both.

1. From the home page, click either the Checkout or CheckIn button.



2. Scan or type the MediaID into the textbox, then click Next.



3. Scan or type the patron's card number into the textbox that appears, then click Finish.

The screenshot shows the 'SHELFISH 1.0' interface. At the top right, it says 'Welcome RLCLibrary! [Log Out]'. Below this is a navigation bar with links: Home, Checkout, Check In, Media, Patrons, and Account. The 'Checkout' section is active. It contains a 'MedialID:' field with the value '10023' and a 'Library Card:' field with an empty input box. A 'Finish' button is located below the input box.

4. If you were checking an item out, a report will display the details of the item, allowing you to print a receipt. If you were checking an item in, text will appear to show how much the patron owes in late fees, if any.

The screenshot shows the 'SHELFISH 1.0' interface with the 'Checkout Results' section. At the top right, it says 'Welcome RLCLibrary! [Log Out]'. Below this is a navigation bar with links: Home, Checkout, Check In, Media, Patrons, and Account. The 'Checkout Results' section is active. It features a search bar with '1' entered, and a 'Find | Next' button. Below the search bar, the title 'The Hitchhiker's Guide to the Galaxy' is displayed. The description reads: 'Seconds before the Earth is demolished to make way for a galactic freeway, Arthur Dent is plucked off the planet by his friend Ford Prefect, a researcher for the revised edition of The Hitchhiker's Guide to the Galaxy who, for the last fifteen years, has been posing as an out-of-work actor.' The due date is '12/12/2016 12:00:00 AM' and the renewals remaining is '3'.