

Linguistics Departmental Library

Patron Guide

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About

In order to better serve the users of the Linguistics Library (located at 3607 South Hall), an Integrated Library System (ILS) was implemented. An open source solution called “Koha” was used to provide the following services:

- Open Public Access Catalog
- Catalog & Circulation System
- Self-Check Out Kiosk

Library patrons may access the public catalog from any internet connected computer <http://library.linguistics.ucsb.edu>
The Linguistics Departmental Library’s Integrated Library System project was completed Spring 2010.

Policy

Checkout

Affiliated Linguistics persons are allowed to check out materials from the library for a suggested period of 2 weeks. All checkouts must be made through the self-checkout system at the Kiosk (directions to follow in this document)

Responsibility

The library is run in a semi-autonomous fashion:

Patrons - responsible for checking out materials at the “kiosk” and returning books to the “book return”

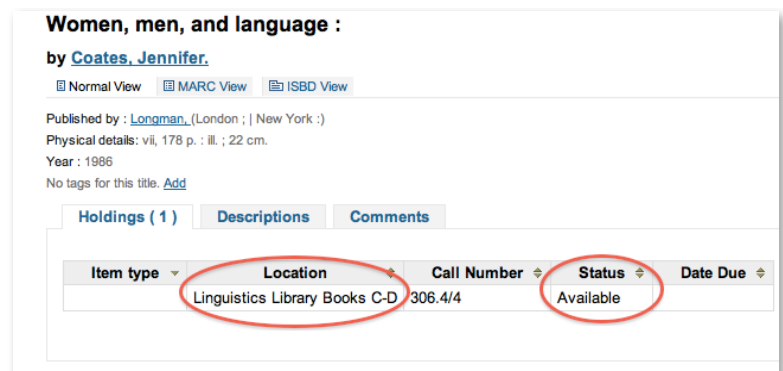
Librarian - responsible for check-in of books and re-shelving

Note: Patrons should not attempt to check in or re-shelf books themselves. Our integrated library system will need to receive record of receiving the book back so that the status of the book will be represented accurately.

Online Catalog Search

Search Instructions

1. Visit <http://library.linguistics.ucsb.edu> on your web browser (preferably Mozilla Firefox)
2. Use the Search bar and “Go” button on the page to search for a book in the catalog
3. In the search results, you may view more information about a book by clicking on the item name (if only one result is found, that information will be displayed already)
 - 3.1. The “Holdings” section will inform you which “Location” you may find the book (namely, the book shelf) and any “Status” (availability based on whether the item is currently checked out) See example screenshot.



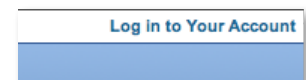
Additional Features

The online catalog also allows users to login to their personal accounts to view their checkouts and reading history. You may login to your account at any time by clicking “Log in to your Account” in the upper-right corner of the interface.

The default login details are below:

Username: lastname

Password: yourIDCardNumber (Refer to your University ID Card, below barcode, for this)



Note: your ID card number should be all numbers and no spaces, dashes, or other symbols should be included

After logging in to your account you will have the option to change your password. On the tab list to the left choose “change my password”. Enter your default password and your new password and click “submit changes”. A secure password contains at least one upper-case letter or symbol and number.

Patron Self Check Out @ Kiosk

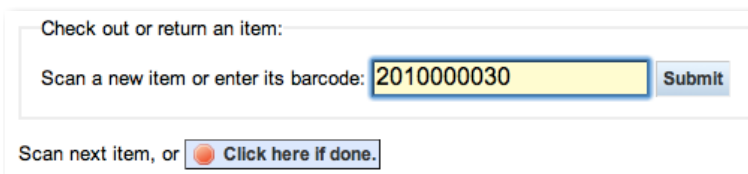
Check Outs are facilitated through the Check Out System Kiosk. The kiosk is the computer inside the library. A barcode scanner is also provided for convenient scanning of University ID Cards and Book Barcodes.

Kiosk Instructions

1. On the desktop click the link marked "Click [here](#) to access Check-Out Screen" on the kiosk machine
2. Upon prompted for Login, Enter
 - 2.1. Username: kiosk
Password: kiosk (the password should auto-enter)
3. The following screen should read "Please enter your card number"
 - 3.1. **If Grad student or Faculty Member:** Scan University ID Card Barcode (the barcode located on your Campus ID/Access card)
 - 3.2. **If Guest or Visiting Scholar:** Use the guest check-out card (the barcode is on the surface of the table)

NOTE: When using the barcode scanner, scanning a barcode auto-enters so there is no need to click the "Submit"

4. To **check-out/check-in** a book, scan the barcode (usually located in the bottom right-hand corner on the back of the book) This will check the book out to you



Check out or return an item:

Scan a new item or enter its barcode:

Scan next item, or

- 4.1. The book will then appear below as checked out to you

Check out or return an item:

Scan a new item or enter its barcode:

Scan next item, or

Issues for [redacted] (1 total)

Title	Call No.	Due	Renew
Explanations in the study of child language development / Atkinson, Martin. (201000030)	401/.9	2011-05-30	Not renewable

- 4.2. If the book is already checked-out, you will see this screen. Please put any books that need to be checked back in at the Book Return

Item cannot be checked out.

Sorry, This item cannot be checked out at this station.

5. When finished click "Click here if done" to exit. Please close all browser windows before leaving the Kiosk

Check out or return an item:

Scan a new item or enter its barcode:

Scan next item, or

Issues for [redacted] (1 total)

Title
Explanations in the study of child language develo (201000030)

6. Please return all materials to the Book Return when you are finished with them