



NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR
(An Autonomous Institute of National Importance Established by the Act of Parliament)

LIBRARY & INFORMATION RESOURCE CENTRE, (LIRC)

Email: office_library@nitsri.net

website: <http://nitsri.ac.in>

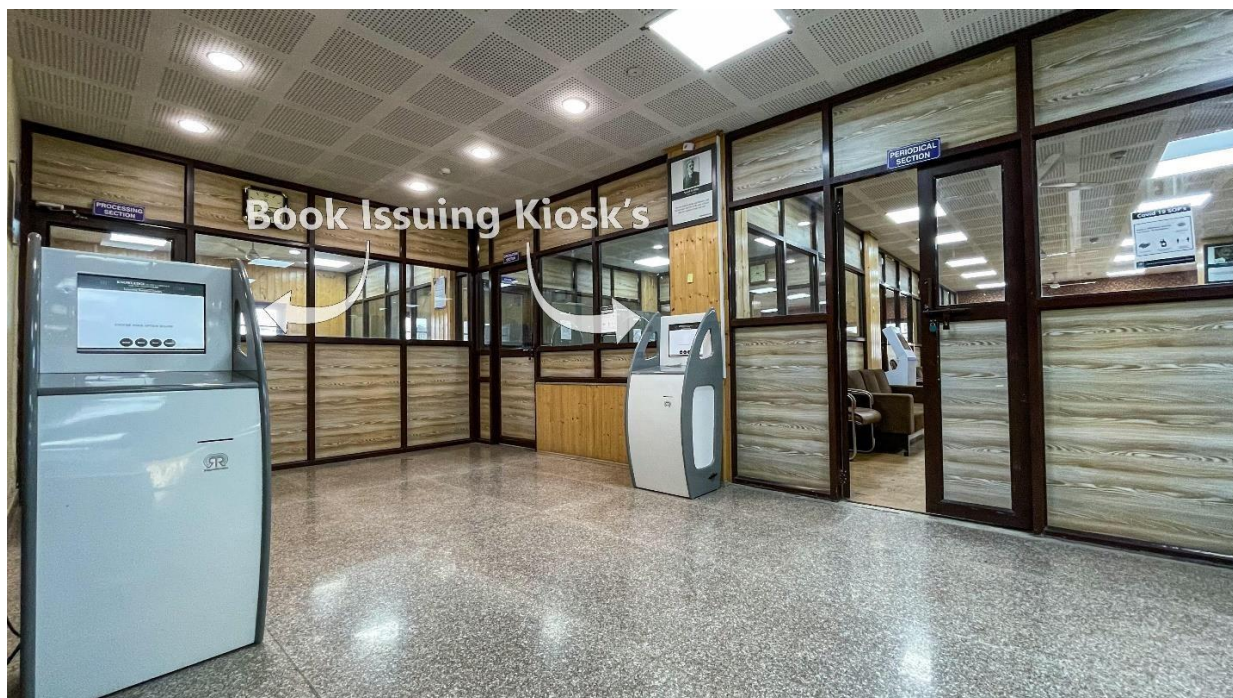
RFID-Guide

How to use RFID Kiosk Machines for Self Check-in and Check-Out of Books

How to issue books:

Step 1:

Head over to any of the two book issuing kiosk's.



Step 2:

Touch the "Borrow" button on the screen.



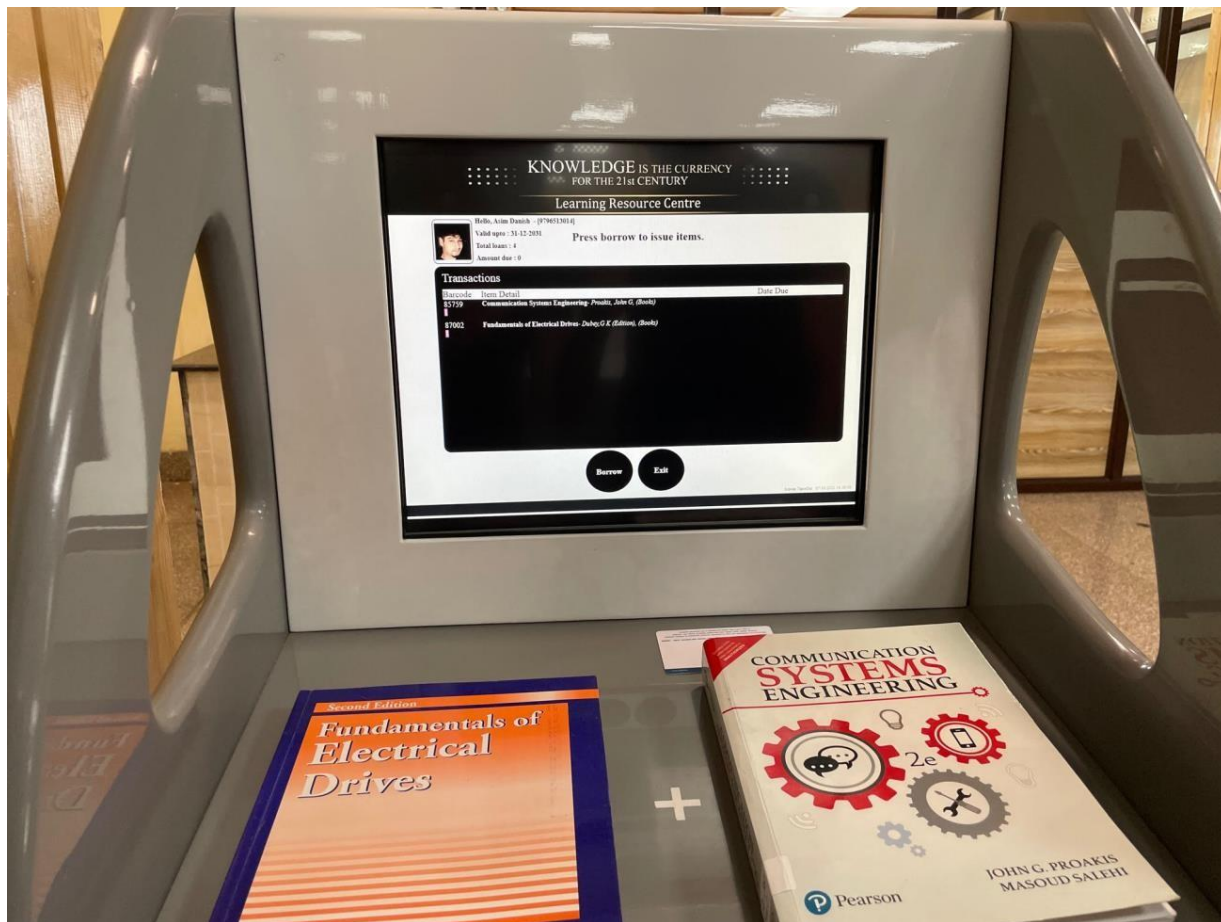
Step 3:

Place your RFID card on the Kiosk and leave it there.



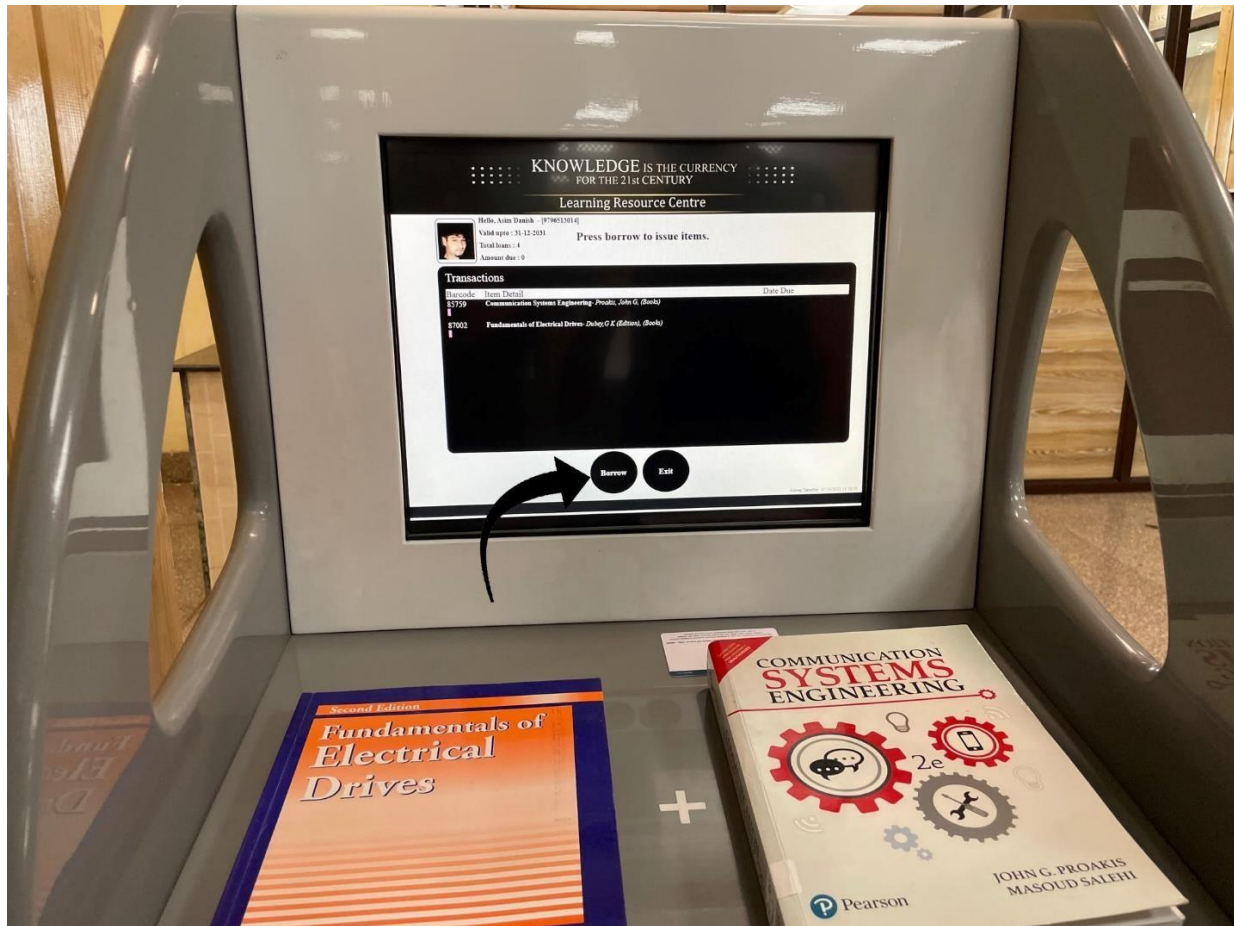
Step 4:

Place the book(s) that you want to issue on the Kiosk.



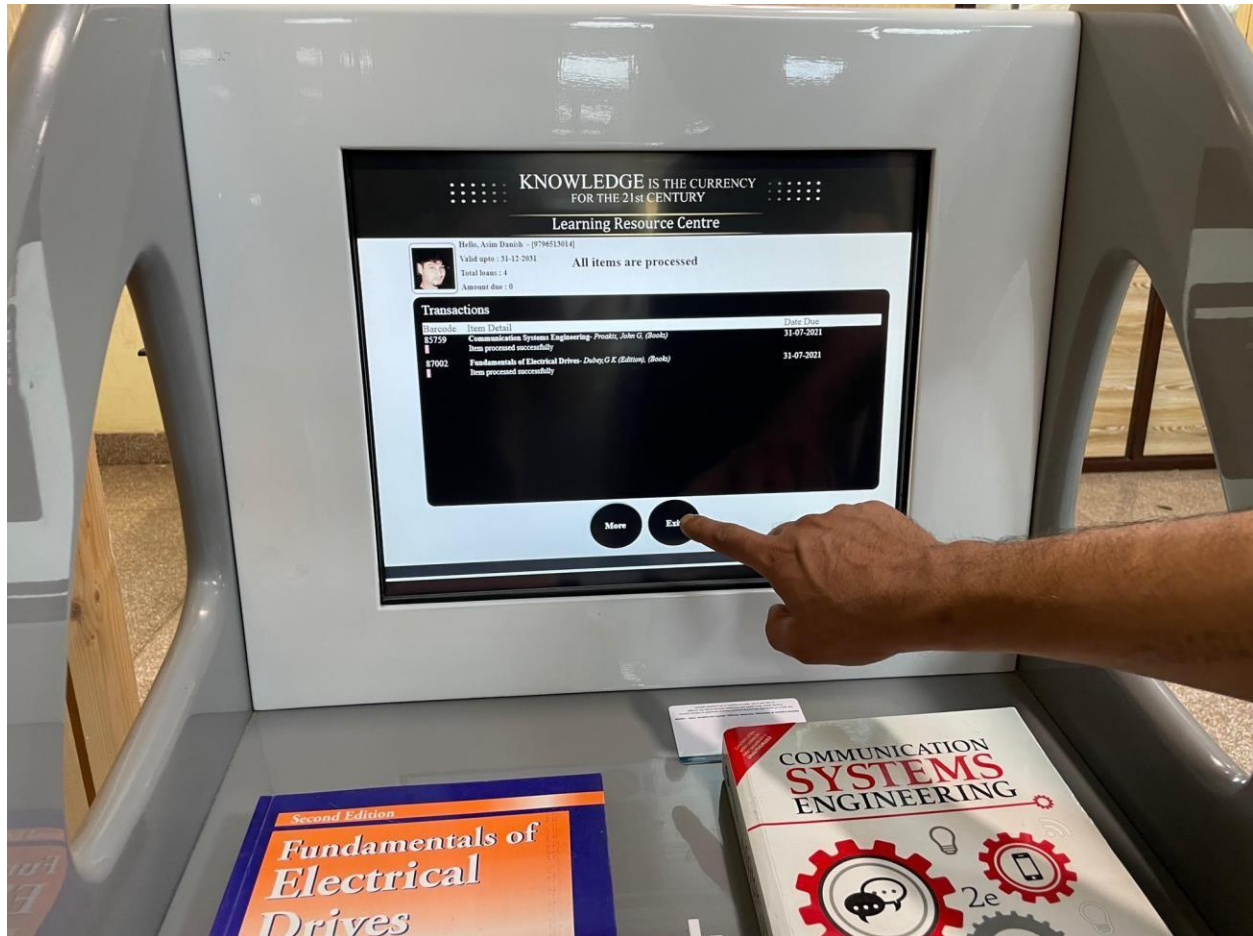
Step 5:

Touch the "Borrow" button on the screen.



Step 6:

Touch the "Exit" button on the screen after the message "Item processed successfully" is displayed under the name of each item that has to be borrowed.



Step 7:

An acknowledgement slip will be printed automatically. Collect it and keep it for your own record.



How to return books:

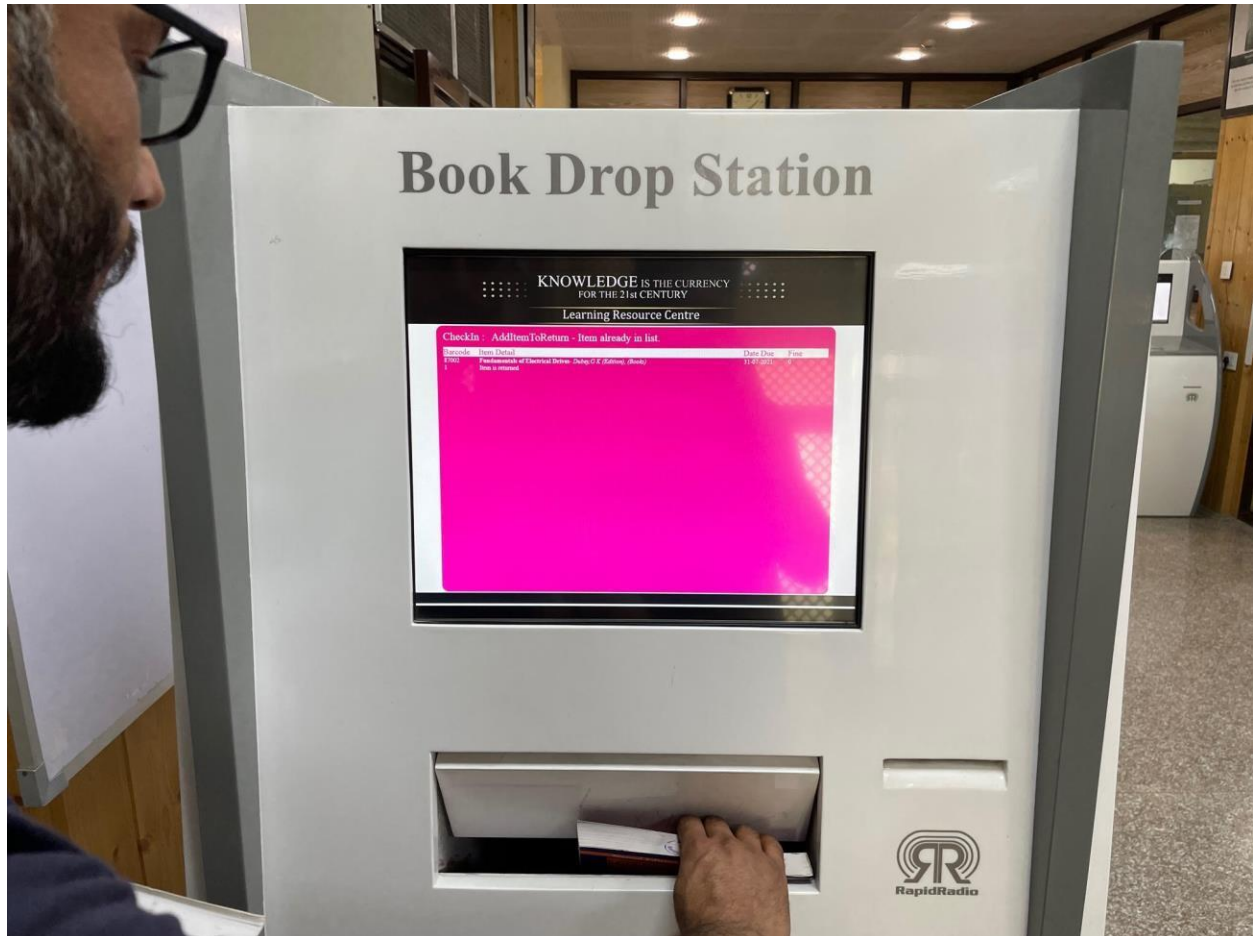
Step 1:

Head over to any of the two book drop Kiosk's.



Step 2:

Drop the book(s) and let go of it in the book drop Kiosk(as shown below). A message "Item is returned" will be displayed under each item that is returned.



Step 3:

Wait for 10 seconds after the last book has been returned. An acknowledgment slip will be printed. Collect it and keep it for your own record.



Additional Notes:

- To view your transaction history and fine details log into any one of the OPAC kiosk's that are placed throughout the library.
- If you are charged with fine and want to pay it, head over to the circulation counter.
- If you are facing any issues transacting, contact the circulation counter.
- For any technical queries, contact assistantlibrarian@nitsri.ac.in