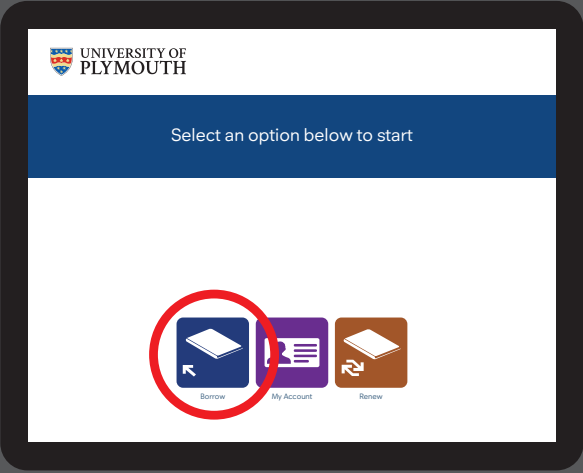


How to issue a book

The self issue machines can be found on Level 1 next to the entrance gates



1 Press the **Borrow** icon on the screen



2 Scan your University ID card with the barcode facing up



3 Place the book on the table. You may need to adjust the position.

When the item has been scanned the book title will display on the screen with the due date.

Place your next item on the table to be scanned. When you are finished press **Done** on the bottom right of the screen.



Click on the Email button if you wish to receive details and due dates of the items you have taken out.