

Quick Guide to Self-Issue

Issuing books:

- To issue books using the self-issue machine you need your library card, if you have lost your card please ask for a new one. (If you are on a university course at Staffordshire University please use your Staffordshire University card).
- Select *Borrow* option by touching the box on screen.
- Scan your card (barcode up) by placing on the machine as indicated.
- To borrow books, scan the barcode inside the front cover of each book you wish to borrow one by one.
- To keep track of the return dates touch *Print receipt* at the end of your transaction for a list.
- As the system is new, we are currently monitoring the quality of our barcodes. If a book fails to scan after a few attempts, please make a note of your details and the book you have borrowed on the paper slips and place in box.
- If you have fines of £10 or over, you will need to reduce the amount owed before you are able to borrow any more books.

Returning books*:

- You do not need your library card with you to return books.
- Select the return option by touching the screen.
- Scan the barcode located inside the front cover of each book you wish to return one at a time.
- Once you have scanned them, place all returned books in the book returns box underneath the self-issue machine.

Renewals*:

- To renew books using the self-issue machine you need your library card. If you have lost your card please ask for a new one. (If you are on a university course at Staffordshire University please use your Staffordshire University card).
- Select *Renew* option by touching the box on screen.
- Scan your card (barcode up) by placing on the machine as indicated.
- Touch the button labelled "*You may renew*".
- Touch the box to renew all items OR touch titles of individual items to renew.
- Select *Print receipt* option if prompted and desired.
- Touch *Finish*.
- Touch *Quit* to exit your account.

* Please note that any fines due must be paid at the counter during staffed hours.