

## **How to Use the Self-Issue Machine Video Script**

Narration:

In this video we will show you how to borrow books using the self-issue machines.

Tap your library card on the symbol and then enter your PIN.

Open the book to find the inside barcode. Place the book down and scan the barcode under the red line so that a green dot appears. Push the book to the back of the machine, keeping the spine along the left hand side. Leave the book here until the title turns green. The book is now on your account.

You can scan another book or press finished if you're done.

To use the V shape machine, open the book and place in the shelf. To scan the barcode, push the book to the back of the machine in one fluid motion. Wait for the title to turn green and then pick up the book.

To return books you can post them through the return slots next to the self-issue machines or hand them in at the Virgil Building.