Using MobileCirc Kiosk

To access MobileCirc Kiosk, type the following URL into your web browser:

https://mobilecirc.bc.sirsidynix.net.au/mobilecirc/1.0.0/en-US/index.html#checkout

Log in with the username and password supplied by your partner LRC libraries.

There should be two quick links on the left hand side of the screen:

**Check Out:** use when loaning items to students or staff (user)

**Check in:** use when user returns the item

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**Lending Items**

1. To check out Equipment to a user select **Check Out**.
2. Then using their TAFEcard, scan or type in the barcode number at the bottom of the card.

For example, 25555000111222
The system will display the user’s record, which contains the user’s name, library location, and if they have any, other items out on their card.

3. Scan the equipment’s library barcode into the Item ID field to check it out.

   e.g. 3555082513740

   The item should now appear in the user’s record. You can also use this option to see other items that are on their library record and when they are due. To loan another item to a different user select Switch User.
Return Items

1. Check the equipment prior to removing off the user’s record and ensure that it is in working order.

2. To remove an item off a student record, select **Check In**.

   ![Check In]

   **Check In**

   **Item ID**

   ![Check In Item]

3. Scan or type in the items barcode into Item ID

   ![Check In]

   **Check In**

   **Item ID**

   ![Check In Item]

4. The item has now been removed off the user’s card.

   ![Check In]

   **Check In**

   **Item ID**

   ![Check In Item]

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Title</th>
<th>Route to</th>
</tr>
</thead>
<tbody>
<tr>
<td>355508251374D</td>
<td>ZZZEquipment: CLC Laptop</td>
<td>CLC</td>
</tr>
</tbody>
</table>

System messages:

If you receive an error message when checking items in or out please contact, your partner LRC library, listed below.

The library staff will determine if there is any fines that need to be paid, or if any other action is required to resolve the error message.

Looking up a user’s TAFEcard barcode

Staff can look up a user’s TAFEcard barcode using the TAFEcard app in the student portal see Appendix 1 for instructions.

If a user’s card is not in the system

TAFEcard data is uploaded automatically daily to the library System, but if the user wants to borrow equipment straight away contact your partner LRC library, listed below, and they can register the student in the system.

Once the student is no longer enrolled their Library records will be removed from the system.
## Partner Learning Resource Centre, Library Contacts List

<table>
<thead>
<tr>
<th>CLC Location</th>
<th>Partner Library</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coonabarabran</td>
<td>Tamworth – Sarah Wilson</td>
<td>02676 82224</td>
<td><a href="mailto:Sarah.wilson70@tafensw.edu.au">Sarah.wilson70@tafensw.edu.au</a></td>
</tr>
<tr>
<td>Glen Innes</td>
<td>Glen Innes – Noelene Grace</td>
<td>02673 90533</td>
<td><a href="mailto:Noelene.Grace@tafensw.edu.au">Noelene.Grace@tafensw.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Tamworth – Sarah Wilson</td>
<td>02676 82224</td>
<td><a href="mailto:Sarah.wilson70@tafensw.edu.au">Sarah.wilson70@tafensw.edu.au</a></td>
</tr>
<tr>
<td>Quirindi</td>
<td>Tamworth – Sarah Wilson</td>
<td>02676 82224</td>
<td><a href="mailto:Sarah.wilson70@tafensw.edu.au">Sarah.wilson70@tafensw.edu.au</a></td>
</tr>
<tr>
<td>Tenterfield</td>
<td>Inverell – Julie Forrester</td>
<td>02672 19025</td>
<td><a href="mailto:julie.forrester1@tafensw.edu.au">julie.forrester1@tafensw.edu.au</a></td>
</tr>
</tbody>
</table>
Appendix 1

TAFECARD

How to access and use TAFECARD

How to access TAFECARD

Log into Staff Portal: [https://my.tafensw.edu.au/group/staff](https://my.tafensw.edu.au/group/staff)

Click on All Apps in the My Apps box.

Search Apps for TAFECARD and click on Add to My Applications to add it to your portal homepage.
Click on TAFECard. A Java box will open, click on Later.
The Java program will run a verifying box.

Starting TCS

If TCS is not started automatically, click the below button to start it manually.

Note: You may need to click on Run twice.
At the next pop up, click on Don’t Block.

Click on OK.

Click on Cardholder Inquiry.

The Cardholder Inquiry box will pop up.
Type in the Student Name in the Family Name and First Name fields, or type in the Staff/Student No field if known.

Click on the binoculars image.

A list of names will appear; scroll to find the student/staff member you are looking for and click in the check box next to their name. When you have clicked in the box the line will be highlighted in yellow. Click on OK.

To clear all fields, click on the Eraser image.
The TAFECard record will show and you will be able to copy the TAFECard barcode number.