

Lapsafe

To Borrow a Laptop:

Scan your card and enter your PIN.
The lap safe will randomly assign a drawer number (1–8).

Open the drawer and carefully remove the laptop.

⚠ **Note:** Each laptop is connected by a charging cable—please disconnect it carefully.

To Return the Laptop:

Scan your card to unlock the lap safe.

The corresponding drawer will open.

Place the laptop back inside and securely reconnect the charging cable before closing.



Printing From a Library Computer

The default printer is Print Station.
Click on Printer Properties/Preferences to choose Black & White or Colour:

Black & White cost €0.20c per A4 sheet.
Colour cost €0.60c per A4 sheet.

Please remember to write down your 8-digit release code after you send document to print.

Select Collect Print Job on the Surfbox and follow on-screen instructions.

Printing From a Smartphone or Laptop

Email your document to one of these email addresses:

Black & white: print.bw@pcg.ie

Colour: print.colour@pcg.ie

Alternatively, upload your document on the mobile app ePRINTit SaaS.

You will receive a release code by return email within 1-2 minutes.
Enter the 8-digit release code, follow the on-screen instructions and make payment when prompted.

Mayfair Library



Self Service Information Leaflet



Borrow and Return Books

Print, Photocopy, Scan, Access Free WIFI.



Borrowing and Returning Items



Borrow or return your books at any of the self-service checkouts in the library. These are located in:

- Front lobby
- Children's area
- Beside the reservations on the ground floor
- Upstairs on the mezzanine near the travel books

To borrow items:

- Select the **Borrow button**.
- Hold library card, barcode facing upwards, under the screen.
- Place relevant items on shelf as indicated
- Checked out items will display on interactive screen.
- A printed receipt will be provided if selected.



To return items:

- Place items on the shelf and press the **return** button on the interactive screen.
- Returned items will be listed on the screen.
- Put the items into the returns compartment.



To review account:

- Select the **View My Account** button.
- Hold library card, barcode facing upwards, under the screen.
- Follow on-screen prompts to review account or to renew books.
- Some items may remain on your account until checked by library staff.

Free Wifi

Mayfair Library has free wifi.

My Open Library members must comply with Kilkenny Library's WIFI policy.

Search for available wireless networks on your laptop / tablet / smartphone.

Select Adult library card login/Junior library card login.

When prompted, enter your library card number and pin to connect to the WIFI.

Photocopying and Scanning

Photocopying

- Select Photocopy and place your page on the glass or in the document feeder.
- Select *Colour/Black-White* and number of copies, then press *start*.
- Press *next page* to add additional pages.
- To finish, press *done* and insert payment. Pages will start to print.

Scanning

You can scan to email or to a USB.

- Place documents as above.
- Follow on-screen prompts to insert e-mail address or USB.