

## IFLS Lend-Items Instruction Sheet

(updated July 2022)

ALSO SEE IFLS Instructional Tutorial (7.5 minutes):

<https://vimeo.com/732596183>

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### Setting Up Your Account

First, make sure you sign up for an account by [filling out this form](#).

Next, check your email for an email from "*Libraries Win Lend Items Team*"

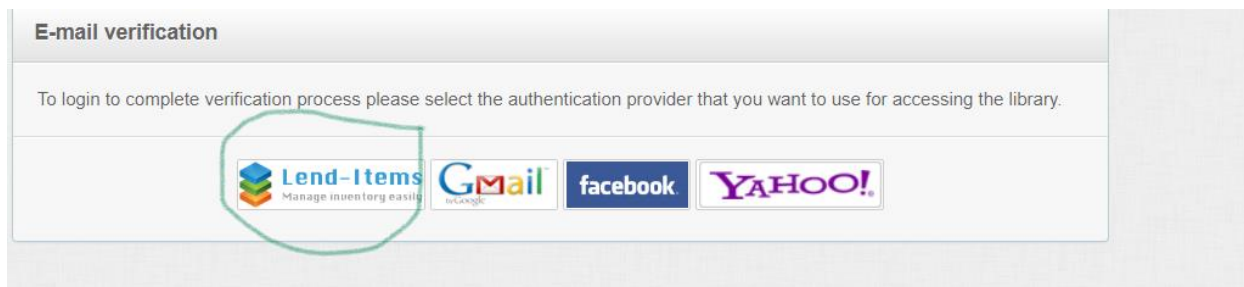
- Check your junk mail if you don't see it!
- Follow the Link (or copy and paste)
- Here's what it looks like:

You have been invited to become a member of Libraries Win, a library owned by Joshua Klingbeil.

But first we need to complete your registration. Please verify that you received this email by clicking this link:

<https://lend-items.appspot.com/confirm?hd=name@emailaccount.org&confirmString=1659883215584&library=aXQuZGlyZWN0b3Jfd3Zscy5vcmc=>

You will be taken to a screen that shows four options for authentication: Lend-Items, Gmail, Facebook, or Yahoo. IFLS recommends selecting Lend-Items:

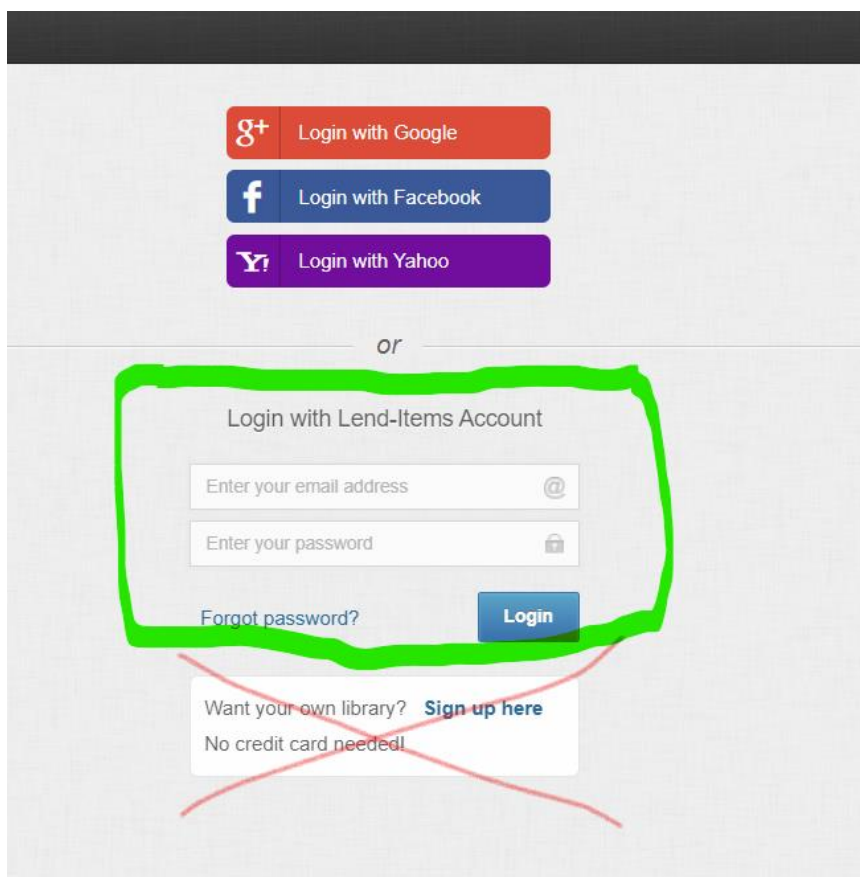


Once you select that, you'll be prompted to choose a password. **Keep track of your password** (though there is a way to recover it if you lose it!)

You'll be taken directly to the Libraries Win Lend-Items Library.

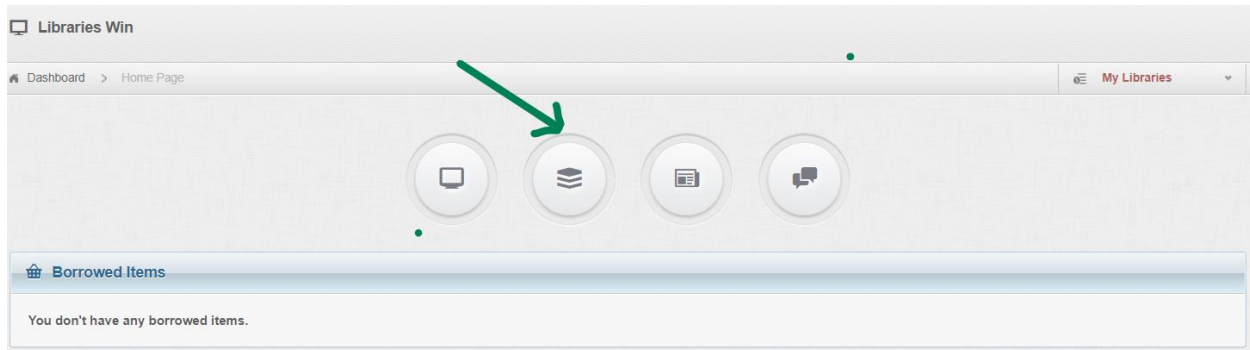
## Signing into Your Account

To sign into your account, go to : <https://lend-items.appspot.com/> to sign in. You will choose "Log in with Lend-Items Account." Be sure **not** to set up your own library, as it will cause problems in the future.

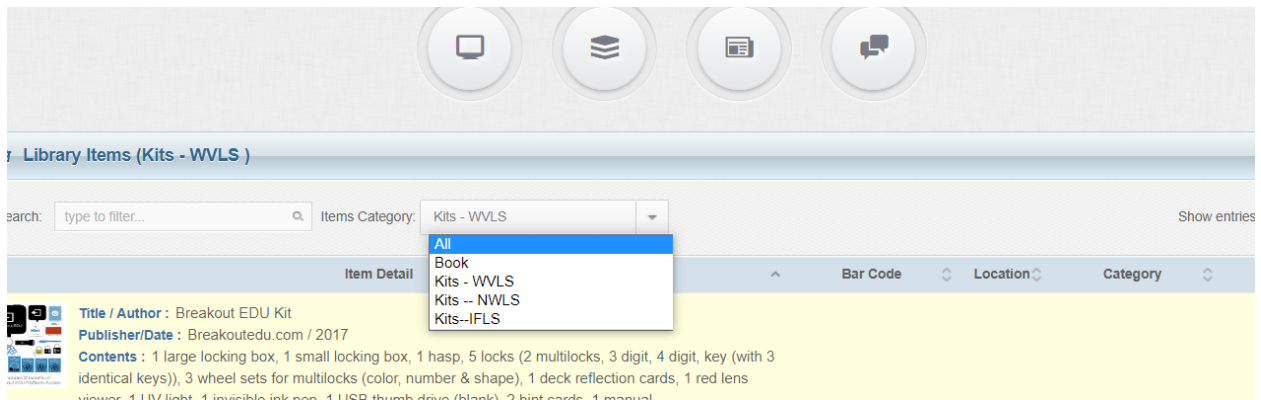


## Booking Items:

When you first log on (after setting up your account), you might be taken to a screen that just tells you that you don't have any borrowed items. If you click on the second icon from the left, you can get to the Search Items to Reserve screen:

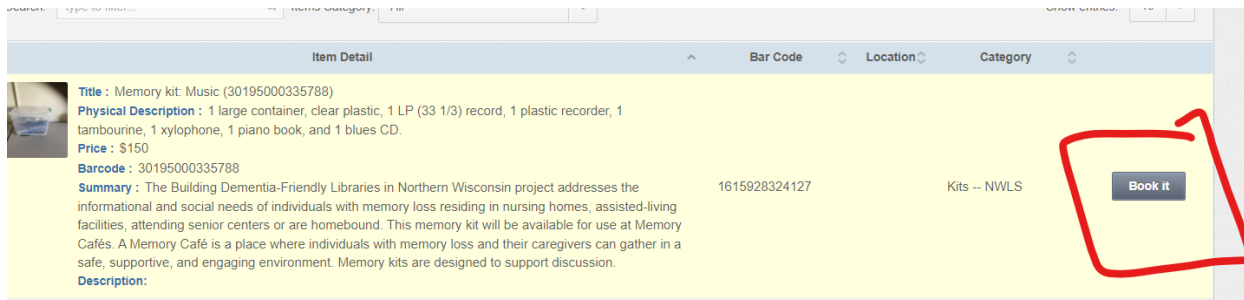


The first screen you'll see after that defaults to WVLS Kits. You can use the drop-down menu to select **ALL** to be able to search for items in all systems:



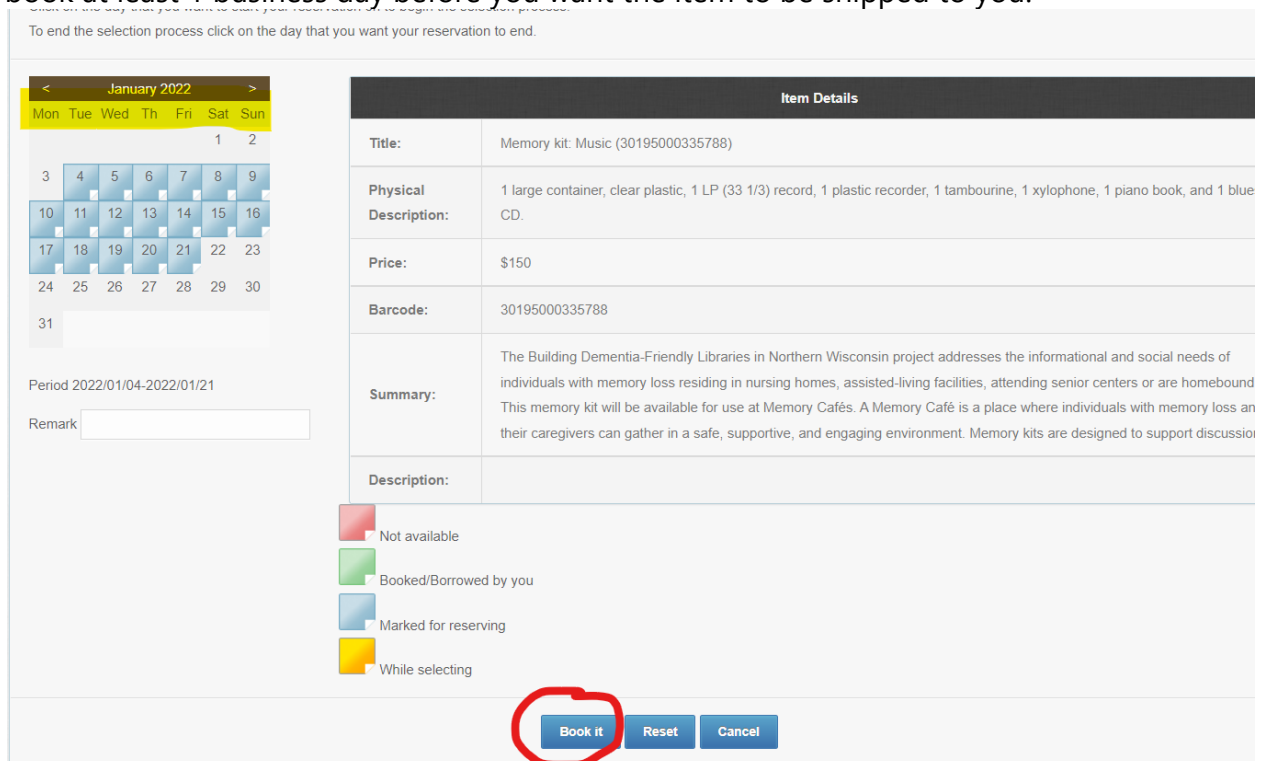
You can either browse all of the items or search for a particular one. If you are unable to find an item you are sure you've seen before, please contact Leah for help!

Once you find what you want, you can **reserve** it by clicking on the **Book It** button:

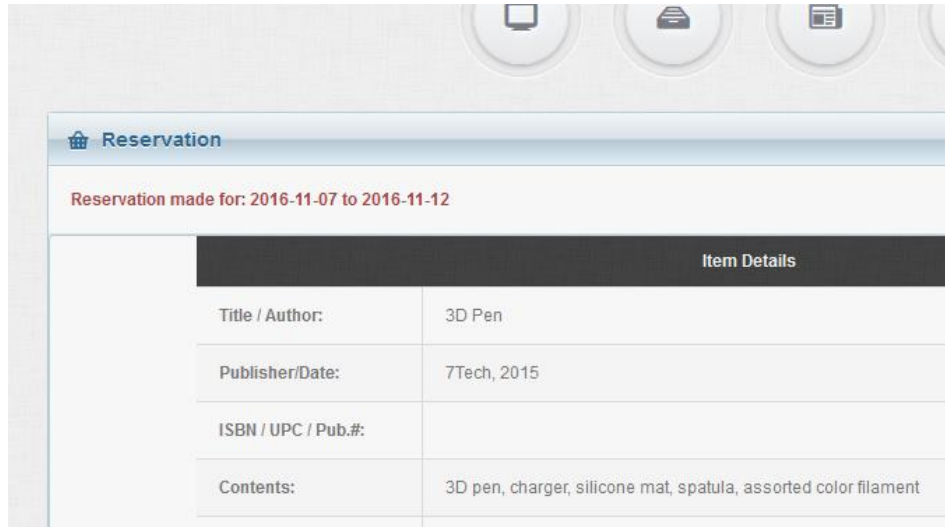


Then select the dates you want to reserve it by clicking on the start and end dates (see image below). A few important things to remember:

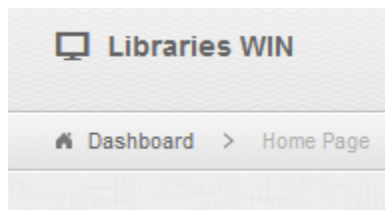
- The first date you select is the date the item will be checked out to you and put into courier for delivery, and the last date is the date the item is due back at the system office, so be sure to **allow time for transportation both ways**. 3-5 days is usually sufficient.
- Please note that reservations should **begin and end on a business day** (not a Saturday, Sunday, or holiday).
- Note that the Lend Items calendar starts every week with **Monday**.
- Please book at least 1 business day before you want the item to be shipped to you.



Next, you'll be routed to a Reservation page confirming your reservation. Scroll down and click OK.



This booking will also be on your Dashboard, under the Bookings section, with the option to cancel, and you'll also receive an email from Lend Items with your reservation information.



Bookings					
Kits - WWLS	littleBits Premium Kit		2016-09-21	2016-09-24	Cancel
Kits - WWLS	Lego Mindostorms Set with expansion set and books		2016-09-21	2016-09-24	Cancel
Kits - WWLS	3D Pen		2016-09-21	2016-09-24	Cancel

## Receiving Items:

On the day your item is to be shipped / picked up you will receive an email letting you know that your item was checked out by IFLS / WWLS/NWLS staff. This email also includes the date it is due back at their office. Please remember to return your items on time, others may be waiting.

- If you do not receive your item within three days, please contact the owning office.
- **Items sent in locked containers** : the lock combination is listed in the Item Details, Note field.

- If you receive an item that has been **damaged** or if an item has been damaged in your care, please contact the owning office promptly.

## Returning Items:

When returning an item, please make sure all parts and pieces are returned together in the correct containers. Please do not mix multiple kits.

All lids that are not locked should include tape to keep them from popping off.

Some of the makerspace items are packaged precisely for keeping damage during shipping to a minimum. Please return these items as they were shipped to you with the enclosed packing material.

If IFLS / WVLS doesn't receive the item back on the date due, Lend-Items will send you an overdue notification email. Please return the item promptly. If you cannot return the item promptly or if you put it into courier more than 3 days ago, please contact the owning office.

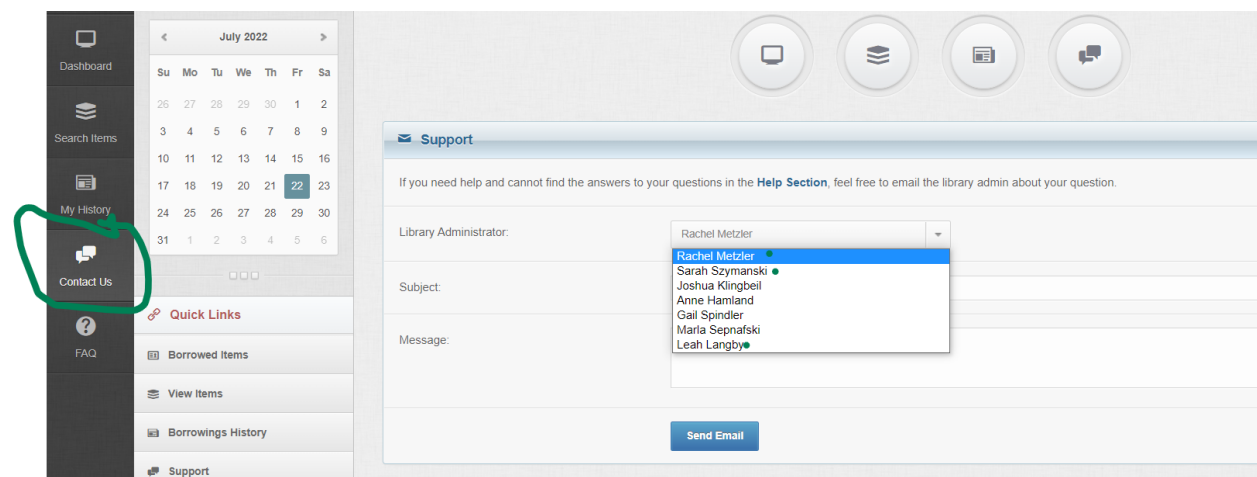
## Renewing Items

Please contact the **owning system** if you would like to renew an item. You cannot renew on your own. See below for contact information.

## Contact Information

You can reach out to the administrators for the Lend-Items site at each system in a few different ways:

In Lend Items, you can use the **Contact Us** button



You can also:

- submit a Help Desk Ticket (IFLS or NWLS)
- send an email to [help@librarieswin.org](mailto:help@librarieswin.org) (WVLS)