



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?

The screenshot shows the Kubikat search interface. At the top, the logo 'kubikat' is on the left, and the institutional affiliations (Florenz, München, Paris, Rom) are on the right. A navigation bar contains links for 'My kubikat', 'Preferences', 'End Session', 'Contact', 'About us', and 'Help'. Below this is a secondary navigation bar with 'Search', 'Results List', 'Previous Searches', 'My e-Shelf', and language options (DE, EN, FR, IT). The main search area includes 'Basic Search', 'Advanced Search', 'Browse', and 'New Acquisitions' tabs, followed by a search input field and a 'Search' button. Below the search bar are options for 'Save/Mail', 'Add to My e-shelf', 'View selected', 'Refine', and 'Print preview'.

Results for Basic Search= la grande madre

Records 1 - 12 of 12

The screenshot shows a table of search results. The table has columns for 'Author', 'Title', 'Year', and 'Shelfmark'. The first result is for Gioni, Massimiliano, 'La Grande Madre : donne, maternità e potere nell'arte e nella cultura visiva, 1900 - 2015'. The shelfmark is 'BHR: KatE-MIL 365-2015/46'. A mouse cursor is pointing at the shelfmark.

Author	Title	Year	Shelfmark
Gioni, Massimiliano	La Grande Madre : donne, maternità e potere nell'arte e nella cultura visiva, 1900 - 2015 ; [Palazzo Reale, Milano, 26 agosto - 15 novembre 2015], Milano : Skira, 2015	2015	BHR: KatE-MIL 365-2015/46 BZI: Kat.Ausst. Milano 2015/6 KHI: Z 2494 (202) I Format: 28 cm



The screenshot shows the 'Kubikat - Holdings' page. It features the same navigation and search interface as the previous screenshot. Below the search bar, there are tabs for 'Basic Search', 'Advanced Search', 'Browse', and 'New Acquisitions'. The main content area shows the title 'Gioni, Massimiliano: La Grande Madre : donne, maternità e potere nell'arte e nella cultura visiva, 1900 - 2015 ; [Palazzo Reale, Milano, 26 agosto - 15 novembre 2015] / una mostra a cura di Massimiliano Gioni, 2015. - 395 S. - 978-88-572-2956-0'. Below the title are dropdown menus for 'Select year' (All) and 'Select volume' (All), and a 'Select sublibrary' dropdown (KHI). A 'Go' button is next to the sublibrary dropdown. Below this is a table with columns for 'Library', 'Location', 'Call No.', 'Barcode', 'Item status', and 'Note'. The first row shows 'KHI', 'Open stacks', 'Z 2494 (202) I Format: 28 cm', '1970266-10', and 'On loan'. A mouse cursor is pointing at the 'On loan' status.



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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