

Script for Library Podcast

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

To return a Library item using a self service machine, you do not need to use your University Smart Card. Select the **Return only no card** option on the touch screen or the **Check-in** option on the keypad. As instructed on the screen, place the item 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 indicating it has successfully processed. For each returned item, follow the message on screen, this will tell you which returns box (blue or grey) to place each item in. Once you have returned all your loans, select **Finish** from the touch screen or key pad. The machine issues a receipt with details of the items you have returned. Please keep this receipt for future reference.

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