Information about the self-checkout system for reserving books

The self-checkout system allows all library users to locate reserved books quickly and easily. The rules for reserving books at the KHI remain unchanged and may be found in the "User Information" leaflet.

How does the self-checkout system work?

There are 8 self-checkout stations in the KHI library, as well as one in the Photo Library. To reserve books please go to a self-checkout station and follow the instructions on the screen. Place the books – no more than three at a time – with a RFID card on the marked surface. The books will be automatically entered into the self-checkout system. Print out the receipt and leave it with the books.

How do I get a RFID card?

Researchers working at the Institute will get their own RFID card at the beginning of their stay at the KHI.

External researchers should use the RFID card that corresponds to the reading room 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.

RFID cards in the KHI-Buildings:

G001-G312: Via Giusti 44

Z101-Z104: Casa Zuccari

Ph03-Ph15: Photo Library

How do I return reserved books?

As before, you must return all reserved books on your own. The RFID card is not required for returning books. To return a book, click the button „Check-out" and place the books – no more than three at a time – on the marked surface of the self-checkout station. After this procedure the books should be placed on the book carts in their respective sections.

Book Location in the OPAC –
How do I find books that have already been reserved?

Das von Ihnen gesuchte Buch ist derzeit vorgemerkt, steht aber zur Konsultation bereit im Raum

The book you are looking for is currently reserved. However, you can find it in room

Il libro cercato è attualmente prenotato ma è consultabile nella stanza

G005

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