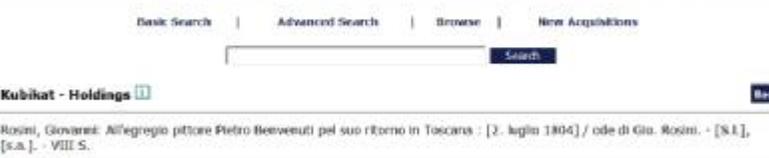


Location of books in the OPAC - How to find books that are already checked-out?



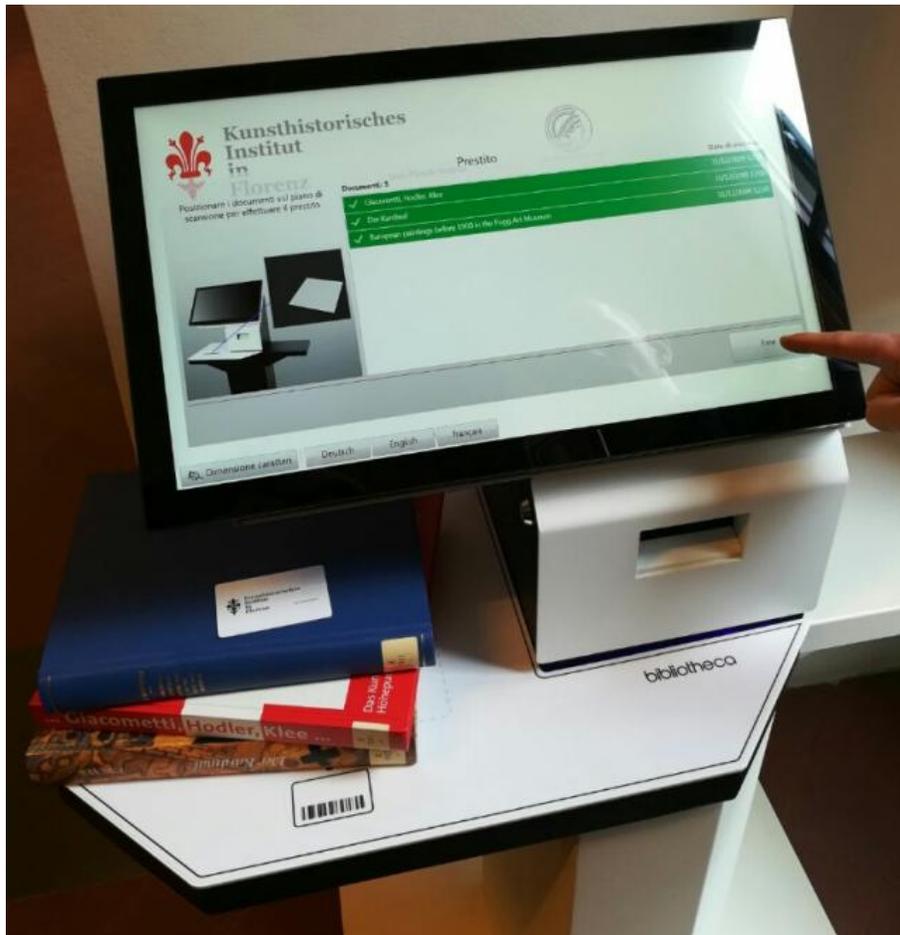
Information about the new self-check-out system for reserving books



The self-check system allows all library users to locate books that are on internal loan quickly and easily. The rules for reserving books at the KHI remain unchanged and may be found in the pamphlet titled *User Information*.

How does the self-check-out system work?

There are 8 self-check devices in total in the KHI library, as well as one in the Fotothek. To use the self-check system please go to a self-check device and follow the instructions on the display. Please put your books – no more than three at a time – with a RFID card on the marked surface of the self-check device. The books will then be automatically entered into the self-check system and a confirmation receipt will print. Self-check system receipts should be attached to all books that are checked-out to library users.



Where can I get a RFID card?

Internal scholars of the KHI will get their own RFID card at the beginning of their stay at the KHI.

External scholars should use the RFID card that corresponds to the reading room that they will be using. Each reading room has its own RFID card.

After using the self-check system, please remember to return RFID cards to their designated locations.



G001-G312: Via Giusti 44
Z101-Z104: Casa Zuccari
Ph03-Ph15: Photothek

How do you return books?

All recorded titles must still be returned on one's own. The RFID card is not required for returning books. To return a book, click the button „Check-out“ and place your books – no more than three at a time – on the marked surface of the self-check device. After this procedure the books should be placed on the book carts in their respective sections.