#### STRATHFIELD COUNCIL

## STRATHFIELD COUNCIL LIBRARY AND INNOVATION HUB

# EXTENDED HOURS ACCESS OPERATING INSTRUCTIONS





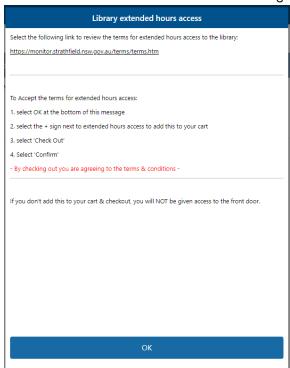
### REGISTRATION

Library members are required to register before extended access is granted.

1. Visit the link on your browser <a href="https://monitor.strathfield.nsw.gov.au/MonitorOnline">https://monitor.strathfield.nsw.gov.au/MonitorOnline</a>. You will be prompted to enter your library card number and password/PIN



2. Read the terms and conditions before selecting OK to proceed.



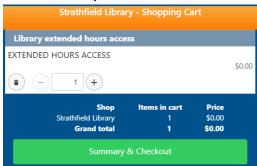
3. Select the + sign next to the extended access to add this to your cart



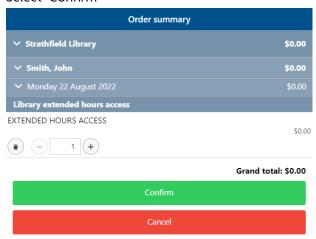


#### **REGISTRATION**

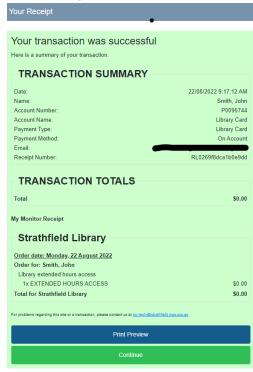
4. Select 'Summary & Check Out'



5. Select 'Confirm'



6. You will then be prompted to confirm if your registration is successful. A copy of the transaction summary is also sent to your email address.



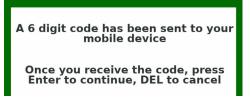


### **ENTERING THE LIBRARY**

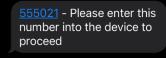
1. Hold your library card/barcode about 10cm below to scan



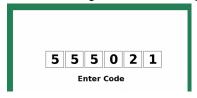
2. The following will be shown to indicate that a one-time PIN has been sent to our mobile device



3. Press 'Enter' on the keypad of the terminal after the PIN is received



4. Enter the 6-digit code on the keypad of the entry terminal



5. Entry door will open if valid





## **EXITING THE LIBRARY**

1. Present your library card/barcode about 10cm below to scan.



2. Door will open.