

Using the Express Service Points – Handy Hints!

- You do not need your student card to return a book. Just press “return” on the screen, scan the barcode on the inside cover of the book and place the spine firmly in the V shape of the machine for several seconds - until you hear the “clunk” sound. Press “print receipt” if you want to confirm the return.



If you didn't get an option to have a receipt printed, it means the machine did not register the item –please try again!

- When borrowing DVDs, press “borrow”, then scan your card. Place the DVD box firmly against either half of the V shape until the machine registers the disc. When returning, press “return” on the screen and then do the same thing.
- You **can** return material at the Express Service machines **even if it is overdue** – get the receipt at the end of the transaction to confirm how much the fine is. You can then pay the fine at the Issue Desk.
You **can** borrow at the Express Service Point with a fine amount **up to E10**.



If any fine amount is on your account for more than a month you cannot borrow at the machines until you have paid it.

- If you are borrowing/returning a number of books, watch the right hand side of the screen where a list will appear detailing all the items you have entered – make sure you haven't missed one!
- If you want to renew a book that is overdue, just return it to the machines in the normal way and provided no-one else is has reserved it, you can borrow it again straight away.
- You don't need to bring your books into the library to renew them – provided they are not late and that nobody else has reserved them. Just follow these simple steps:
 - 1) Press the borrow button on screen, scan your card, then press “renew item.”
 - 2) A list of all your loans will now come up, so just touch the box beside the ones you wish to renew until a green tick mark appears.
 - 3) Then press the “renew” and “ok” buttons on screen to confirm the transaction.
 - 4) Finally, choose to get a receipt with the new due date(s) either printed or emailed to you.

Remember:

- Short loan items must be borrowed from and returned to the Express Service Point in the short loan area – when borrowing, please place the book flat down on the grey square for several seconds for it to go correctly onto your account.



If you need any help or have any questions, please contact the staff at the Issue Desk who will be happy to help!