

Library Self-Checkout System

Although the library is open whenever the office is open, that does not necessarily mean the librarian will be present. Because of this, we have a self-checkout system.



If you are checking out a book:

Fill out your personal information on one of these slips at the library front desk.

CBI Sovnick Library: Self Check-out card	
Name:	Phone #:
Email:	Today's date:
Book's Bar Code:	Book Title:

Please leave this in the plastic box at the front counter. Books are due in three weeks. If you have questions, contact librarian@bnals.com

Then, open the front cover of the book to find the Sosnick Library barcode on the very first page. (**Note: This is not the thirteen digit barcode on the back cover of the book. It is also not the numbers on the spine of the book.**) Feel free to omit the zeroes at the beginning of the barcode.



This barcode would be written 8922.

Then place the slip in the indicated box and enjoy the book!

If you are checking out a DVD:

Follow all the steps as indicated to check out a book. Then, take the case into the office and the office staff can show you the cabinet where the DVDs are kept. The DVDs are in alphabetical order by title. The general DVDs are on the left, DVDs for the children's room are on the right.