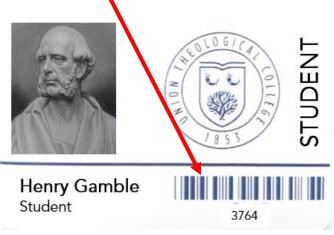


Issuing library items

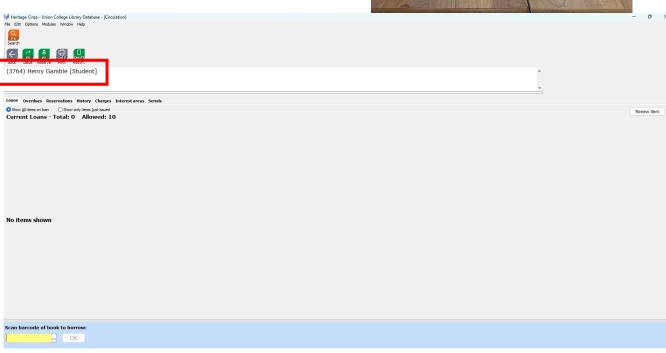
Gamble Guides

To borrow library item(s) using the self-issue computer:

Scan the barcode on your card with the scanner. Your name and card number should appear.

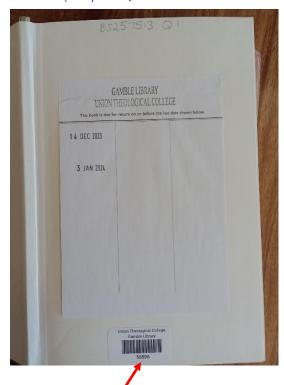






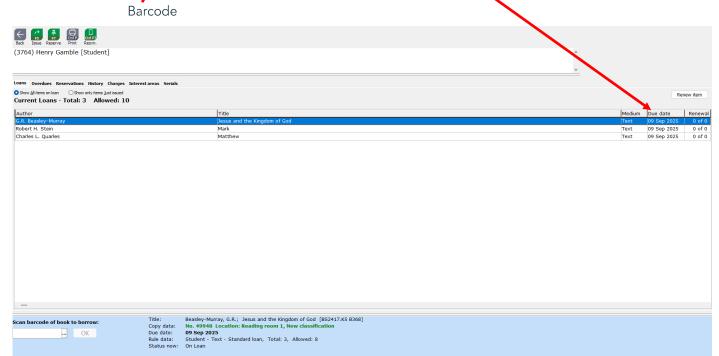


Scan the barcode of each item which you want to borrow. They are usually found on the first page of a book or pamphlet, just inside the cover.



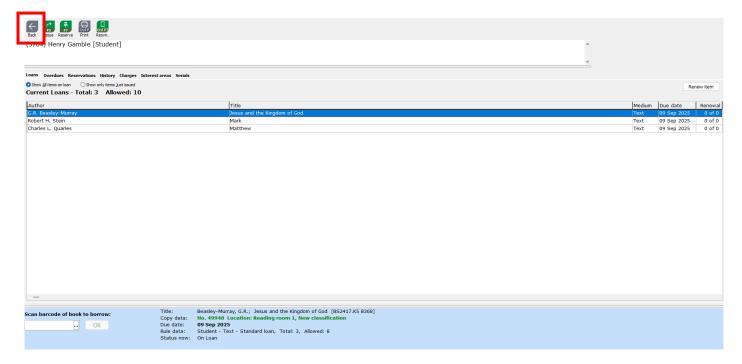


Make sure you scan each item you want to borrow from the library. The 'due date' will tell you when the books must be returned.

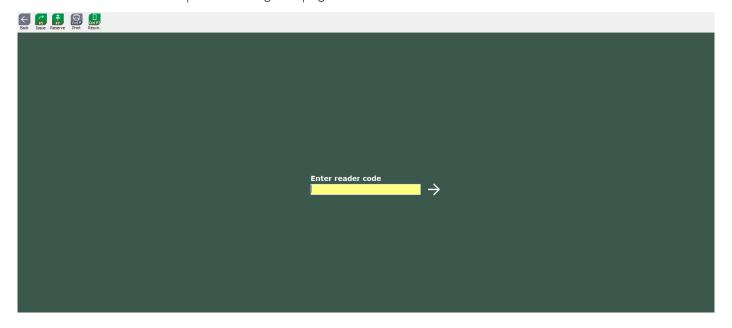


Click 'back' with the mouse before leaving.





Leave the self-issue computer on the green page:



The stamps beside the self-issue computer allow you to stamp the due date of standard loan books on the date return slip at the front of the book. Make sure you use the correct stamp. They are for students, members, and research students, research members and staff.



<u>Please note</u>: if loans, especially short loans, are two weeks or more overdue, your card will automatically be blocked and you will be unable to borrow more library items until your overdue loans are returned. See the Library Borrowing Policy.

