

INSTRUCTIONS FOR USING THE SELF SERVICE STATION



BORROWING

1. On the screen, click on the blue square "Borrowing materials".
2. To the right of the screen (card icon), scan your student ID card.
3. If the self service station reports an error, enter the student number manually.
4. Place the book you want to borrow under the screen (book icon).
5. Wait for confirmation that the book has been borrowed and decide whether you want an email confirmation.
6. If the self service station reports an error, go to the library desk

RETURN OF BOOKS

1. On the screen, click on the blue square "Return of materials".
2. Place the book(s) you want to return under the screen (book icon).
3. Wait for confirmation that the book has been returned and decide whether you want an email confirmation.
4. If the self service station reports an error, go to the library desk.
5. Place the returned material on the trolley to the right of the self service station.

EXTENSION OF BOOKS

1. On the screen, click on the grey square "Extension of material".
2. To the right of the screen (card icon), scan your student ID card.
3. If the self service station reports an error, enter the student number manually.
4. From the list of borrowed books, select the one for which you want to extend the loan period. You can extend the loan period for a single book or all books at once.
5. If the self service station reports an error, please contact the library desk.

INFORMATION

1. On the screen, click on the grey "Information" square.
2. To the right of the screen, scan your student card.
3. If the self service station reports an error, enter the student number manually.
4. Check the status of the borrowed books and complete the process with or without an email confirmation.