

◀ Borrowing and Returning Books ▶

○ Borrowing

Please use the **self-checkout machine** located inside the library to borrow books.
If you encounter an error and you cannot complete the process, please ask for assistance at the counter.

How to use the self-checkout machine:

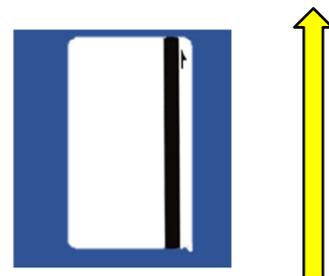
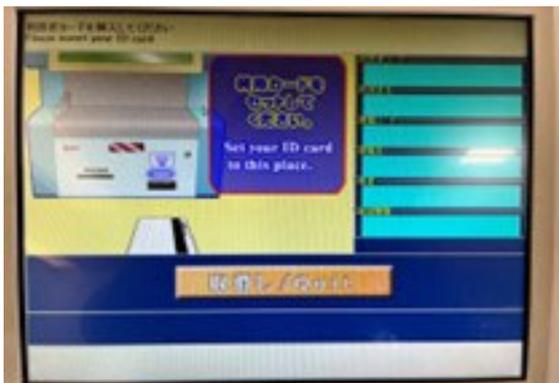


1. Stand in front of the machine.
※ *The sensor will detect your presence and display the “Lend / Extend” button.*
If the sensor doesn't work, you should touch the black part sensor on the machine.

2. Press the “Lend” button (this means “Borrow” in this context) or “Extend” (Renew) on the screen, then insert your library card (student/staff ID) or hold your My Number Card over the sensor.

※ **For My Number Card:** Hold it over the sensor area.

※ **For library card:**
Insert it with the black stripe facing up and to the right side.
(See the diagram on the right.)





- Place the book on the machine with the **library barcode facing up** and the **spine toward the back**.

When the book title appears on the screen and you hear a clicking sound, the process is successful.



- After all books have been scanned, press the "Close" button.

※ Don't forget to take your library card / My Number Card and the receipt.

○ Returning

Please return books **directly to the counter**.

When the library is closed, use the **book drop** located outside the library.