The Learning Resource Centre
How to use self-loan station
How to use self-loan station

- Touch the screen to begin.
Scan your staff or student card

- Please scan your staff/ student card as shown on the screen.
Instruction on self-loan platform

- Follow the 3 easy step instruction.

1. Place your staff/student card on the image above
2. Place up to 5 books on the pad and then select Borrow items
3. Select Exit and check your University email for due date notification
Account summary

- Select **return items** if you want to return.
- Select **view account/renew items** if you want to view or renew item in your account.
- Select **borrow items** if you want to borrow.
- Select **view reservation items** if you have any hold items.
View account/renew items screen

- Items currently on loan/being borrowed.
- Touch the renew button if you want to extend your loan.

Note:
If there is a message appeared on the screen, asking you to refer to the library staff, please do so!
View reservation items screen

- List of reserved item
- Please collect your reserved item at LRC counter when the status is available.
To borrow or return items

- Select **return items** if you want to return.
- Select **borrow items** if you want to borrow.

This screen will appear and place the items that you want to return or borrow on the platform.
Place your items on the platform
Successfully transaction on screen

- Item borrowed or returned

- The transaction is successfully.

- To exit, select exit with Email Receipt
To end your session, touch on the screen

Touch anywhere on the screen to end your session
Due date notification via email

Dear Khairul Faizal Abd Kader,

The receipt for your recent visit to our library follows below. We hope to see you again soon.

Kind regards,
Smart Library Administrator.

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Smart Library

Terminal: FEKIOSK-347
Date: 2/09/2013 1:41:46 PM

Member: Khairul Faizal Abd Kader
Membership Number: U14570064

Today's Borrowed Items:

Understanding the sociology of health : an introduction / by Anne-Marie Barry and Chris Yuill.

Due Date: 9/09/2013

Understanding the sociology of health : an introduction / by Anne-Marie Barry and Chris Yuill.

Due Date: 9/09/2013

Please return all items by the due date. Thank you.
Dear John Doe,

The receipt for your recent visit to our library follows below. We hope to see you again soon.

Kind regards,
Smart Library Administrator.

Smart Library
Terminal: FEKIOSK-347
Date: 20/09/2013 5:21:41 PM

Member: John Doe
Membership Number: U14570064

Today's Returned Items:
Endocrine and reproductive system / Alexander Finlayson.
Metabolism and Nutrition / Lim Ming Yeong
Medical ethics and law : the core curriculum / Tony Hope, Julian Savulescu, Judith Hendrick.

Please return all items by the due date. Thank you.
Please remember!

You cannot renew/return book/s when

- The book is on hold or reserved by other library user.
- The book has been renewed 2 times.
End of tutorial

You have finished the online tutorial and if you have further question, please get help from the library staff at the LRC Counter or call 07-5553851

THANK YOU