

Script for Library Podcast

Issuing library items using the self service machines at The Sir Michael Cobham Library and Bournemouth House Library

To issue a library item, insert your University Smart Card as indicated on the screen. Select the **Issue** option from the touch screen or keypad. As demonstrated on the screen, place the book with the barcode facing up and hold it up against the inside edge of the machine.

Move the item so the red beam is scanning the barcode, holding it absolutely still until the screen indicates it has been accepted. A green message box appears when an item is successfully processed for loan. Once you have issued all the items you want, remove your Smart Card from the machine and select the **Finish** option from the touch screen or keypad. The machine issues a receipt with details of the items you have borrowed and the dates they need to be returned. Please keep this receipt for future reference.

If you are unable to issue library items using the self service machines, please ask a member of Library staff at the information desks during staffed hours.