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 **<u>filling out this form.</u>**

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:

nail verification	
ogin to complete verification process please select the authentication provider that you want to use for accessing the library.	
Send-Items Genail facebook TATIOO!	

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 : <u>https://lend-items.appspot.com/</u> 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.

8 ⁺ Login with Google	
f Login with Facebo	bok
Y: Login with Yahoo	
or	
Login with Lend-Items	Account
Enter your email address	@
Enter your password	â
Forgot password?	Login
Want your own library? Sign	n up here
No credit card needed!	

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:

r Library Items (Kits - WVLS)					
earch: type to filter Q. Items Category:	Kits - WVLS				Show entries
Item Detail	Book Kits - WVLS	^	Bar Code	○ Location	Category 🗘
Title / Author : Breakout EDU Kit Publisher/Date : Breakoutedu.com / 2017 Contents : 1 large locking box, 1 small locking box, 1 identical keys)), 3 wheel sets for multilocks (color, nur viewer, 1 UV light 1 invisible ink pen, 1 USB thumb d	Kits NWLS KitsIFLS hasp, 5 locks (2 multilocks, 3 digit, 4 c mber & shape), 1 deck reflection cards				

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:

ype to miss						onon chines.	
item Detail	^	Bar Code	$\hat{}$	Location	Category	\$	
Title : Memory kit: Music (30195000335788) Physical Description : 1 large container, clear plastic, 1 LP (33 1/3) record, 1 plastic recorder, 1 tambourine, 1 xylophone, 1 piano book, and 1 blues CD. Price : \$150 Barcode : 30195000335788 Summary : The Building Dementia-Friendly Libraries in Northern Wisconsin project addresses the informational and social needs of individuals with memory loss residing in nursing homes, assisted-living facilities, attending senior centers or are homebound. This memory kits will be available for use at Memory Cafés. A Memory Café is a place where individuals with memory loss and their caregivers can gather in a safe, supportive, and engaging environment. Memory kits are designed to support discussion. Description:		1615928324127			Kits NWLS		Book It

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.**

To end the selection process click on the day that you want your reservation to end.

• Please book at least 1 business day before you want the item to be shipped to you.

< January 2022 > Mon Tue Wed Th Fri Sat Sun		Item Details
1 2	Title:	Memory kit: Music (30195000335788)
3 4 5 6 7 8 9 10 11 12 13 14 15 16	Physical Description:	1 large container, clear plastic, 1 LP (33 1/3) record, 1 plastic recorder, 1 tambourine, 1 xylophone, 1 piano book, and 1 blue CD.
17 18 19 20 21 22 23	Price:	\$150
24 25 26 27 28 29 30 31	Barcode:	30195000335788
Period 2022/01/04-2022/01/21 Summary: Remark		The Building Dementia-Friendly Libraries in Northern Wisconsin project addresses the informational and social needs of individuals with memory loss residing in nursing homes, assisted-living facilities, attending senior centers or are homebound This memory kit will be available for use at Memory Cafés. A Memory Café is a place where individuals with memory loss an their caregivers can gather in a safe, supportive, and engaging environment. Memory kits are designed to support discussion
	Description:	
	Not available Booked/Borrowe Marked for reser	
		Book it Reset Cancel

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

🗑 Reser	vation	
Reservatio	n made for: 2016-11-07 to 2016	-11-12
		Item Details
	Title / Author:	3D Pen
	Publisher/Date:	7Tech, 2015
	ISBN / UPC / Pub.#:	

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.

	🖵 Libraries WIM	4		
	A Dashboard > Ho	ome Page		
🔒 Bookings				
Kits - WVLS	littleBits Premium Kit	2016-09-21	2016-09-24	Cancel
Kits - WVLS	Lego Mindostorms Set with expansion set and books	2016-09-21	2016-09-24	Cancel
Kits - WVLS	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 / WVLS/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:

	< July 2022 >		
Dashboard	Su Mo Tu We Th Fr Sa 26 27 28 29 30 1 2		
Search Items	3 4 5 6 7 8 9 10 11 12 13 14 15 16	Support	
	17 18 19 20 21 22 23	If you need help and cannot find the a	answers to your questions in the Help Section, feel free to email the library admin about your question.
My History	24 25 26 27 28 29 30 31 1 2 3 4 5 6	Library Administrator:	Rachel Metzler Rachel Metzler Sarah Szymanski Joshva Kingbel
8	& Quick Links	Subject:	Anne Hamland Gail Spindler Marla Sepnafski
FAQ	Borrowed Items	Message:	Leah Langby
	Siew Items		
	Borrowings History		Send Email
	support		

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 <u>help@librarieswin.org</u> (WVLS)