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# Self-checkout

Remember to take your due-date receipt from the self-check unit

1. Place your student or Library card with barcode face-up in the **orange area**. Leave the card in the orange area until your borrowing transaction is complete.
2. Place the spine of the book, front cover up, **against the blue tape**. The front cover barcode should be under the red laser line. Follow the on-screen instructions, repeating for each item.
3. When your loans are confirmed on the screen, remove your card. **A due-date receipt will then be issued.**

**Due-dates may change if items are recalled**



**Do not use the self-check unit for magnetic media, as this may cause damage**

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