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

- Scan your card. Your **name** and **card number** should appear.
• **Scan the barcode of each item.** These are usually found on the first page of a book or pamphlet, just inside the cover.

• **Make sure each item goes on your card.** The “date due” will tell you when the books must be returned.
• Click “back” with the mouse before leaving.

• Leave the self-issue computer on this page:

There are stamps beside the self-issue computer for 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/members and staff.
Please note: if loans, especially short loans, are a week or more overdue, your card will be automatically blocked and you will be unable to borrow more library materials until your overdue items are returned.