



# BITS Pilani Library



## Procedure to use

### "Self Check-In/Check-Out" **SmartServe** Kiosk

To use this kiosk for the first time, please contact the **Library Staff** at Issue/Return Counter.

- a) Your **PSRN No / ID No** is your **User ID**
- b) Re-set your password when you meet the library staff at the **Main Counter**.

## To Borrow the Books:

- 1) Please keep maximum 8 books at a time on the glass surface .
- 2) Click on '**Borrow**' option, provide your user name and password ,
- 3) On the screen, you will see the list of book kept on the glass surface.

Issue/Return counter to resolve the problem.

- 5) Click on '**Finish**' and choose '**Yes with slip**'
- 6) Collect your Book/s and **slip** for completed transaction.
- 7) Get the **Due Date stamp** put on the book/s at the Issue/Return Desk.

please contact the library staff at the Issue/ Return counter along with the books.

## To Return the Books:

- 1) Please keep maximum 8 books at a time on the glass surface .
- 2) Click on '**Return**' option.
- 3) On the screen, you will see the list of book kept on the glass surface . Click on '**Finish**'

staff at Issue/Return counter to resolve the problem .

- 6) Click on '**Yes with slip**'
- 7) After returning, please keep the books on the **trolley** next to the Kiosk

**Please contact the library staff if you need any help/more information.**

*For each and every transaction, you will receive a confirmation mail from the library*