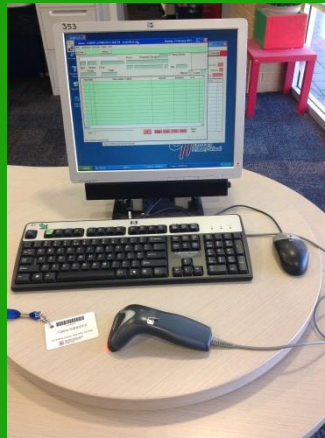


BORROWING

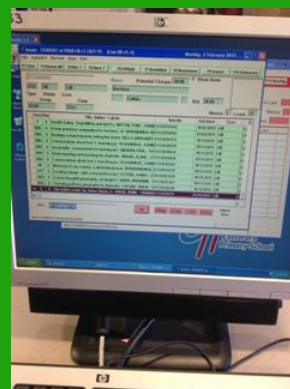
1. Make sure the GREEN screen is active by clicking on the blue bar across the top of the window.



2. Scan the barcode on your lanyard and check that your name has appeared on the screen



3. Scan the barcode on the book and check that the book has been borrowed to you



4. Press the green key on the keyboard when you have finished borrowing all of your books. This clears your details so that the next person is able to borrow. Happy reading! 😊

