

A “how-to” guide for issuing and returning books via RFID kiosk’s.

How to issue books:

Step 1:

Head over to following issuing kiosk.



Step 2:

Touch the "Borrow" button on the screen.



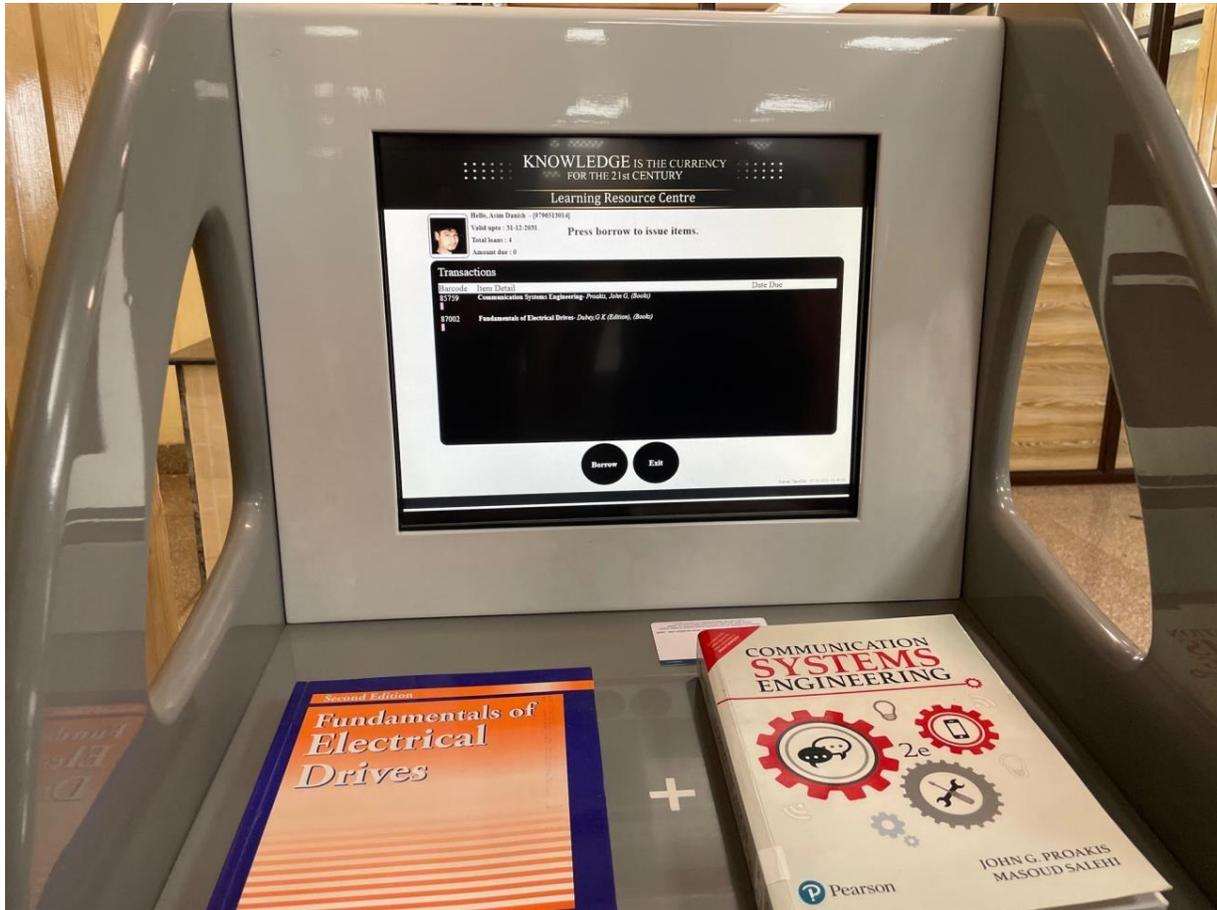
Step 3:

Place your RFID card on the Kiosk and leave it there.



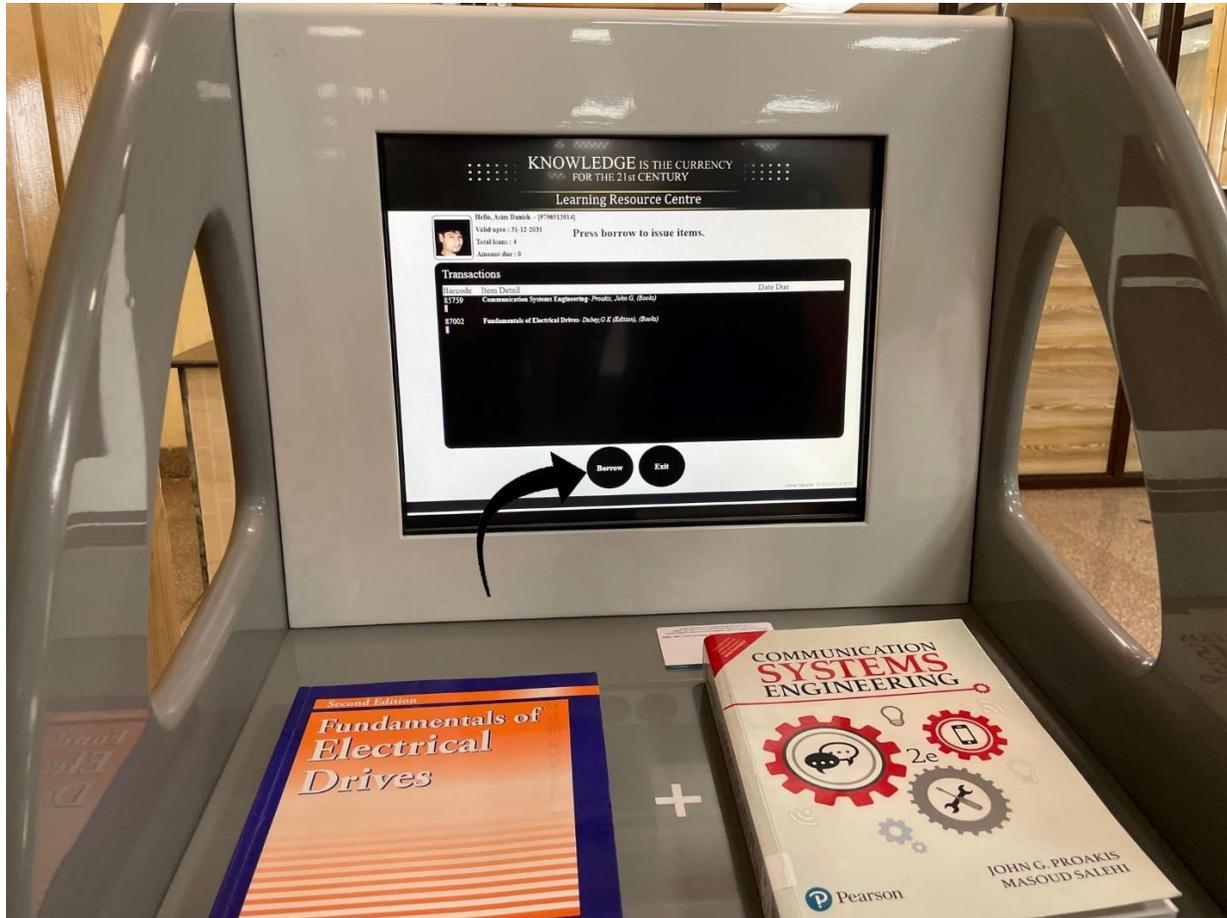
Step 4:

Place the book(s) that you want to issue on the Kiosk.



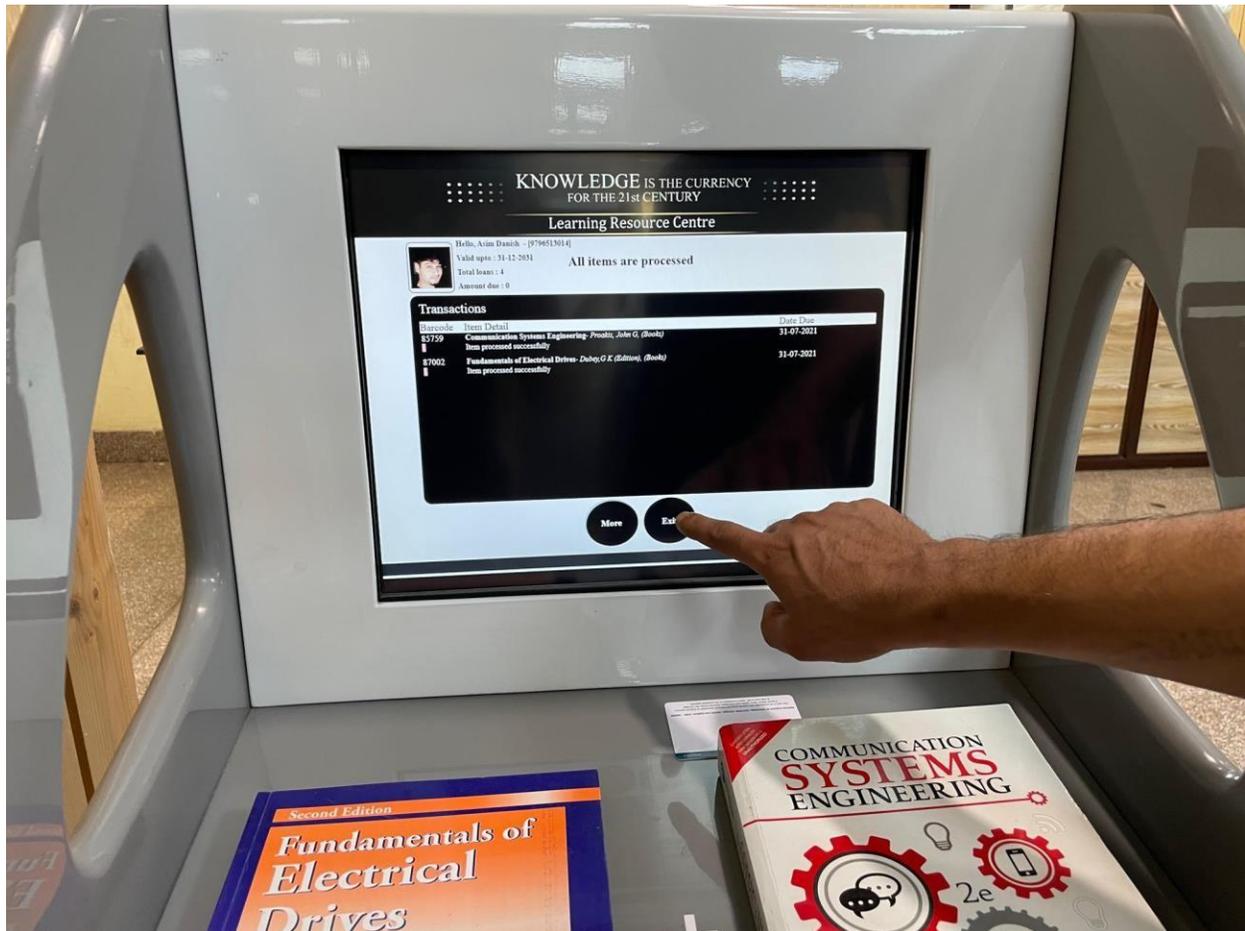
Step 5:

Touch the "Borrow" button on the screen.



Step 6:

Touch the "Exit" button on the screen after the message "Item processed successfully" is displayed under the name of item(s) that has to be borrowed.



Step 7:

An acknowledgement slip will be printed automatically. Collect it and keep it for your own record.



How to return book(s):

Step 1:

Head over to following book drop Kiosk.



Step 2:

Drop the book(s) and let go of it in the book drop Kiosk (as shown below). A message "Item is returned" will be displayed under each item that is returned.



Step 3:



Wait for 10 seconds after the last book has been returned. An acknowledgment slip will be printed. Collect it and keep it for your own record.

Notes:

- For any query, contact librarygdcpul@gmail.com