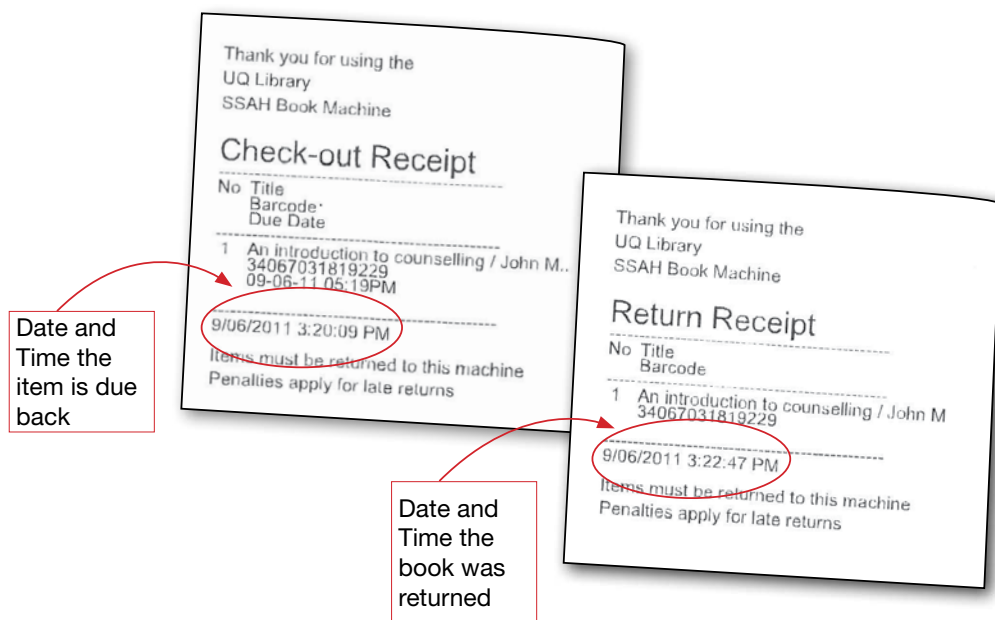


Important information on the receipts



There are two BARS at UQ St Lucia:

Purple BAR

Social Sciences and Humanities Library
Building 12, St Lucia

Green BAR

Biological Sciences Library - 24/7 Study Space
Building 94, St Lucia

Any questions or difficulties?

Please ask for assistance from library staff.
(Biological Sciences Library - report difficulties to the
Security Officer on duty in the library)

www.library.uq.edu.au/help/bar-borrowing



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BAR

BORROW AND RETURN

INSTRUCTION BOOKLET



Welcome to the BAR - one of two library dispensing machines at UQ St Lucia.

1. The BAR holds a selection of library resources that are **in-demand** by students
2. It is a **self-service system** allowing students to search, reserve, borrow and return these resources; items are **borrowed from** and **returned to the same** machine
3. Loan period is **4 hours**
4. Please be advised: **Penalties apply** if items are not returned within the time allocated
5. Each BAR has two separate workstations and they are operated using a simple touch screen:
 - the **Left station** allows for **search & reserve** functions only
 - the **Right station** allows for all functions: **search, reserve, borrow & return**.

To Search & Reserve items

At the **left hand station** you can **only** Search & Reserve an item - you must then wait for the right hand station to be free to collect and return the item. You have 15 minutes to collect the item after it has been reserved.

To Search & Reserve items:

1. Press **Catalog**
2. Choose one of the following methods of searching:
 - Browse all** - Go to step 6
 - All Words**
 - Title**
 - Author**
 - Call Number**
3. Type in your search information
4. Press **Search**
5. Click on the (✓) green tick to select the item
6. Scan your **patron card**
7. Item will be reserved for 15mins. Now choose:
 - New search** - repeat above
 - Back**
 - Exit**

When searching the catalog please note that items on loan will not be displayed.

When borrowing and returning items remember to select 'receipt' as a record of your transaction.



To Search, Reserve, Borrow & Return items

At the **right hand station** you can perform all functions.

To Search & Borrow items:

1. Press **Start**
2. Press **Catalog**
3. Choose one of the following searching:
 - Browse all** - Go to step 5
 - All Words**
 - Title**
 - Author**
 - Call Number**
4. Enter search text and Press **Search**
5. Click on the (✓) green tick from the right hand column to select the item you want to borrow
6. Scan your patron card
7. Your item will be reserved for 15mins. Select:
 - New search** / **Back** / **Checkout**
8. Click on the (✓) green tick from the right hand column to confirm the item you want to borrow
9. Once the BAR robot has collected your item you will be asked to **Scan your patron card**. The door below the screen will open.
10. Collect the item and press **Receipt** (displayed in the bottom left of screen).

To Return your item:

The item you borrowed must be returned to the same machine you borrowed it from by the time recorded on your receipt.

1. Press **Start**
2. Press **My Returns**
3. Scan your **patron card**
4. Put the item on the tray a message will say 'Door is closing. Item will be checked in'.
5. Wait until the door is closed and press **Receipt** or **Next Return**.

To Collect a reserved item:

If you have searched and reserved an item from the left station, follow the steps below to collect the reserved item:

1. Press **Start**
2. Choose **My Items**
3. Scan your patron / student card
4. Click **Check out** (on right side of the screen) or **Cancel** if you have selected the wrong title or no longer need them.
5. Scan your patron / student card again, retrieve your item when the door slides open
6. Wait until the door is closed and press **Receipt** or **Home**.

