3M™ SelfCheck™ Manual

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The 3M™ SelfCheck™ allows students to check books in or out. Students can not only check out books, but also can check their accounts and see if they have overdue books or not. You should note that you cannot check in or out overdue books with the help of selfcheck system. If you have overdue books in your account please approach the Circulation Desk. Additionally, you cannot check out books which are on the Reserve collection (textbooks for your classes) using the 3M™ SelfCheck™.

Note: You cannot check out non-circulating books in the Reserve Collection, Reference Collection, Special Collection or the Oxford dictionaries in the basement. Those books can only be used only in the library. Moreover, the limit of the books that you can check out is 5. Bear in mind that you cannot check out more than 5 books.

Check Out (Borrowing)
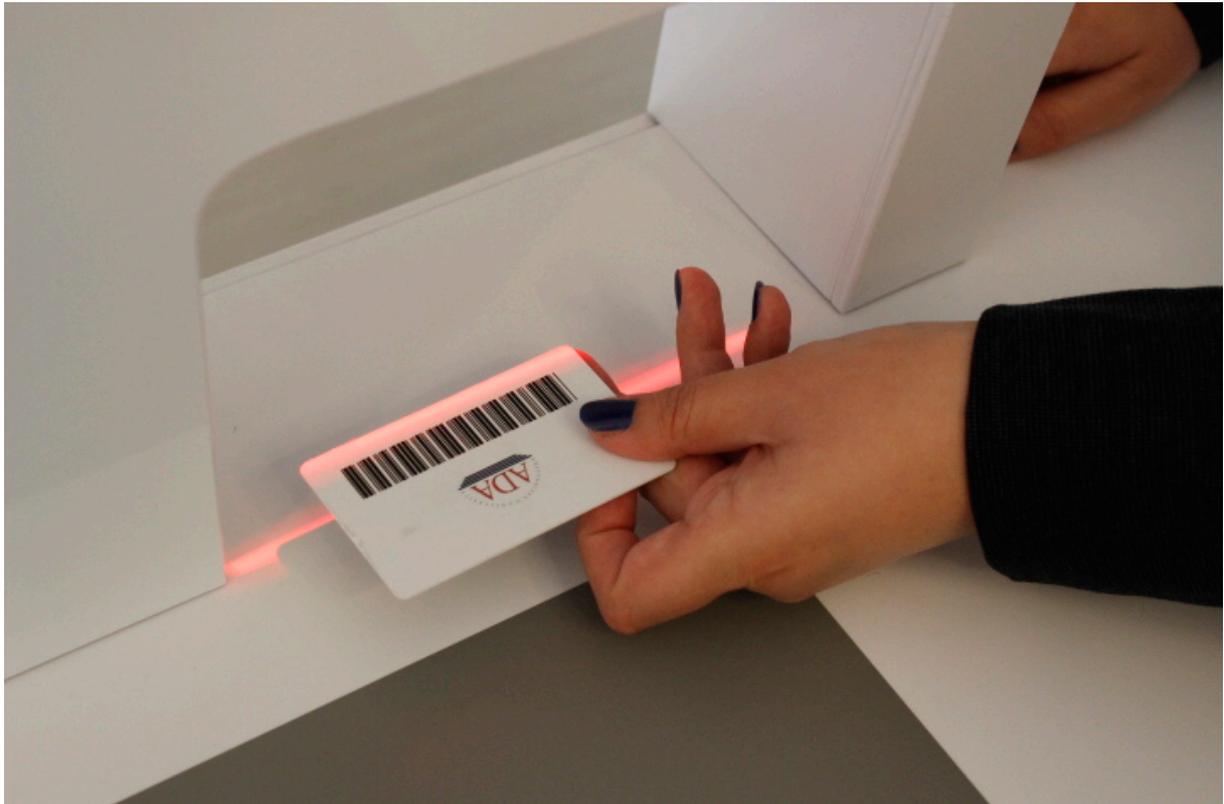
1. Touch **Check Out** on the screen of the SelfCheck.
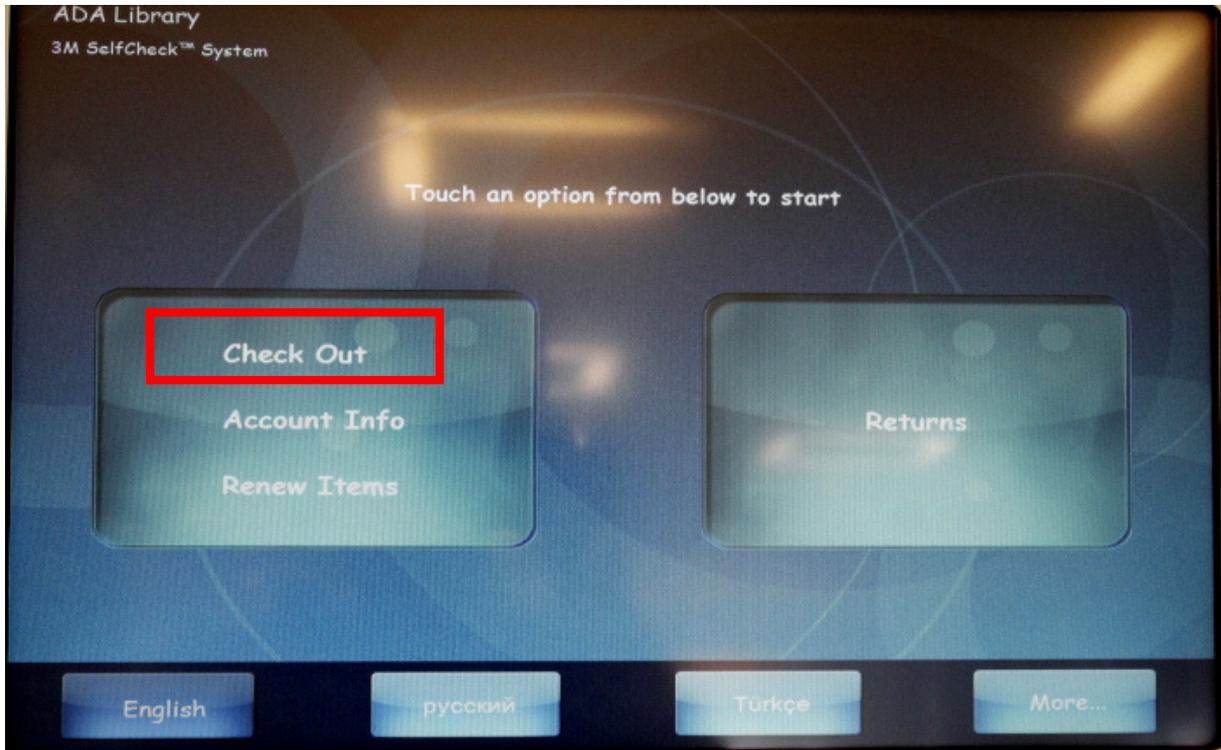
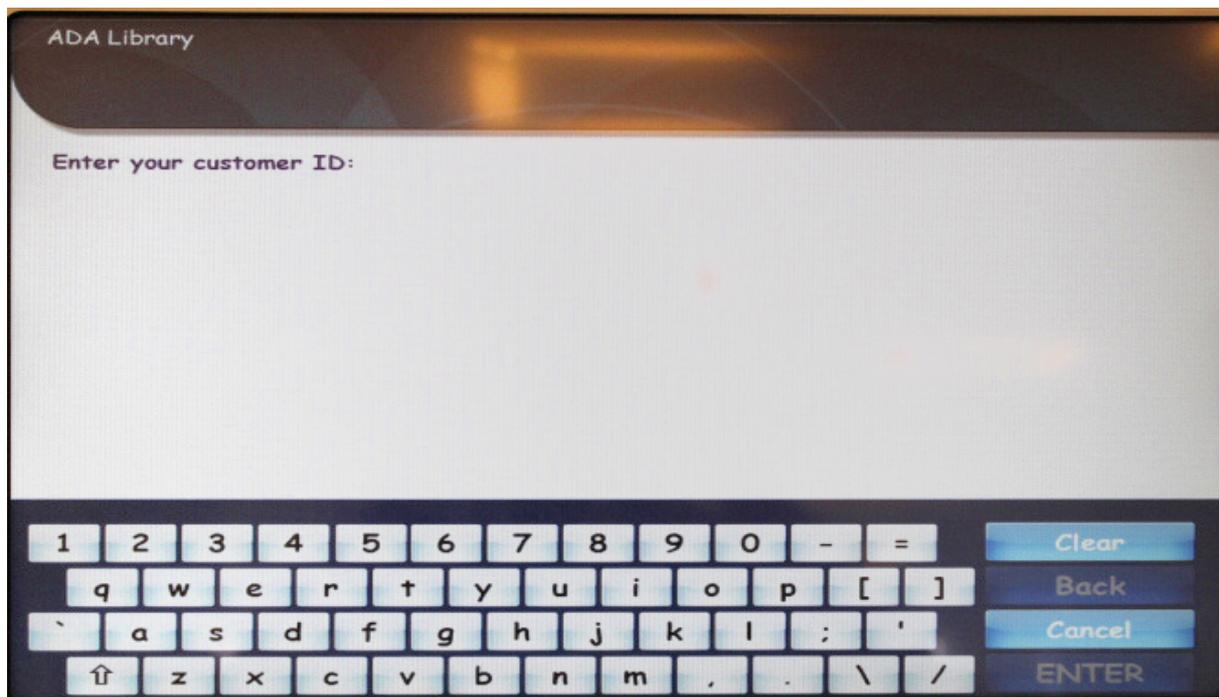A new window will pop up that requires you to scan the barcode on your card
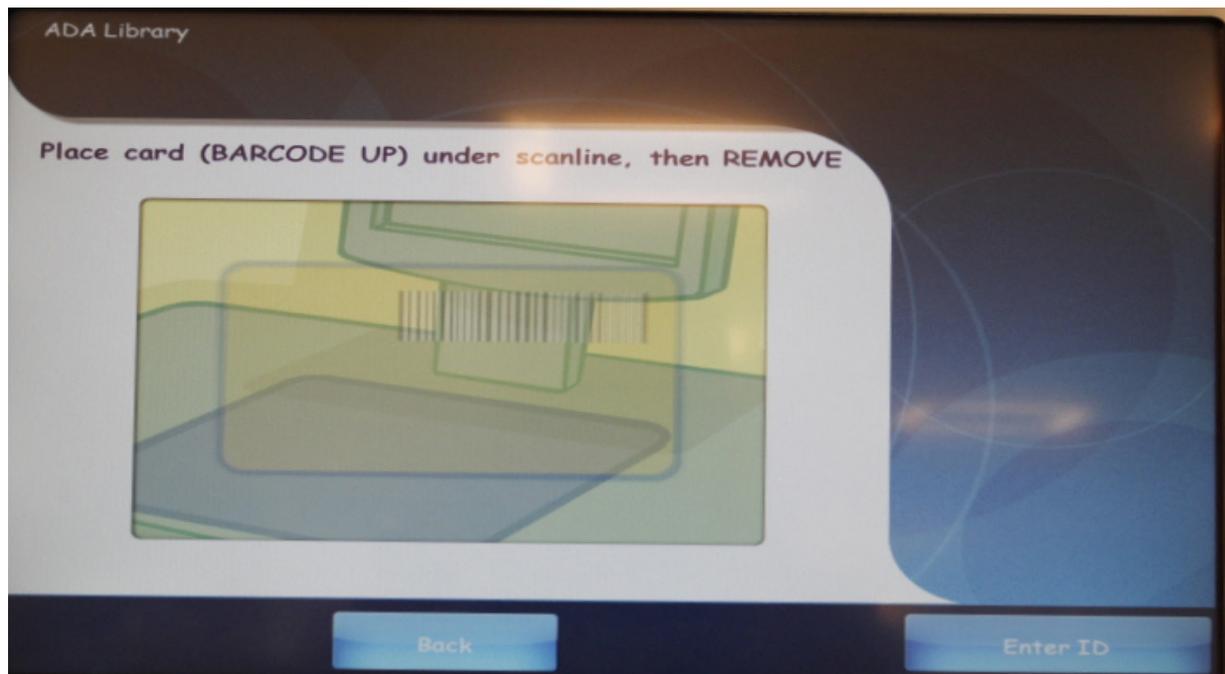
2. You can enter an accont in two ways:

a. Place your card upside down under laser barcode scanner. The scanner will be turned on when you touch Check Out.
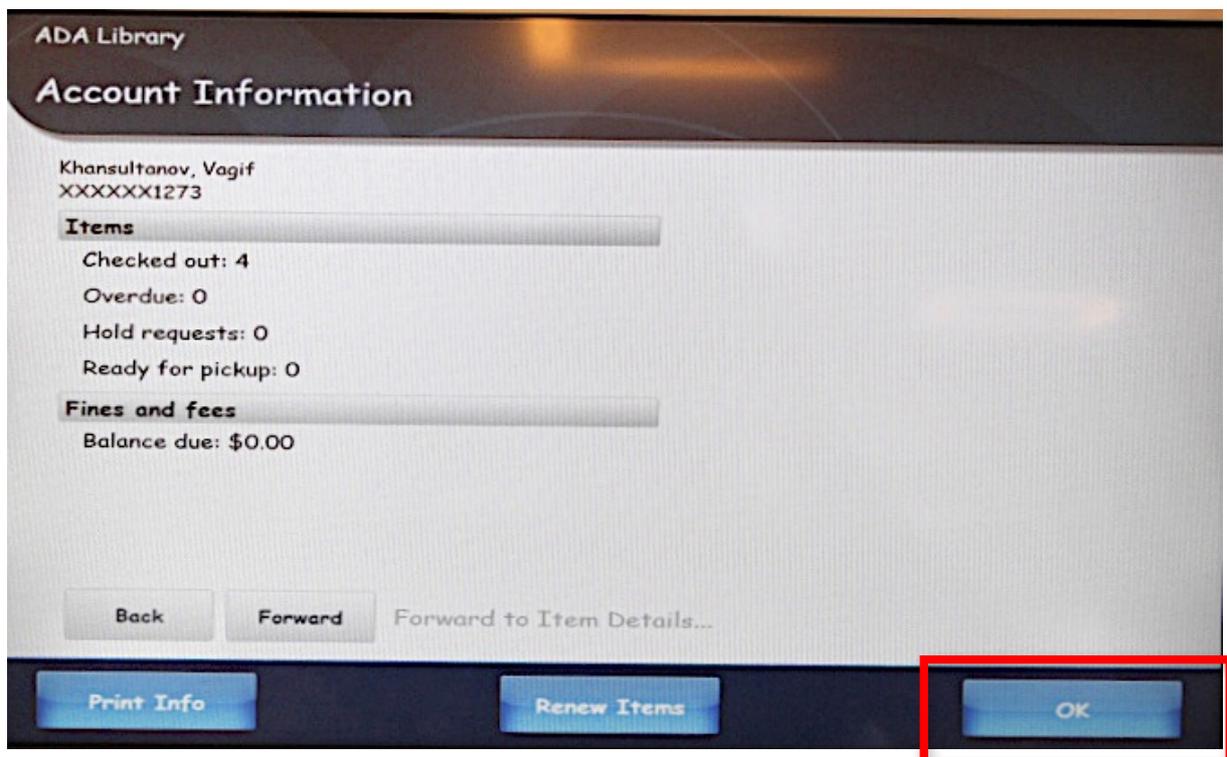

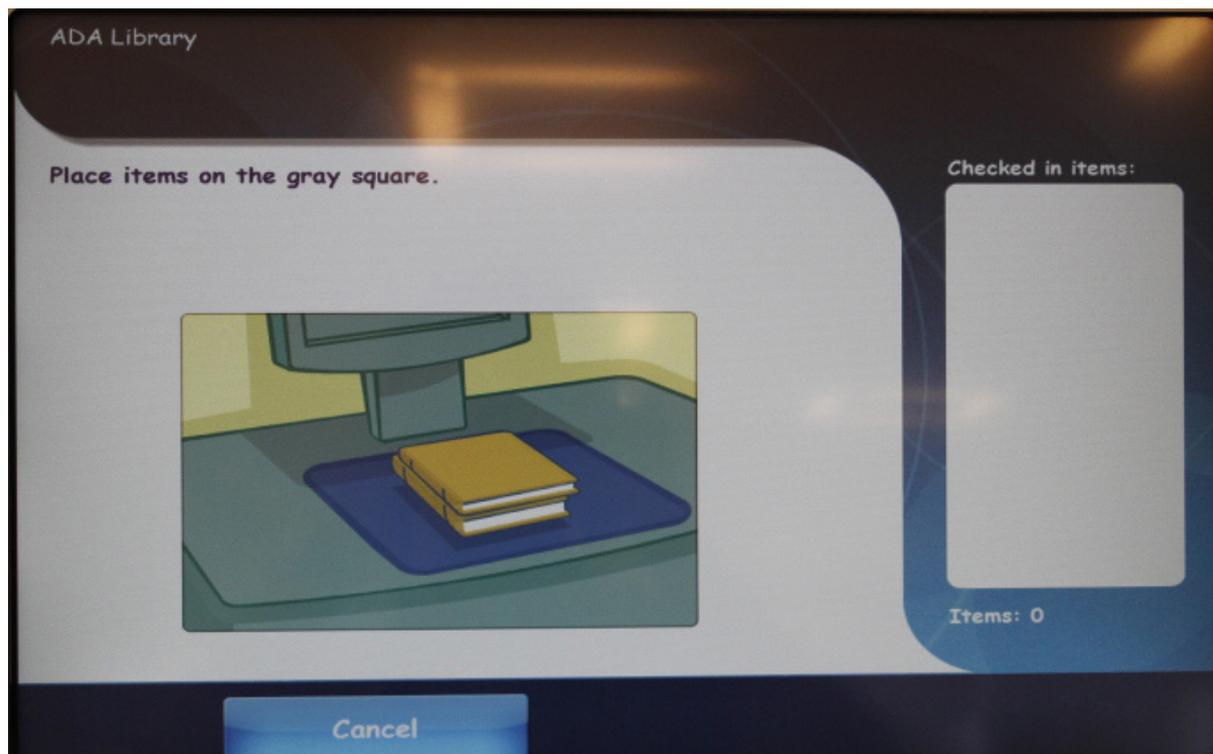**Note:** Do not place your card too close to the barcode scanner.

b. Enter your ID. Every student has a unique ID which is on the bottom of your card.

3. Touch **OK** when you see your account details. You can then see the number of the books that you have checked out or overdue books in your account.
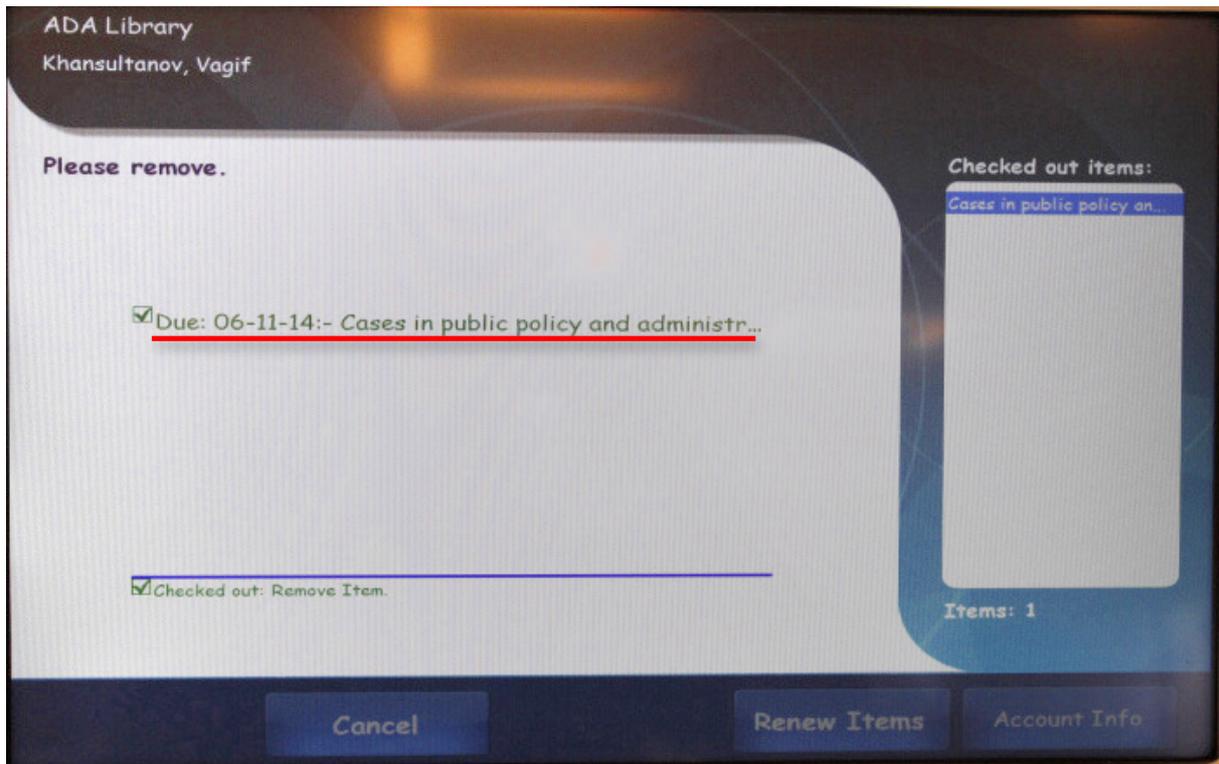
4. A window will be opened that requires you to place book on the pad (gray square).
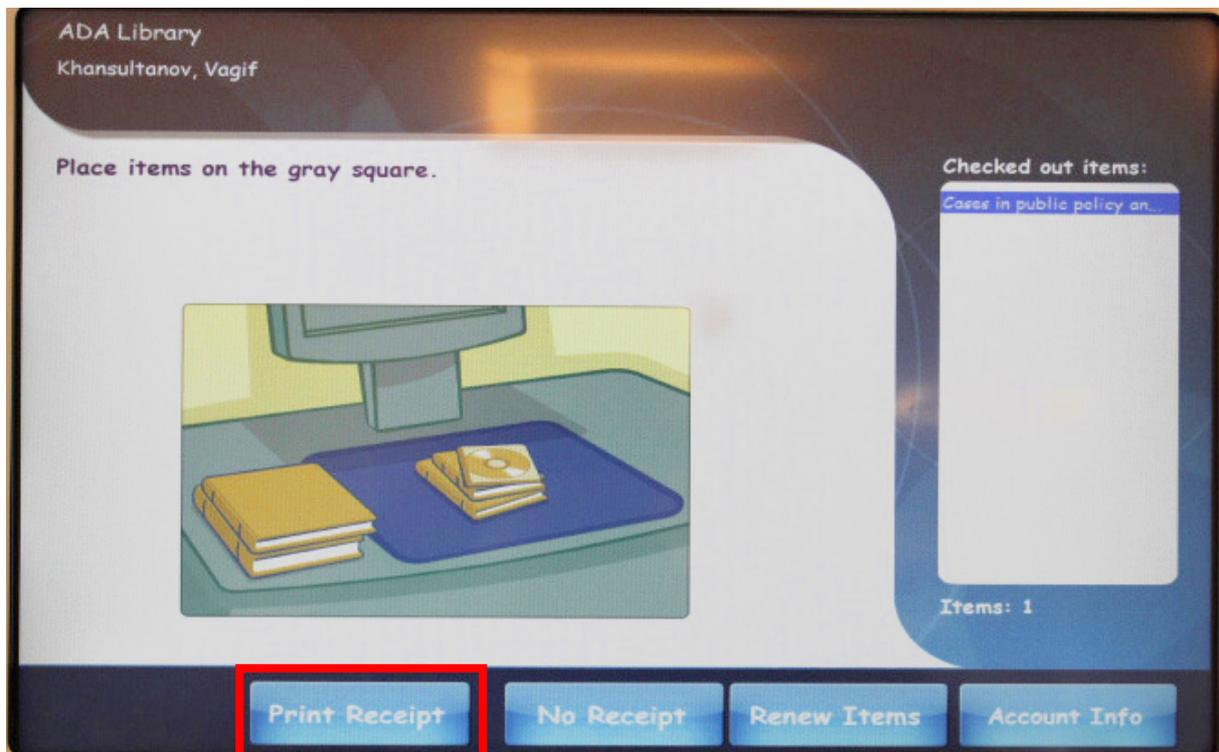

Place your book on the pad

5. Remove the book from the pad. When you remove the book from the pad you can see the due date of the book on the screen

6. Press **Print Receipt** .

7.When you touch **Print Receipt** you will see the due date of book on receipt. Please return the book before the due date.

ADA Library

Customer name: Khansultanov, Vagif
Customer ID: P000001273

Title: Rethinking Vietnam / edited by Duncan McCargo.
ID: 00008602
Due: 14/11/2014

Total items: 1
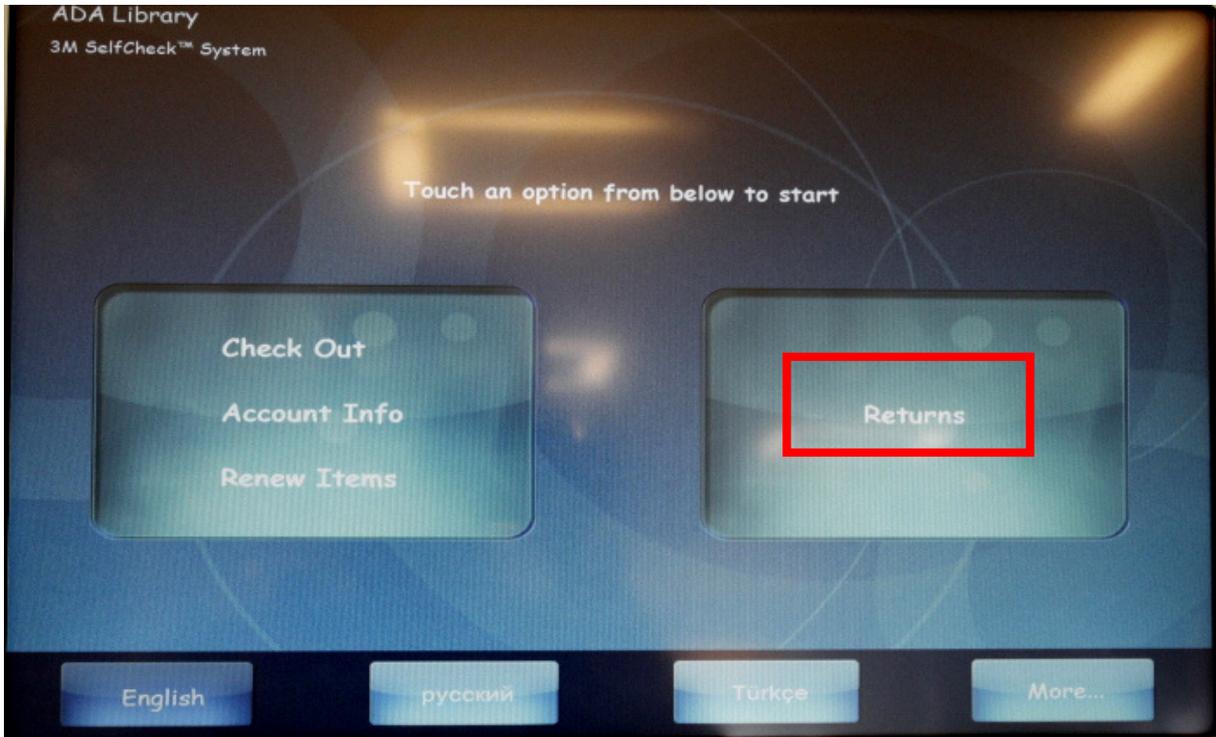10/24/2014 4:54 PM
Checked out: 5
Overdue: 0
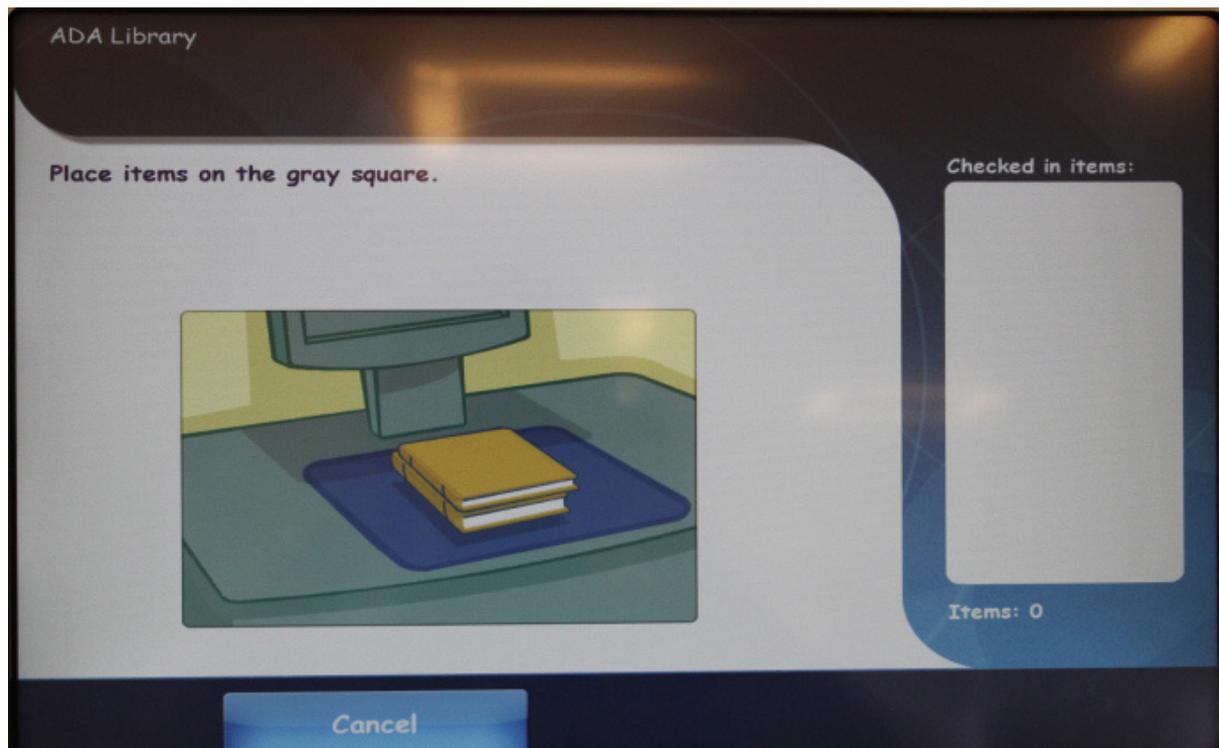Hold requests: 0
Ready for pickup: 0

Thank you for using our resources!
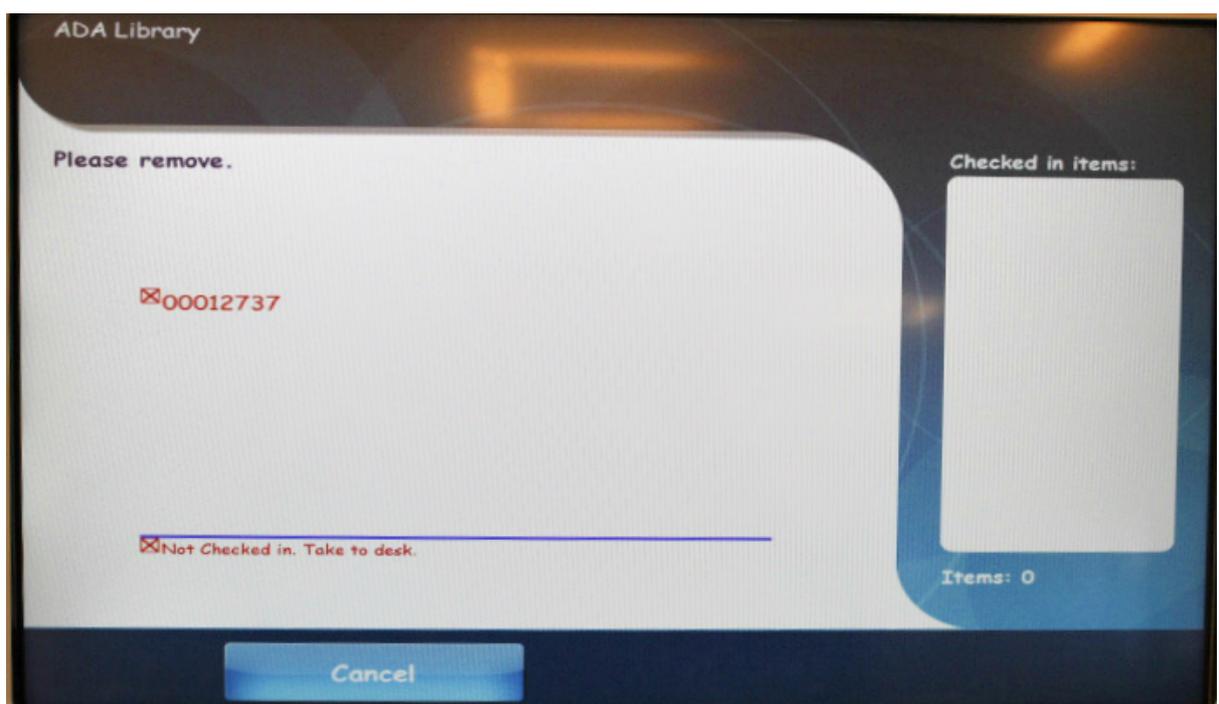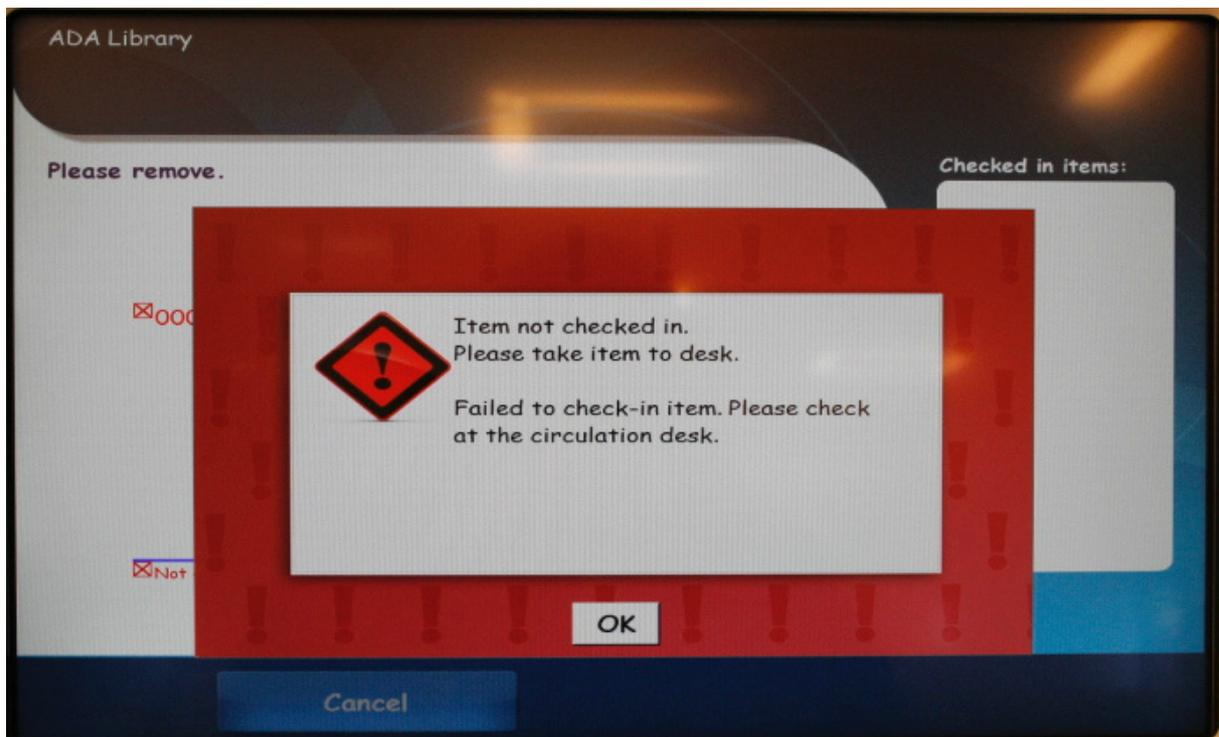
Check In (Returning)

1. Touch **Returns**

2. Place the book on the pad.
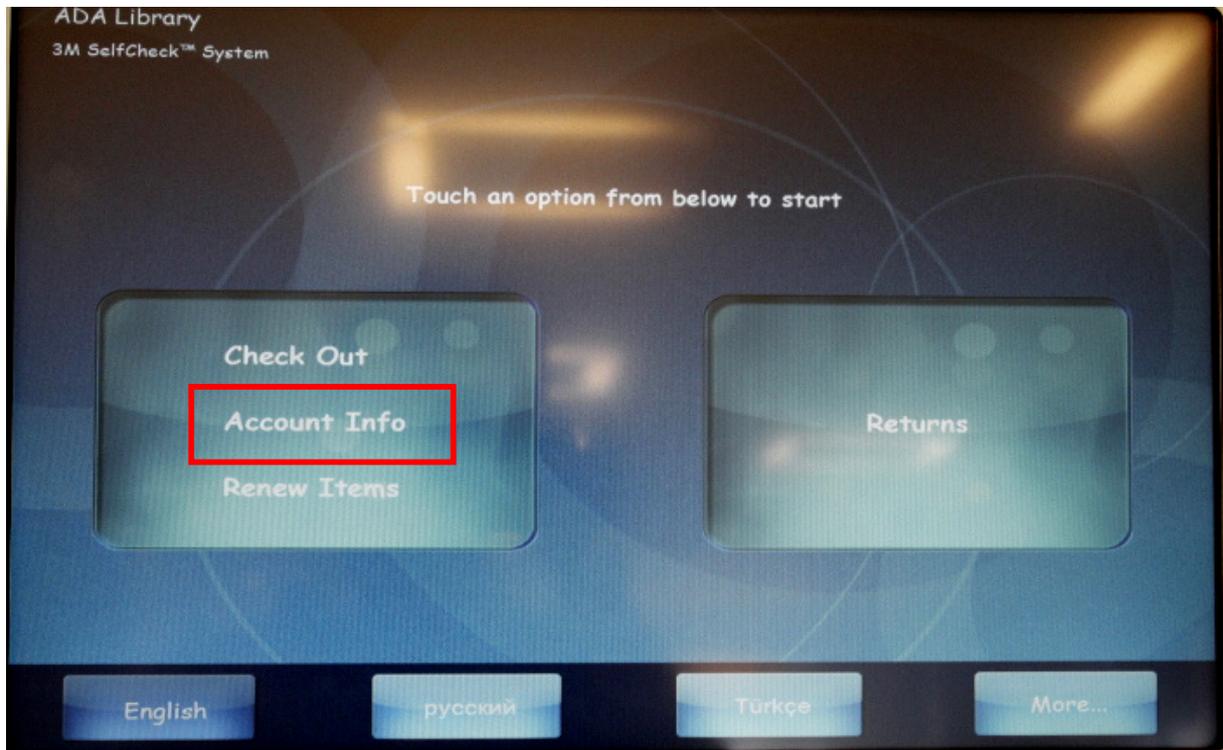
3. Remove the book from the pad

4. If you see the following window, it means that the book that you are checking out is overdue. In order to check it out please approach the Circulation Desk.
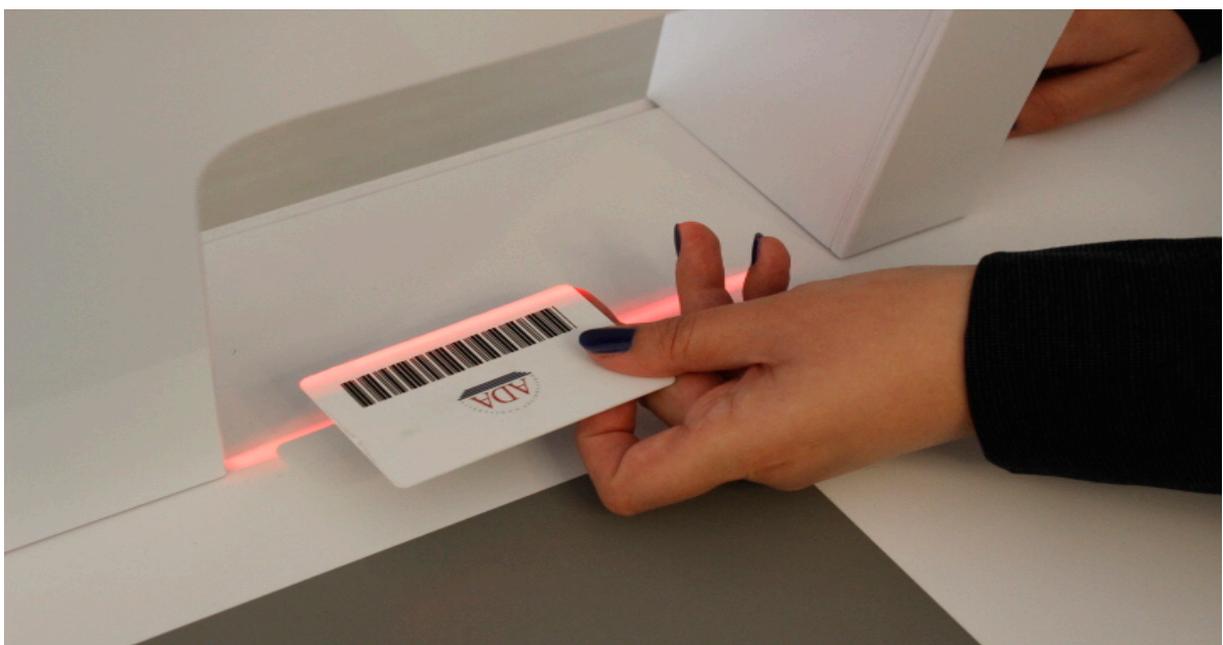
Account Info

If you want to learn about the book on your account you can use this feature of the SelfCheck System.
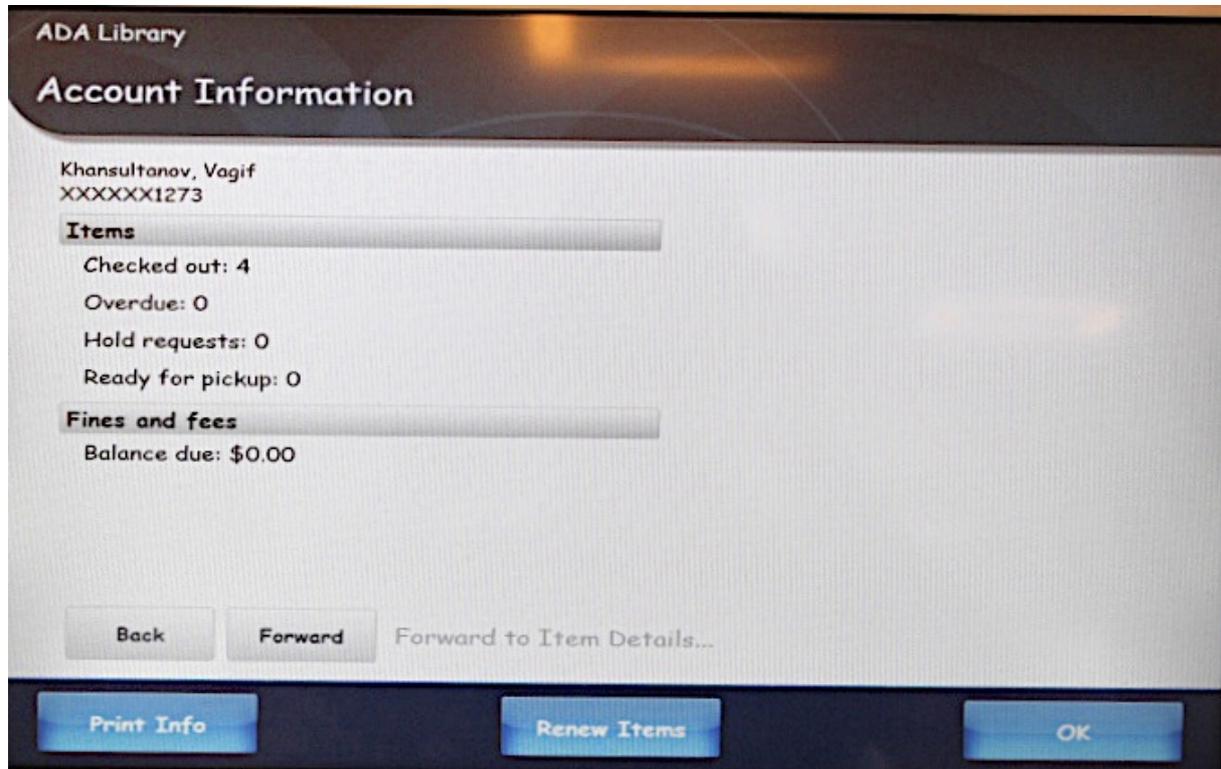
1. Touch Account Info on the screen of SelfCheck

2. Place your card under barcode scanner upside down in a way that scanner could read the barcode on your card.
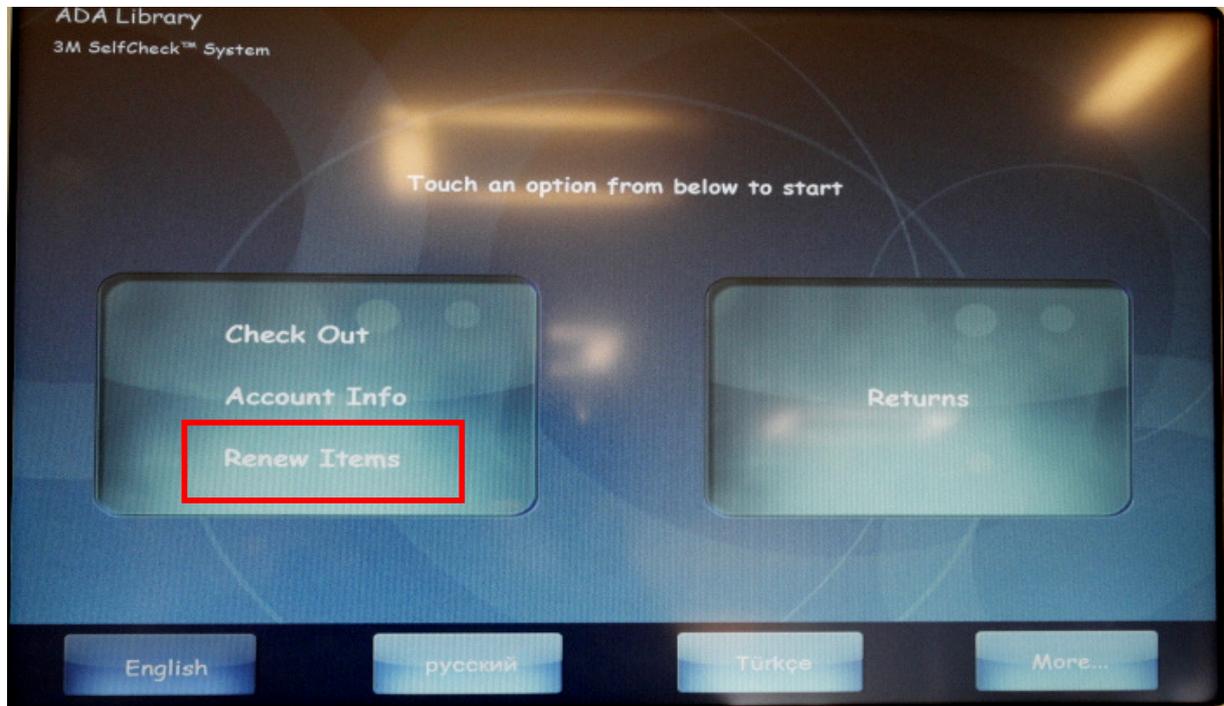
You can see your account details in the window that opened when the scanner read the barcode on your card.
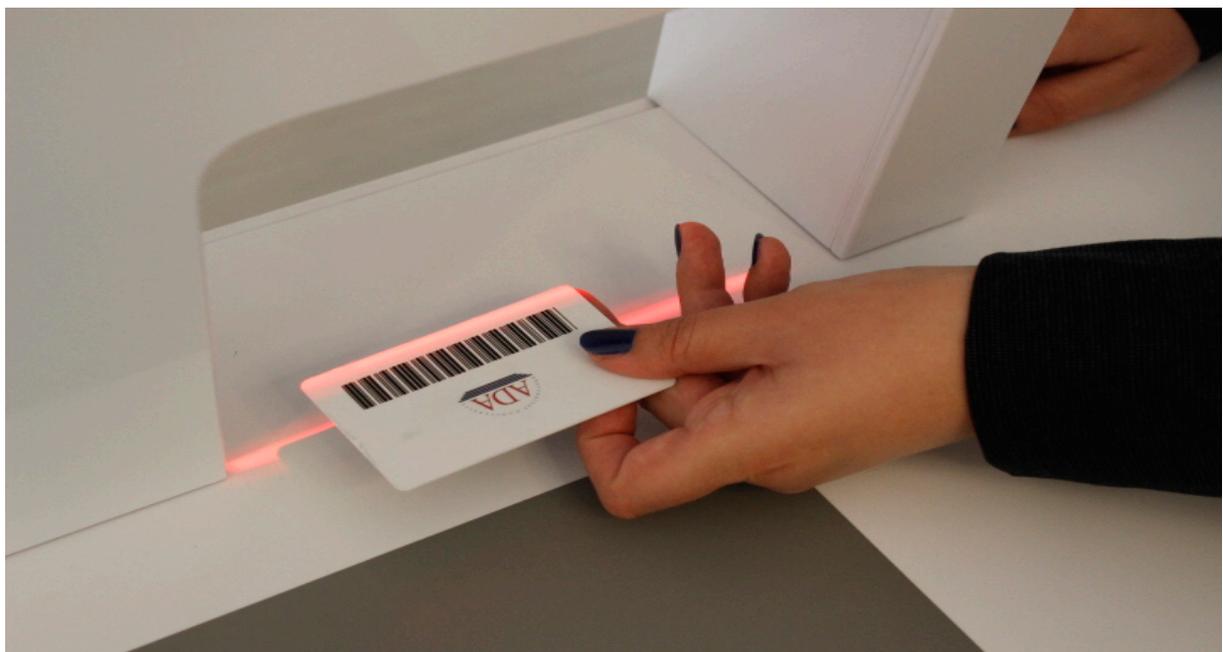
Renew Item

If you have a book which is not overdue you can renew it by tagging in to the website of ADA Library (ada.edu.az/library) or the SelfCheck System.
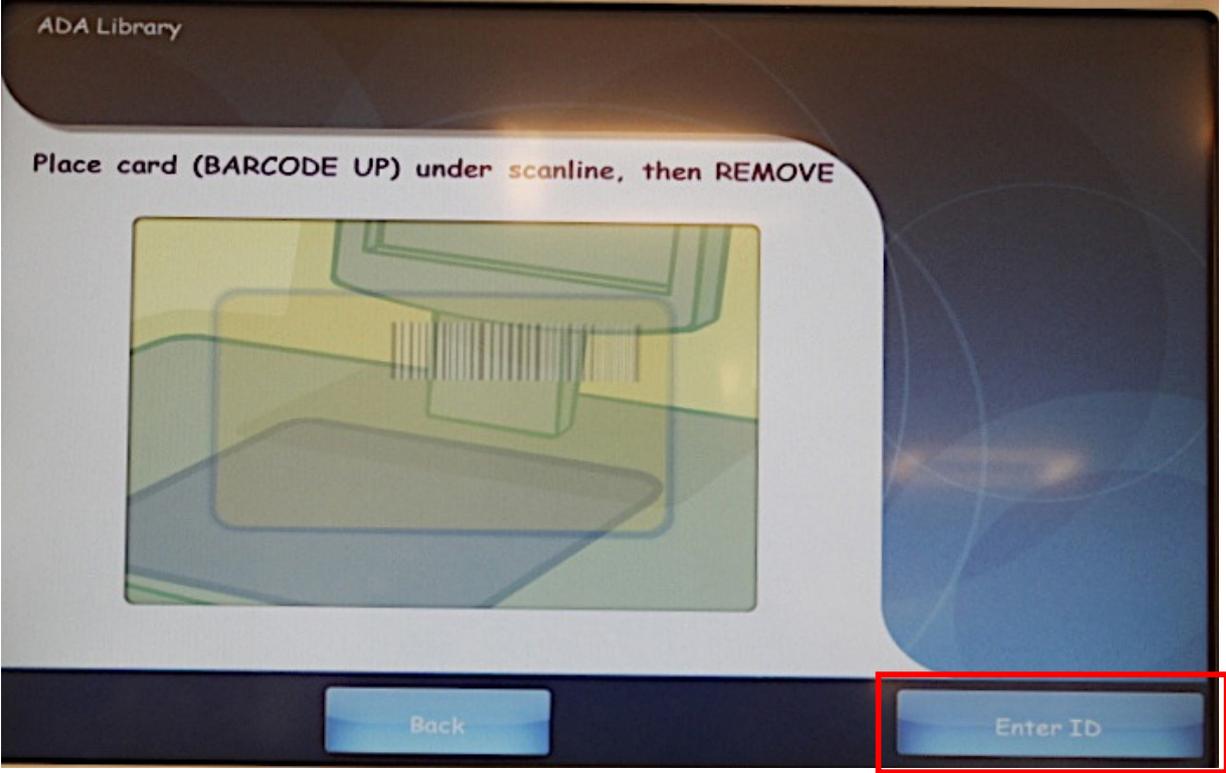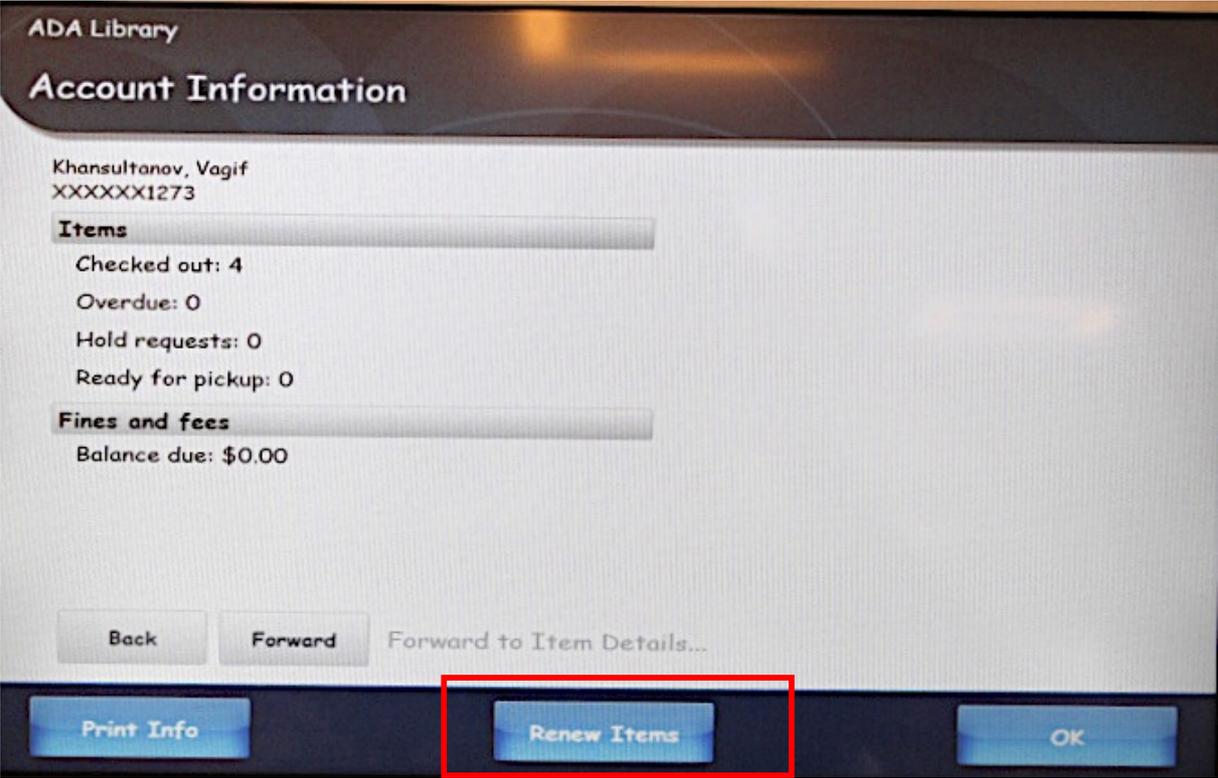
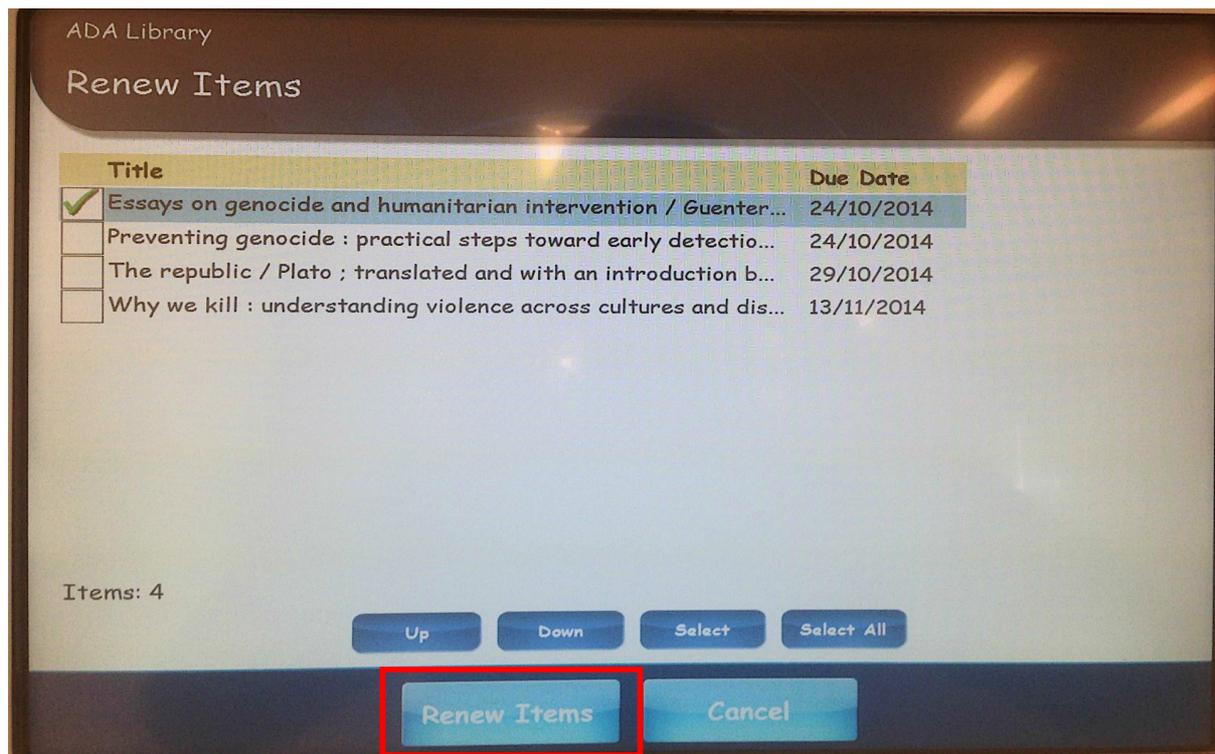1. Touch **Renew Items**.

2. Place your card or
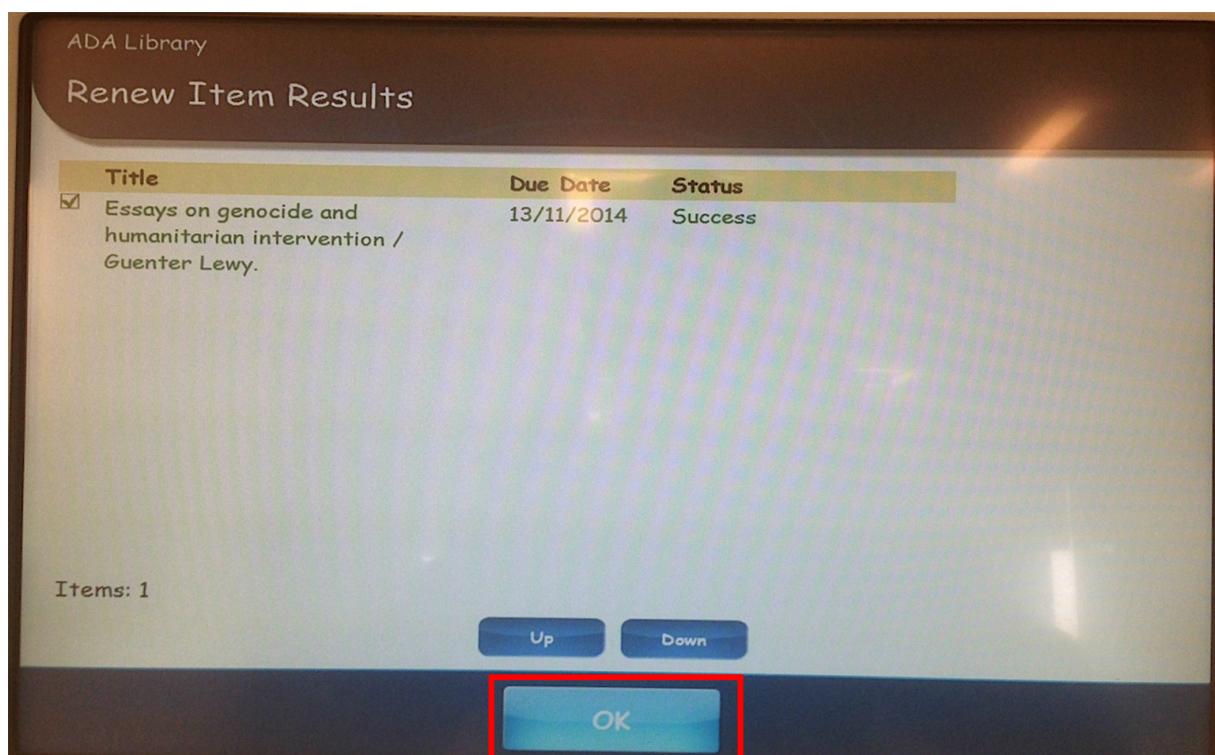
Or enter your ID number manually

3. Touch **Renew Items**

4. Select the book(s) that you want to renew and touch **Renew Items**.

5. Touch **OK** when you see new due date of book.

For any assistance approach to **Circulation Services Desk** or **Library System Administrator.**