

Specialty Checkouts

Quick Guide

From Your Library,
Step-by-Step

Check out laptops, projectors, WiFi,
telescopes, and more!



What You Need to Know Before Making a Reservation

- You must have a current email address to make a reservation.
- The minimum amount of time from now until you can pick up an available item is 4 days. The maximum amount of time a reservation can be made in advance is 90 days.
- You may have 2 active Events/Reservations at a time. You may make up to 12 reservations per year.
- To pick up your item, you must be at least 18 years of age, and have less than \$7.50 in fines on your library account. You can only check out items if you have a 'resident'-type library card.
- Your checkout time will be a maximum of 7 days from your reservation pickup date. **There are no renewals or extensions.**
- Your item hold will expire 48 hours after your reserved pickup time. If the hold expires, this is considered an abandoned hold and after 3 abandoned holds, you will be suspended from using SCO services for 3-months.
- Items must be checked in at the service desk. Please do not place these items in the book drop or it will be counted as failing to return the item to the service desk. If items are not returned to the service desk 3 times, you will be suspended from using SCO services for 3-months.
- If you return an item 7 days late 3 times, you will be suspended from using SCO services for 3-months.
- If you wish to reserve 2 items in one reservation, the same pickup time, date and location will be applied to all items in that reservation. Otherwise, you can place a separate reservation for each item.
- Laptops come with a Mobile Internet Hotspot. If you have a laptop reservation and a Mobile Internet Hotspot reservation at the same time, your Mobile Internet Hotspot reservation will be cancelled.
- **The person making the reservation must be the one picking up the item. They must present a valid Photo ID when picking up the item.** Anyone can return the item at the desk.

Visit mylibrary.us/specialtycheckouts/
Scroll down to the item type you want to reserve
Select your location

Reserve a laptop! Select Your Pickup Location

Branch Libraries	Member Libraries
Carbon Valley Regional Library	Eaton Library
Centennial Park Library	Fort Lupton Public School and Library
Erie Community Library	Glenn A. Jones, M.D. Memorial Library (Johnstown)
Farr Regional Library	Hudson Public Library
Lincoln Park Library	Nantes Library (No Saturday Pickups Available)
Riverside Library and Cultural Center	Northern Plains Public Library (Aur)
	Platteville Public Library (No Saturday Pickups Available)

Select an available (green) start date and time.

Wednesday, September 13 – Tuesday, September 19, 2017

Monday, September 18, 2017

7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm 12am 1am 2am 3am

Available Your Booking Unavailable/Padding

Below this, you will see some drop down options to change the date and time.

Select a time and click **Add to Cart & Checkout**

Available Your Booking Unavailable/Padding

Delight Bin

From: 10:00am Monday, September 18, 2017

To: 10:00am Wednesday, September 20, 2017

You will now be prompted to log in with your library card and PIN (PIN is usually the last four digits of your phone number).

If you can't remember your PIN, call us or reset it online.

High Plains Library District Specialty Checkouts Login

Please enter your Library Card Number and PIN below.

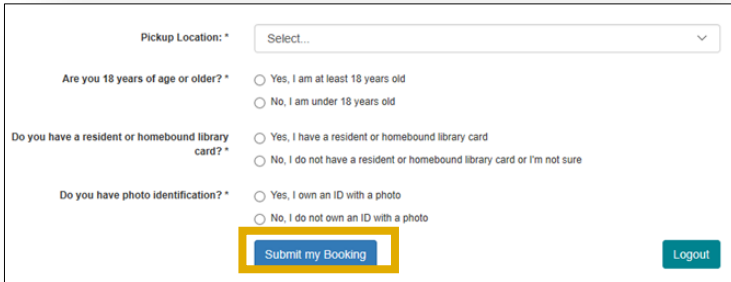
Library Card Number

PIN

Cookies must be enabled
Browser Support: Chrome, Firefox, Safari, IE+

Copyright 2007-2017 Springshare, LLC. All rights reserved. | Springshare privacy policy

Next, select the location where you wish to pick up your item, and answer a few questions.



The screenshot shows a web form with the following elements:

- Pickup Location: *** A dropdown menu with the text "Select..." and a downward arrow.
- Are you 18 years of age or older? *** Two radio button options:
 - Yes, I am at least 18 years old
 - No, I am under 18 years old
- Do you have a resident or homebound library card? *** Two radio button options:
 - Yes, I have a resident or homebound library card
 - No, I do not have a resident or homebound library card or I'm not sure
- Do you have photo identification? *** Two radio button options:
 - Yes, I own an ID with a photo
 - No, I do not own an ID with a photo
- At the bottom, there are two buttons: a blue button labeled "Submit my Booking" which is highlighted with a yellow rectangle, and a teal button labeled "Logout".

Click **Submit my Booking** and your order will be complete.

That's it! You will see a booking confirmation message. It will also be emailed to you.

Canceling a Booking

To cancel a booking, use the **"To Cancel this Reservation"** link in your confirmation email. Reservations cannot be edited, but they can be cancelled.

Things to Remember

Your item hold will expire 48 hours after your pickup time. So if your pickup time is 10am Monday, your hold will expire at 9:59 am on Wednesday. You must pick it up by this time.

Your checkout time will be a maximum of 7 days from your reservation pickup date.

If you have any questions or need to speak with a human, call us at 1-888-861-7323.