

Script for Library Podcast

Self Service: The Sir Michael Cobham Library

In the Sir Michael Cobham Library you will find self service facilities that allow you to borrow, renew and return books. You can also pay off a fine on your account. Using these facilities can save you time avoiding queues whenever the library is open. Most of the self-service facilities are located on the ground floor – enter the library, turn right, walk straight ahead following the blue lights on the floor and the self-service machines are on your left. There is one machine on the first floor of The Sir Michael Cobham Library near the Subject Advice Desk. This machine can also be used to borrow or return a video or DVD.

To use any of the self service facilities, you will need your University Smart Card. Follow the instructions on-screen. You will not be able to borrow or renew items using the self-service facilities if you have a fine on your account. However, you can pay off your fine using the Fines Payment Machine located on the ground floor of the Library.