Book Mark Library Services Pty Ltd

Fact Sheet - Borrowing a book



Loans Window

Step 1. Open the Loans window and scan the borrower number.

y® I File	Bookmark 10.7.2-64: Loans 15/02/2021 e Edit				-		×		
Loans									
Total loans today 0 Total returns today 0									
	Scan borrower barcode >>		Name						
	Returns Reserve	Search	News	Close					

Don't have the borrower number? Click Name.

Step 2 Scan the items to be borrowed

		Loans	•				
JOHNS	ON, Susie (99)	Loan limit: 4					
Type: 3 - Years 3-6 Class: 13B Year: 6		On loan: 0					
		Due date: 01	Due date: 01/03/2021				
	Scan item barco	ide >>					
		1		1.	la stra	1	
lumber	Title		Call number	Туре	Due date		

Step 3 Scan FINISH to finish borrowing and remove your name from the screen. (SWAP swaps between loans and returns and back)



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