Quick Guide

- The self service station is located on the ground floor of the Library close to the information desk.
- The self service station is available at all times when the library is open and can help avoid queuing to issue and return books at the issue desk..
- To use the self service station you must have a valid GMIT ID card & PIN (Personal Identification Number)
- You will not be able to issue or return books if you have overdue books or fines on your account.
- Follow the instructions on the screen.
- Don't forget to take your card and receipt when you leave the station.

Please Remember!

Library staff are available at all times to help with information and resources in the library.

If you would like a demonstration on how the self service station works please ask at the issue desk.

GMIT Library

Galway-Mayo Institute of Technology
Dublin Road
Galway

Phone: 091 742785
Fax: 091 742115

GMIT Library

GMIT Library

Self Service Station

Issue & Return Your Books

Queuing for a book?

Not any more, when you use the library's self service station.

Issue & return your own books without the hassle of queuing at the desk!

What do I do?

Taking out & returning books is easy using the self service station. Before you use the machine, you must ensure that your account is clear, i.e. you have no overdue books or fines outstanding or any messages on your card. (If this is not the case, you will be prompted to go to the issue desk.)

Self Service Instructions

As Easy as 1,2,3

Self Issue

1. Place your GMIT ID card gently in to the slot on the right. A beep indicates that it has been accepted. Follow the online instructions using the touch screen.
2. Place the book you want to take out against the upright block to the left of the screen. Slide the book so that the barcode is under the red line. Listen for the clunk (and check the screen) to ensure that the issue is complete. Up to 3 items can be scanned and issued.
3. Remove your card when all books you wish to take out have been scanned. A receipt will be printed stating what books you have just issued and when they are due back.

Save your receipt - you are responsible for returning your books on time.

Self Return

1. You DO NOT need your borrower card. Touch "RETURN" and then follow the online instructions.
2. Place the book to be returned against the upright block to the left of the screen. Slide the book so that the barcode is under the redline. Listen for the clunk (and check the screen) to ensure that the book(s) have been returned.
3. When all books are checked in touch "QUIT".

Our self service station is the ***Libmaster***—brought to you by 2CQR.

The leading self issue and return system incorporating both RFID and EM security in one easy to use and customisable unit. Fully height adjustable, Libmaster revolutionises library automation.

GMIT Library