INSTRUCTIONS ON HOW TO USE BOOK PICK-UP MACHINE

Checking out

Necessary requirements to be able to borrow books from the book pick-up machine:

  a. No outstanding books to be returned
  b. No unpaid fees outstanding
  c. Not exceeded number of borrowed books
  d. Expiration date of your library account has to be longer than date of return of borrowed books

1. Order:

  a) Find the book you are interested in from our catalogue, click **REQUEST** and in the "Pickup Location" box choose **Book Pick-Up Machine**.

ATTENTION! Books can be checked out after obtaining a confirmation e-mail or after a change in the status of the requested book to "**ON HOLD SHELF**" in your reader account. Books will be held for you in the Book Pick-Up Machine for **5 working days**. Books that are not collected within this period will be removed from the Pick-up Locker and the order will be cancelled.
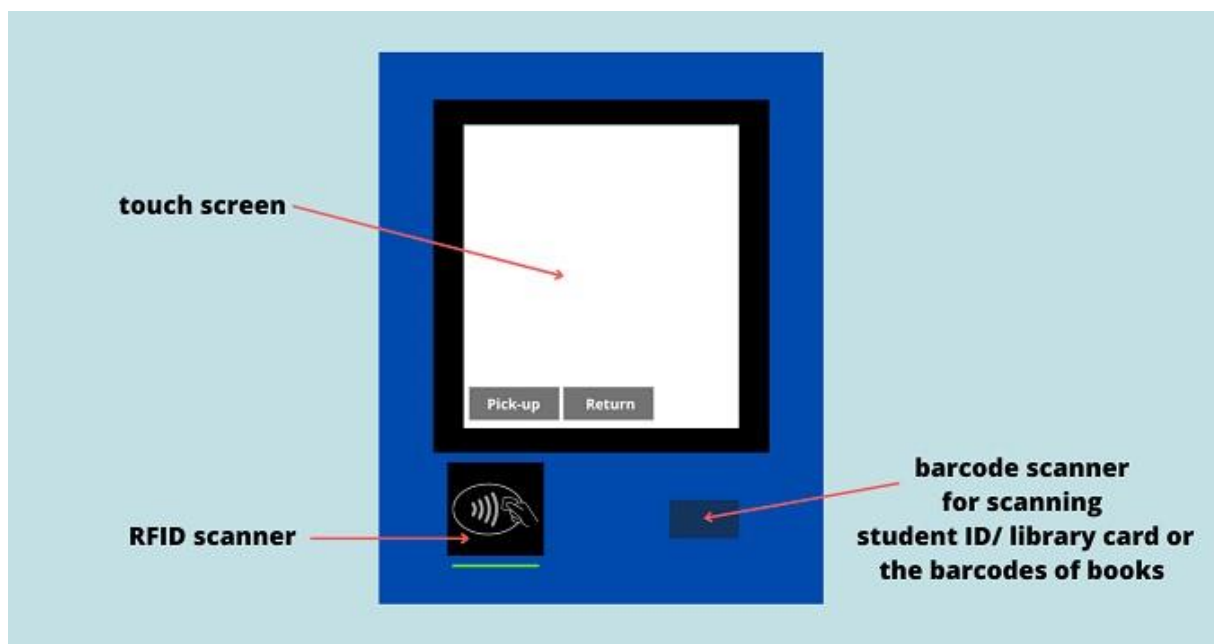
2. Check out:

   a. Choose the English version or option for better of contrast.
   b. On the touch screen click **PICKUP**.
   c. Scan your **student ID/ library card** using the barcode scanner.
   d. The box with requested book(s) will open. Pickup your book(s) and close the box.
      If you have requested more than one book, they may be placed in more than one box. Please press **NEXT** to open next box. After picking up the last book, please remember to close all open box doors.
   e. After collecting the last book press the **FINISH** button to log out. The **PRINT CONFIRMATION** button will print a list of the books you have borrowed during the current session and the date they should be returned.

If at least one of the requirements provided at the beginning of this instruction has not been met, then the message below will be displayed on the screen:

<div align="center">

Could not complete transaction.
See library staff for assistance.

</div>

In this case please refer to the librarian in the Lending Unit.

Returning:

1. To return books to the Book Pick-Up Machine, press the **RETURN** button and scan the barcode of your **student ID/ library card**.
2. Scan the barcodes of **all the books** you are returning. Remember that to each box you can put maximum **6 books**!
3. Confirm pressing **RETURN** button. Then you will see a map of the Book Pick-Up Machine where empty boxes will be coloured green. Choose one box with appropriate size and location and place the books inside.
4. If you are not able to place books in chosen box, please press the **CANCEL** button and start the procedure again, dividing the books and depositing them in several boxes as needed.
5. After returning all the books, please close all open boxes and press the **FINISH** button to log out.
6. If you want confirmation of the books you have returned press the **PRINT CONFIRMATION** button and a list of the books will be printed out with the date returned.

REMEMBER! Returning books in the Book Pick-Up Machine does **not** automatically remove those books from **your library account**. This update is made by the **librarian** in the library system by **next working day** at the latest.