

# Borrow and return books

## Borrow a book

1. You are able to borrow books using the self-service machines on the First floor of the Main Library.



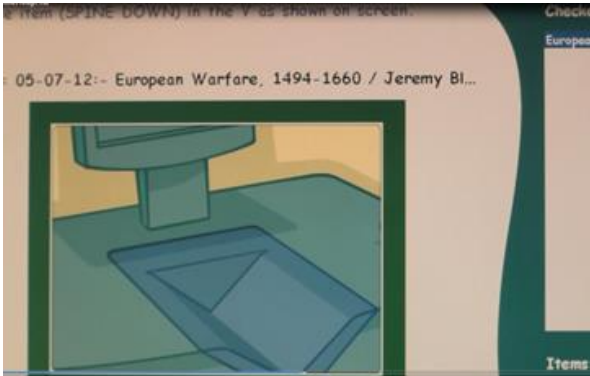
2. To borrow books, scan your university card on the smart card reader located at the bottom right corner of the self-service machines.



3. Place your books one at a time spine down on the cradle.



4. Listen to the thud- this sound ensures the security gates will not alarm when you leave the building. You will also see a confirmation appear on the screen.



5. Repeat the process for each book individually.
6. When you are finished, press the receipt button at the bottom of the screen, and take the receipt from the dispenser. Your receipt is proof that you have issued these books and is also a good reminder of their due dates.



## Return a book

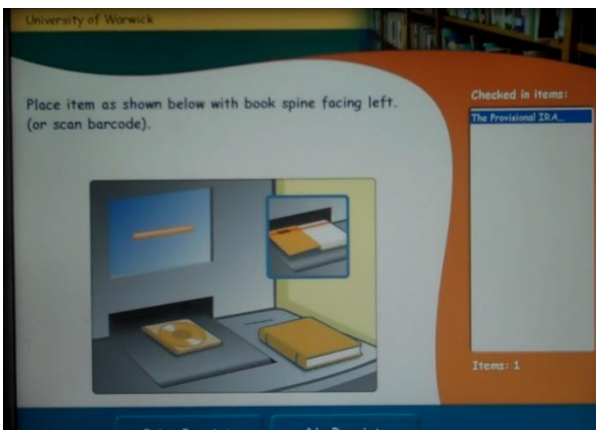
1. You are able to return books using the self-service machines on the First floor of the Main Library.



2. To return your books, place your closed book flat onto the conveyor belt one at a time and await further instructions on the screen.



3. The screen will register your book as successfully returned and the conveyor belt will take your item.



4. Continue to return all other books in the same way.
5. Once you have finished press the receipt button at the bottom of the screen and take the receipt from the dispenser. Your receipt is your proof your books have been returned should there be any problem with your account.



If you need any further assistance borrowing or returning a book, talk to a member of staff.