

Anytime Library

How to borrow

1. Touch the screen to begin.
2. Scan your membership card to log in, or tap 'show keyboard' to enter your details manually.
3. Tap 'Browse'. Tap the arrows to move between screens, or search by title, author or slot number at the top of the browse screen.
4. Select the item you want by tapping the screen. Multiple items can be selected.
5. When you have completed your selection, tap 'borrow'.
6. Tap 'Confirm' to complete the transaction.
7. A message will show you which door each item can be retrieved.
8. Once all items have been dispensed, tap 'OK'.
9. Return to the main menu and logout.



Anytime Library

How to return

If borrowing, please borrow new items before returning current items. Only items borrowed from this machine can be returned here.

1. Touch the screen to begin.
2. Scan your membership card to log in, or tap 'show keyboard' to enter your details manually.
3. Tap 'Return'.
4. The Anytime Library will select a door for your return. Open the door and slide the item in until you can feel it is secure. Close the door.
5. Repeat steps 3 and 4 for multiple returns.
6. Select how you would like your receipt.
7. Return to the main menu and logout.