Open the Lending Library

To check items in using the Lending Library, you must first open the Lending Library System. Double click on the Lending Library icon on the right side of your screen, and the Lending Library main window will open.
Click on the **Enter Barcode** button near the bottom of the screen. A little window will open which will ask for the item's barcode. Using the scanner to the right of the computer, scan the barcode of the returned item. Once the barcode is scanned, the main Lending Library window will return, and the title
Now that the item the patron wants to return has been selected, it is time to check it in. Over on the left side of the screen, select **Check In**. Now that the item has been checked in you can refer to the item information at the bottom of the screen. This information will tell you when the item was due and
whether the item was late.

**NOTE:** If the patron has brought back more than one item, you will have to select **Check In** for each individual item after it has been scanned. You cannot scan one thing right after the other and then select **Check In** for all items. The Check In button will only check in the one item that is selected.