

Library Self-Service Issuing Instructions

1. Select your books and proceed to the self-service machine on Level 3
2. Press the “Borrowing” button on the screen and scan your card as shown
3. Type in your OASIS Library PIN on the screen and press “Continue”
4. Place one book at a time next to the metal bar as indicated
5. Wait for the on screen message to indicate that the book has been issued
6. Once you have issued all your items, press "Receipt"
7. This will conclude the transaction and a receipt will be issued
8. **YOU MUST KEEP YOUR RECEIPT**, as this indicates due dates for all items
9. Please present your receipt and books to Protection Services staff when you exit the Library
10. If you use your borrowed books in the Library, **REMEMBER** to keep the receipt with the books