



# Library and Information Resource Centre

A "how-to" guide for issuing and returning books via RFID kiosk's.

How to issue books:

## Step 1:

Head over to any of the two book issuing kiosk's.



**Step 2:**

Touch the "Borrow" button on the screen.



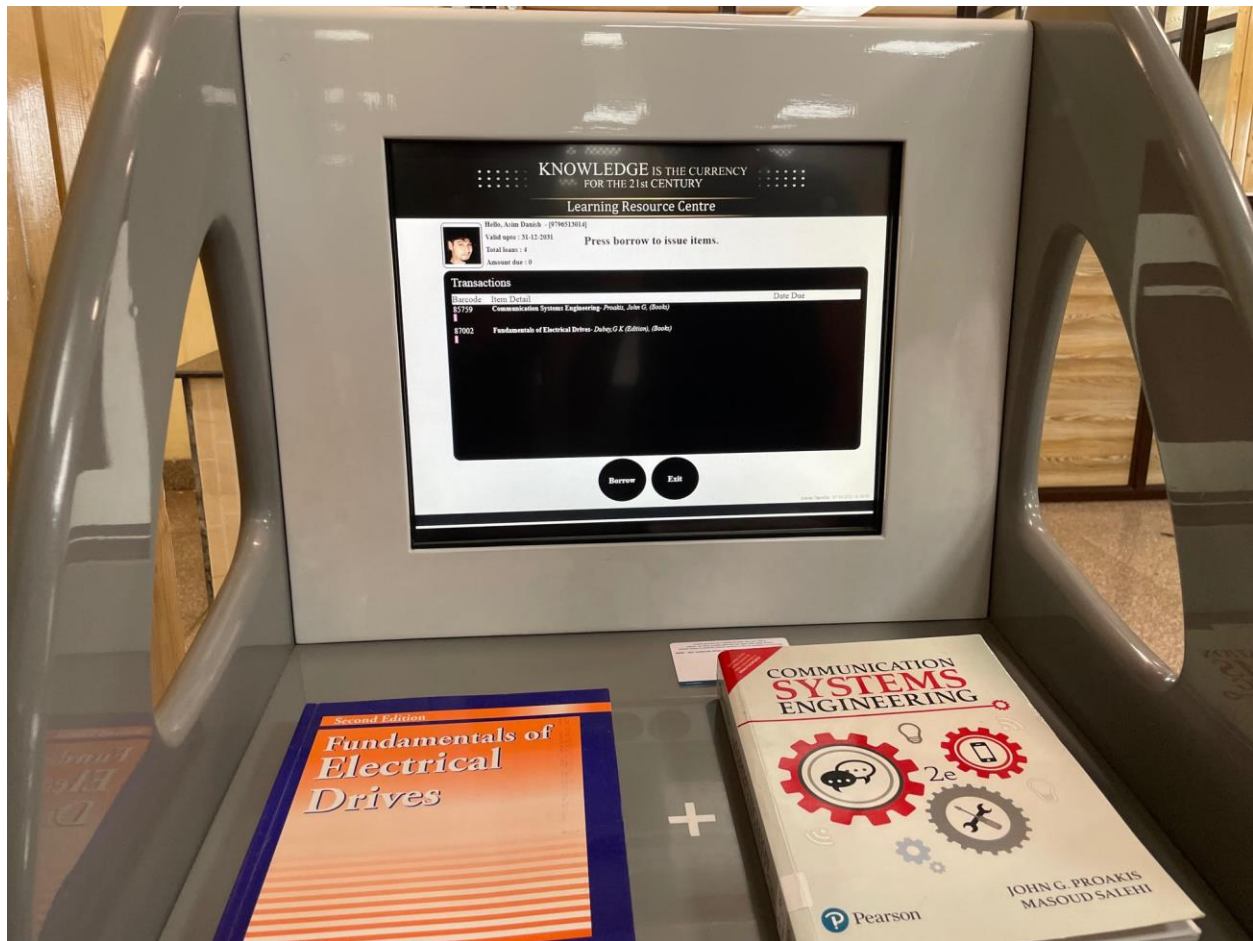
### Step 3:

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



#### Step 4:

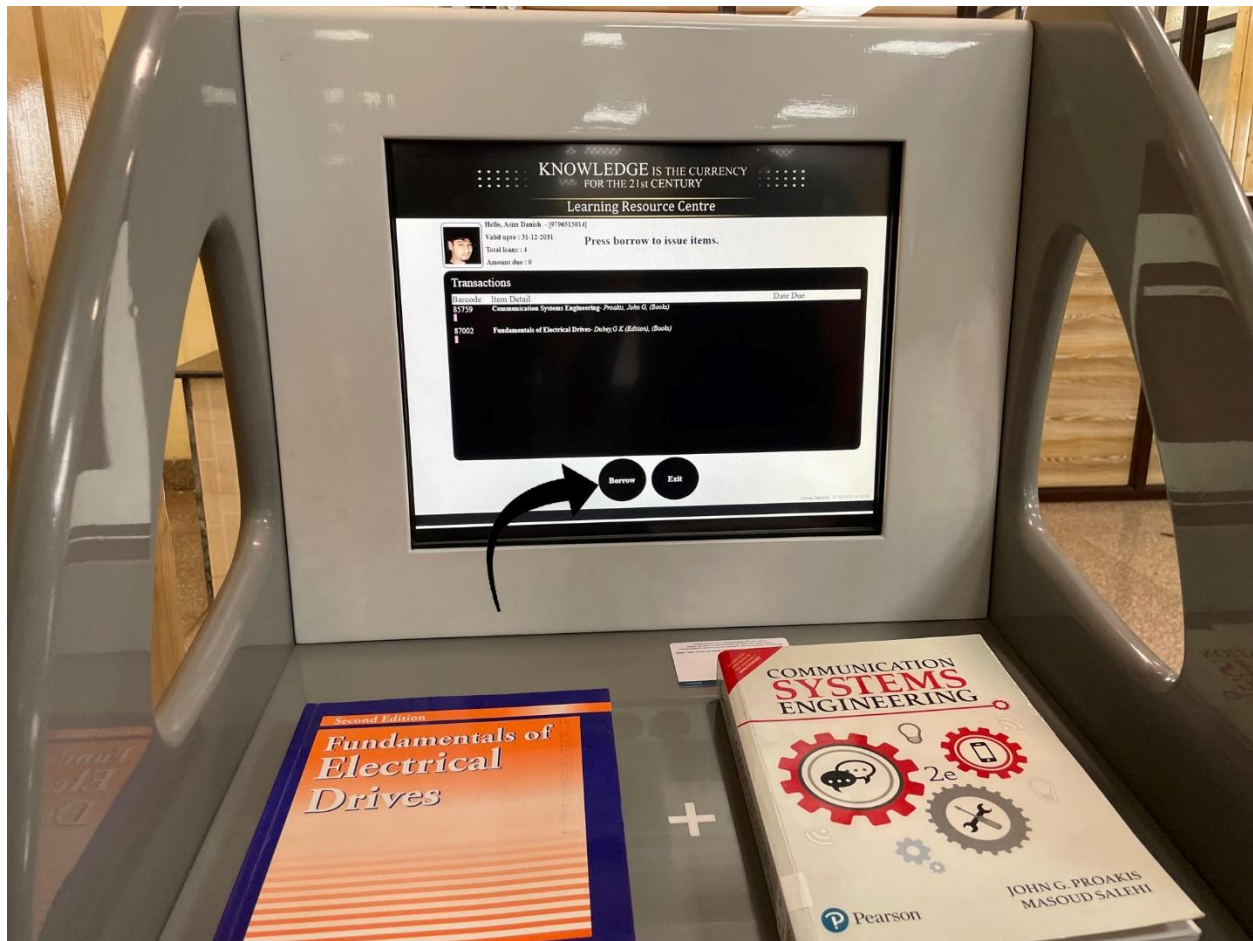
Place the book(s) that you want to issue on the Kiosk.





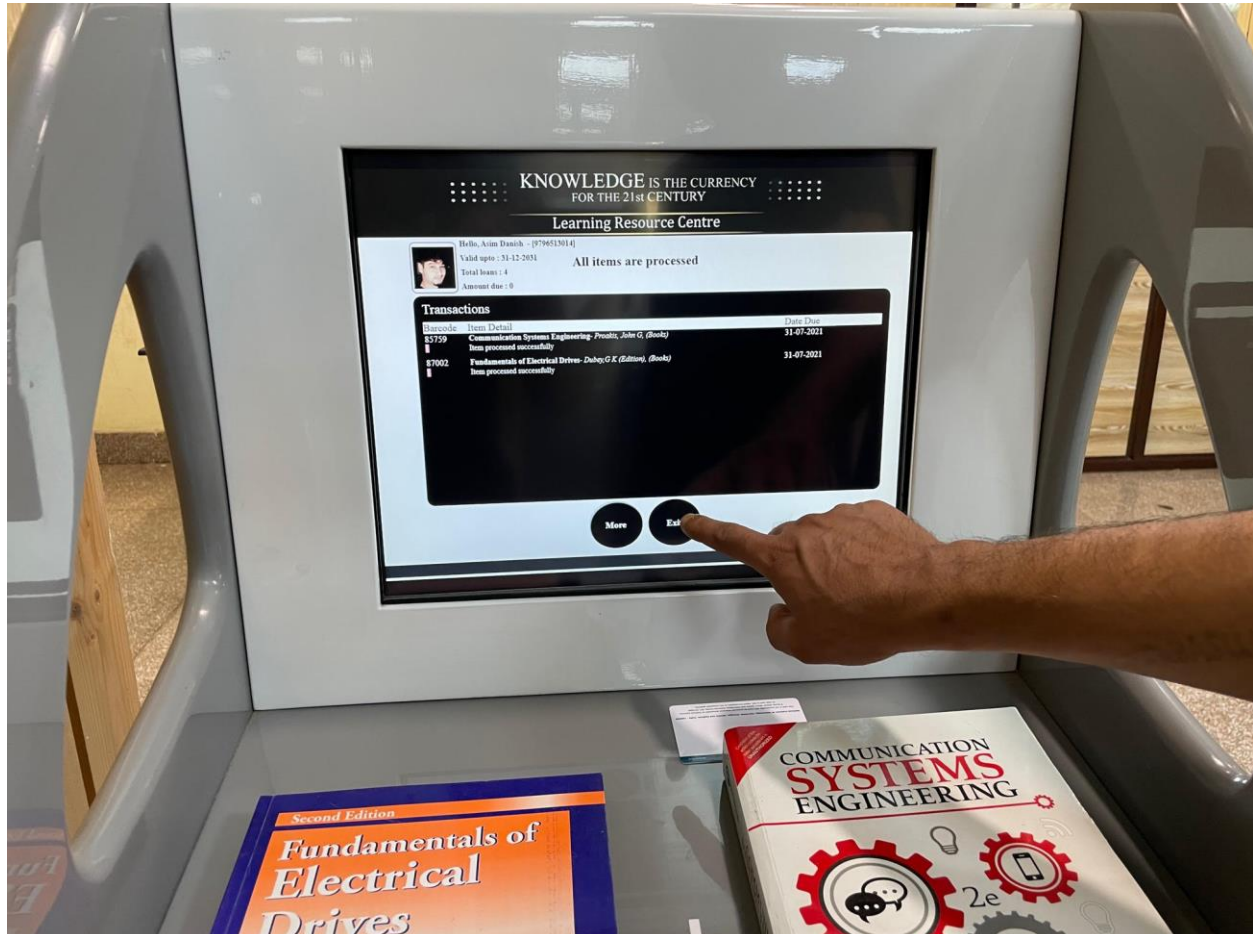
## Step 5:

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 each item 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 books:

### **Step 1:**

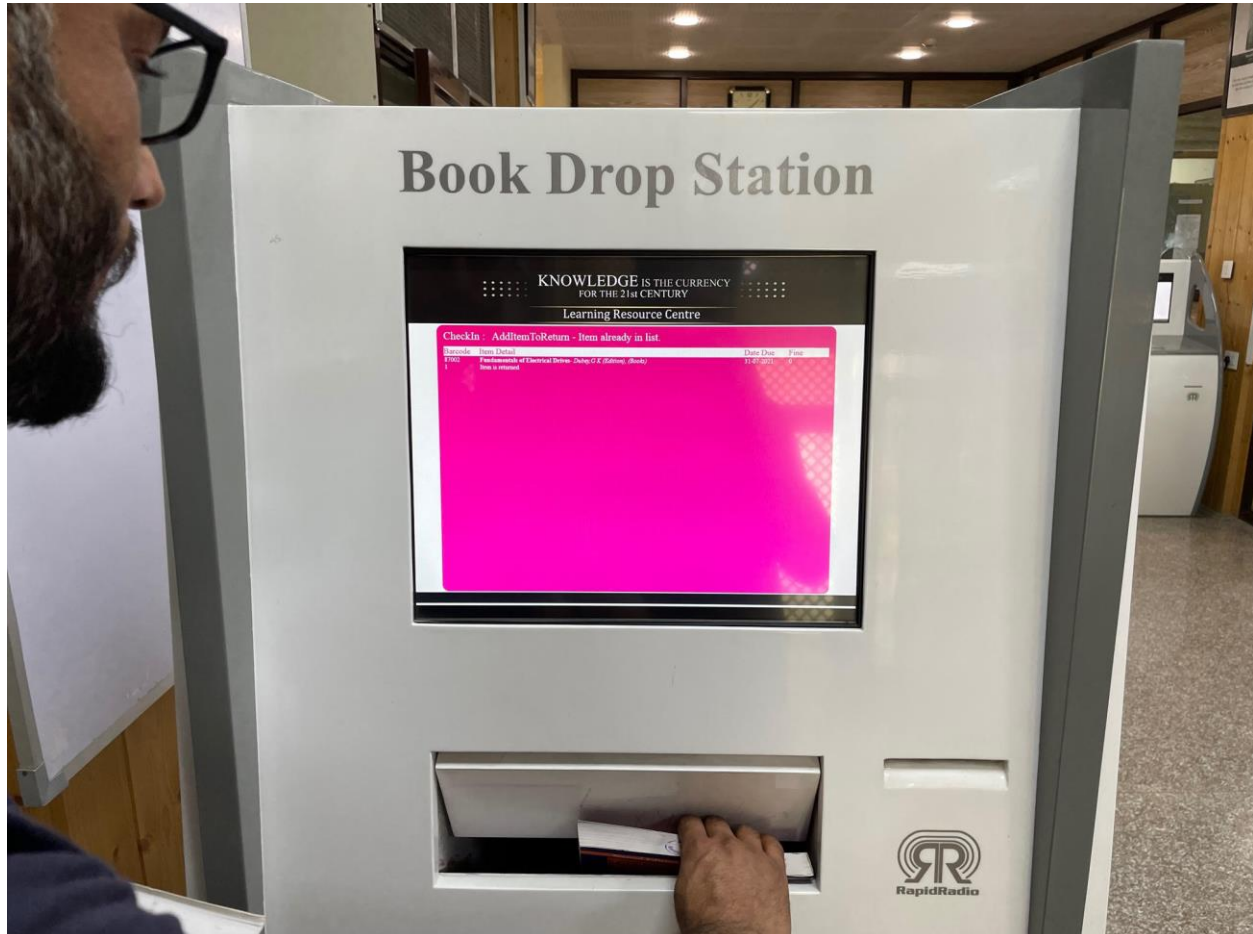
Head over to any of the two book drop Kiosk's.





## 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.



## **Additional Notes:**

- To view your transaction history and fine details log into any one of the OPAC kiosk's that are placed throughout the library.
- If you are charged with fine and want to pay it, head over to the circulation counter.
- If you are facing any issues transacting, contact the circulation counter.
- For any technical queries, contact [adanish@nitsri.ac.in](mailto:adanish@nitsri.ac.in)