

## **INSTRUCTIONS ON HOW TO USE THE LIBRARY SELF-SERVICE MACHINE**

**In order to use the self-service machine one needs the following:**

1. ID-card;
2. books.

**Follow the instructions on the screen:**

1. put the ID-card into the ID-card reader;
2. place the book to the left side corner of the machine with the bar code of the book on top, the book spine against the back side of the machine and the machine will register the home lending;
3. once the book(s) is/are lent, remove the ID-card from the reader and the machine will print a receipt with the titles of the lent books, the date of the home lending and the due date of the lent books.

**It is not possible to use the self-service machines in the following cases:**

1. the validity period of the ID-card has passed;
2. one holds books of which due date has passed;
3. reading room books (marked with an orange marking) and final theses.

**For help please turn to the librarian!**