

## A short Guide to the Self Check

### Step 1: Log on to the library user account.

Log on to your library user account. The user number can be found on your student/employee card or on your library card. The password is your date of birth in 8 digits: ddmmyyyy .

#### Self Check

Login to user account / Bitte melden Sie sich an:

Ausweisnummer: z.B. C001234	<input type="text"/>	Number of your card
Passwort:	<input type="text"/>	Birth date
<input type="button" value="Login"/> <input type="button" value="Abbrechen"/>		

The Password is your date of birth in the format "DDMMYYYY". / Das Standard-Passwort ist Ihr Geburtsdatum im Format "TTMMJJJJ".

For further assistance with Selfcheck, please contact the library staff. / Für weitere Hilfestellung zur Anmeldung wenden Sie sich bitte an das Bibliothekspersonal.

### Step 2: Borrow media.

Strichcode



1. Scan the item barcode with the scanner. The barcode label is located on the back cover (outside or inside).
2. After scanning, swipe the scanner twice over the barcode from top to bottom.
3. Confirm the loan by clicking „OK“ (2x).



These 3 actions are important for the correct checking-out procedure.

If the loan is correctly booked, you will receive the message „Ausleihe erfolgreich“ / „Loan successful“.

Now you can borrow further items using the same procedure.



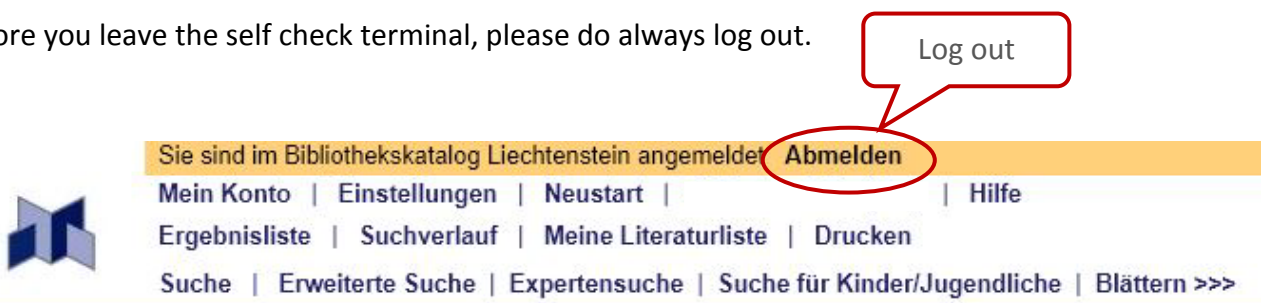
### Details zur Ausleihe

Titel:	Zollverein
Strichcode:	FLMF051004
Signatur:	ZH 6600 M377
Signatur 2:	
Zweigstelle:	Uni Liechtenstein
Exemplarstatus:	ausleihbar
fällig am:	17/09/18
Beschreibung:	

If the booking procedure was incorrect, you will receive error messages or the alarm will be triggered at the gate. In this case please repeat the loan procedure or ask the library team.

### Step 3: Log out.

Before you leave the self check terminal, please do always log out.



**If you have any questions or error messages contact the library team at the information desk.**