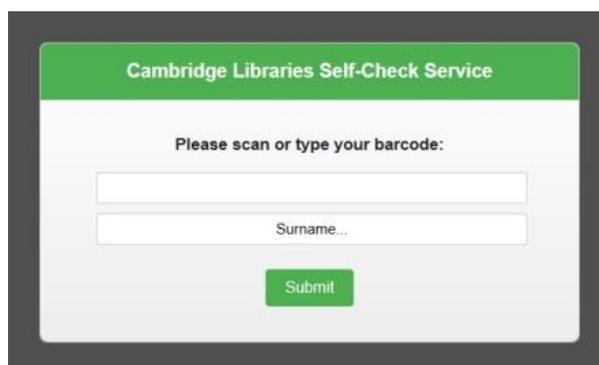
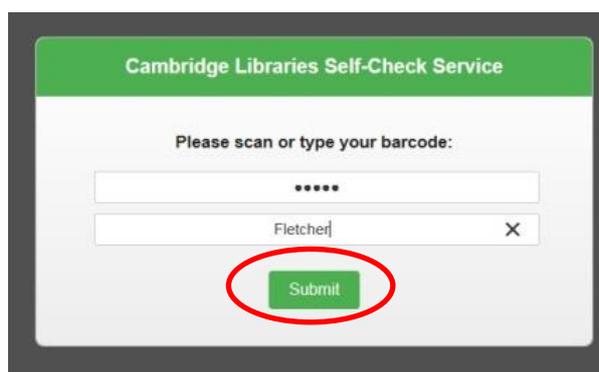


## ALMA Self-Check Service - Borrowing

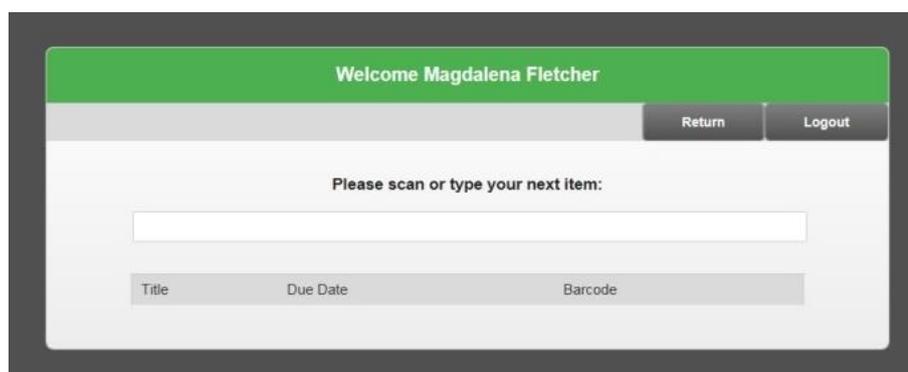
The circulation computer displays the self-check window on the screen.



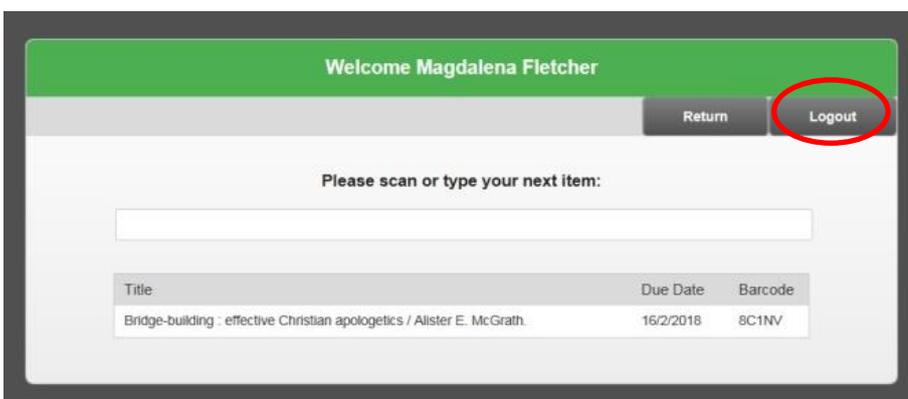
Make sure that there is a flashing cursor in the window, then scan or type your card barcode (if typed, click Enter button), type in your last name and click on green **Submit** or Enter button.



Prompted by the message on the screen, scan your book barcode.



The borrowed book details (title/author, barcode) and the due date will be displayed. Make note of that date in the Date Due label inside the book.



Title	Due Date	Barcode
Bridge-building : effective Christian apologetics / Alister E. McGrath.	16/2/2018	8C1NV

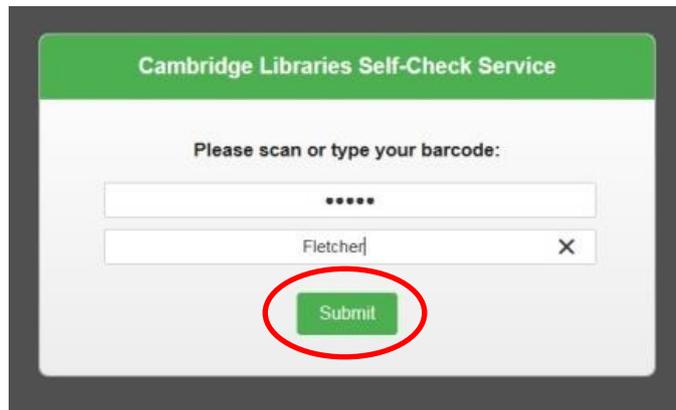
Scan the next item to borrow. Logout when you finish borrowing.

**Please DO NOT turn off this computer!**

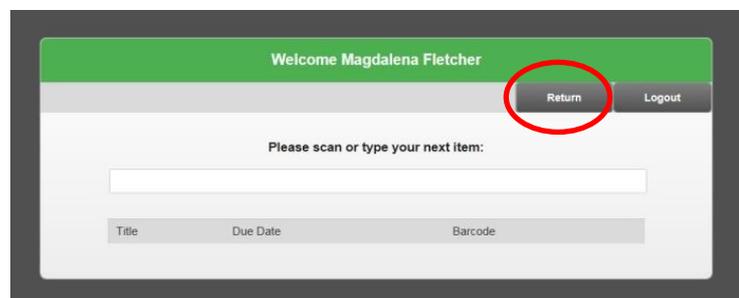
## ALMA Self-Check Service - Returning

The circulation computer displays the self-check window on the screen.

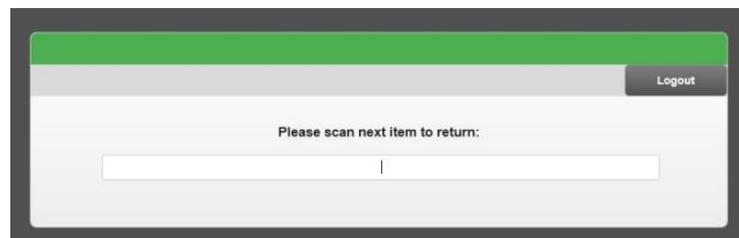
Make sure that there is a flashing cursor in the window, then scan or type your card barcode (if typed, click Enter button), type in your last name and click on green **Submit** or Enter button.



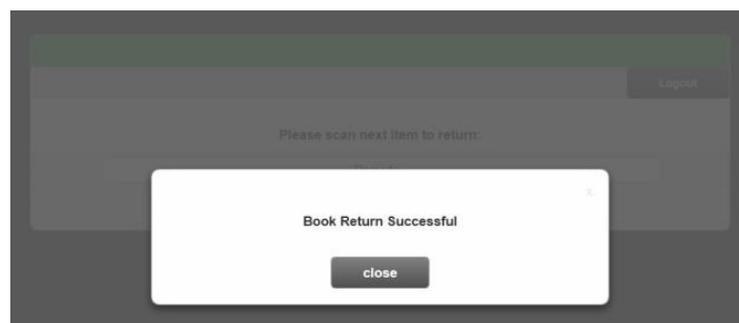
Click on grey **Return** button.



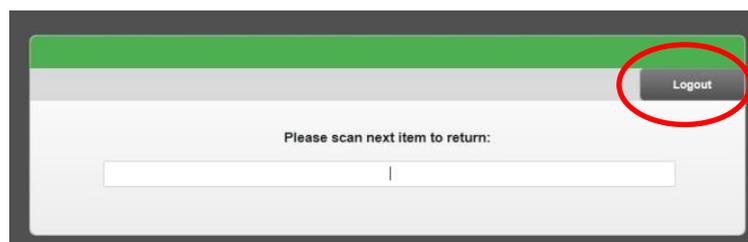
Prompted by the message on the screen, scan your book barcode.



Confirmation message is displayed. Close it and scan the next item to return.



Logout when you finish borrowing



**Please DO NOT turn off this computer!**