AUP Library

Self check user’s guide
How to use the self check machine

See these basic but helpful instructions
To check out an item from the library, you need your ID card ...
... and the item barcode

Barcodes on books
Barcode on a DVD

Please note that VHS can only be checked out at the service desk.
Place your card barcode under the red scan light
Once the machine has read your card, you can remove it and start with the book / DVD.
Place book barcode under the red scan line
OR

Place DVD barcode under the red scan line
Information about the item should show on the screen...

Place item (SPINE DOWN) in the V.

Checkout Successful.
Due: 20100906 200000: Taxi driver [DVD] / directed by...
...followed by a yellow frame meaning you now have to desensitize your book / DVD
Place the book spine at the bottom of the V shape...

... and push it to the upper wall
OR

Place DVD spine at the bottom of the V shape...

... and push it to the upper wall
Green frame means the item has successfully been checked out on your account and desensitized.
Step 3... ... to 7 should be repeated for each item you want to check out
Once all your items have been checked out and desensitized, you can print your receipt.
The new self check machine also allows you to see your account information and to renew items.