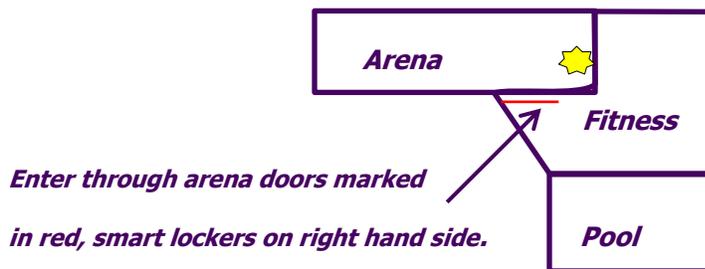


Airdrie Public Library-Genesis Place

Please Note: Genesis staff are not able to open the lockers. Contact the library during open hours for assistance at 403 948 0600. The library is unable to open lockers from the library but will resolve issues within 24 hours.

Location: We are located near the Fitness Entrance Doors. The lockers are immediately to your right after going through the sliding doors at the arena entrance.



To collect reserved items

Press the ***collect items*** button on the Welcome Screen. This will display the patron login screen.

You can login by scanning your library barcode: Place the patron ID card into the opening beneath the touchscreen. The opening will display a green dot when the barcode scanner is active. Or you can manually enter your library barcode by pressing the keyboard button. Enter the library barcode using the numbers on the keyboard and press OK.

If the library barcode provided is invalid, you will be prompted to try again. If you are still unable to open the locker please contact the library.

After a successful login, you will be taken to the collection screen, where you will also see your Account Information summary.

Your reserved items are listed by locker number and accompanied by a small icon to display the item type i.e. Book, Blu-ray, CD, DVD.

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Airdrie Public Library-Genesis Place

You have the option to ***open selected lockers, open all lockers or cancel the collection.***

Open Selected Lockers allows you to decide which lockers you wish to open. If you have multiple lockers, you may wish to take items from a selection of lockers now, and return for the other reserved items later. To open selected lockers: Press any title listed under the required locker number. All the items listed under that locker number will now become selected, and will be highlighted.

If required, you can select multiple lockers to open. Once all desired lockers have been selected, press the ***Open Selected*** option. The number of individual items selected for collection is displayed in the grey row, located near the bottom of the screen. The selected lockers will open. Ensure that all items are removed from the locker, and close the locker door. The ***Finish*** screen will be displayed, detailing which items have been collected. Press Finish to proceed. The transaction is now complete. You cannot select individual items to collect. Once a locker is selected, and opened, all items assigned to the locker will be checked out to you, and all must be collected. Pressing ***Open All Lockers*** simply opens all the lockers assigned to the patron at the same time. Again, it is important that you collect all the reserved items, from all their assigned lockers. Selecting ***Cancel*** stops the collection process, and returns you to the Home screen.

Receipt

Whenever you successfully collect your reserved items, smartlocker™ will automatically print off a receipt detailing the titles of the items collected, the locker number that each item was assigned to and the due date for each individual item.

Returns

Press the ***Return Items*** button on the Welcome Screen. You will be prompted to enter your log in details, either by scanning your library barcode, or manually entering the library barcode number using the keyboard. Selecting cancel will return you to the Welcome Screen.

Once a valid membership number has been entered, the touchscreen will direct you to put your items in to the bin. The slot labelled ***"RETURNS"*** will unlock. You should then push (push hard) the returning items through the letter box slot on the returns bin. Once you have finished returning your items, you should press ***Finish*** securing the returns slot.

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