

## Borrowing and Returning Books

### **ROISIN**

In the McClay Library you have standard loan books and short loan books.

The short loan books are located on the ground floor. They are called short loan because you can only have them out for 1 night, 2 nights or 7 nights. They are the books that are most in demand. Standard copy books can be borrowed for 4 weeks and renewed up to 5 times, they are located on the upper floors of the Library.

You can also place holds on standard loan books that are in high demand. These holds can then be picked up on the ground floor of the McClay Library.

### **DANIEL**

The books are arranged alphabetically using the first three letters of your surname and then the last four digits of your student number. Once you have located your surname look for the last four digits of your student number and then pick up your hold. Remember to check the book out to yourself using the self-service checkout machine which is right beside the holds shelf.

### **ROISIN**

When you've found your book, simply take it to the nearest self-issue machine.

### **DANIEL**

First take your student card with the barcode facing up, then hold it under the red line so the machine can scan it.

Then take your books and place them on top of the black pad. You will see a message on the screen saying the book has been issued to your account.

Remember, print your receipt to see the date and for short loan the *TIME* the book is due back. Short loan items are charged 50p for every hour they are late.

If short loan does catch you out though, we have the easy to use fines payment station.

### **ROISIN**

If you need to pay a fine, simply place your card in the machine, highlight the fine you want to pay, and click ok.

The payment station will take the money that is in your smart card to pay your fines. And it's as simple as that. *Remember* The library assistants are always at the borrower services desk if you need any help or advice.

### **DANIEL**

When returning books you must use the book returns unit which is located on the ground floor of the McClay Library. In the other Library branches books can be returned to the issue desks.

Place your *closed* books one at a time on the shelf, the conveyer belt will start moving.

### **ROISIN**

Once you have placed all the books you need to return through the machine, the screen will show you the title of the books you have returned and ask you if you want a receipt. Click 'yes' for a receipt and that's you done.