

Script for Library Podcast

Using the fines payment machines at The Sir Michael Cobham Library and Bournemouth House Library

If you have a fine on your account, use one of our fines payment machines. Insert your University Smart Card as indicated on the touch screen. If you have an amount outstanding, an **unpaid fine** screen appears with details of any loans that have accumulated fines and how much you owe. You may choose to pay off just part of your fine, but please note that your library account would then remain blocked, meaning you cannot borrow any other library items. The total amount must be paid in order for you to continue borrowing. When you see the **unpaid fine** screen, select **pay** and insert cash into the machine using the note and coin slots. If you want to pay with a note, please be aware that the machine only accepts five and ten pound notes. You are then given the option to collect a receipt, please do this as it is your proof of payment. To finish, select **log off**. If you are unable to pay fines using the fines payment machine, please ask a member of Library staff at one of the information desks during staffed hours.