

# Book pick-up locker

## Basic guidance

### Borrowing

If you want to use a Book Pick-up Locker, a valid library account is required. You have to find the book you want to borrow in the UPWr Main Library collections too.

1. Log in to your library account.
2. Find the book you would like to borrow in the catalogue or in the multisearch (the selected item must be in the collection of the Main Library).
3. Request the book, choose a „Pick-up locker” option in „Pick-up Location” / „Pickup/delivery location” and go to the next step (until you see the confirmation of registering order on your library account).
4. When your order is completed and the librarian loads the locker, the status of your order will change to „On hold until...”. You will get an e-mail confirmation as well.
5. To pick up an order:
  - choose „Pickup” on the Book Pick-up Locker screen,
  - scan your library card with a reader (below the screen) or enter its number on the terminal.
6. Books ordered to the Book Pick-up Locker are delivered Monday–Friday (and on Saturdays – during part-time classes) in the library working hours.
7. Books are waiting three days to be collected.
8. The locker will not open, if:
  - library account is not valid,
  - library account is blocked (due to overdue books, financial fees charged, clearance slips clearing),
  - the user has exceeded the limit of books available for borrowing,
  - the book pick up date has expired.

### Returns

You may also use the Book Pick-up Locker to return books. Please remember that every return needs to be registered in the system – it is done by a librarian which means that the book will be registered on your library account for a while.

#### **1. If you would like to receive a confirmation of returning books:**

##### **a) When you return one book:**

- select „Return” option on the Book Pick-up Locker screen,
- scan the library card with the reader (below the screen) or enter its number on the screen,
- scan the book barcode (you need to scan the library barcode below the signature in the back of the book),
- select a locker from the scheme on the screen,

- when the door opens put the book in the locker and close the door,
- select „Finish” on the screen,
- download the confirmation receipt of the operation from the Book Pick-up Locker (you can find there the date, time, library card number, box number, data of the returned book).

**b) If you would like to return more than one book (you can put a maximum of three books in the locker!):**

- select „Return” on the Book Pick-up Locker screen
- scan the library card with the reader (below the screen) or enter its number on the screen,
- scan the book barcode (you need to scan the library barcode, below the signature in the back of the book),
- select „Next” option on the Book Pick-up Locker screen,
- scan the barcode of the second book,
- select „Next”,
- scan the barcode of the third book,
- select a locker from the scheme on the screen,
- when the door opens put the books in the locker and close the door,
- click „Finish” on the screen,
- download the confirmation receipt of the operation from the Book Pick-up Locker (you can find there the date, time, library card number, box number, data of returned books).

**c) In case of returning a larger number of books (over three):**

- repeat the steps from point b) until you return all the books.

**2. If you do not need a confirmation of returning the book:**

- select „Return” option on the Book Pick-up Locker screen,
- scan the library card with the reader (below the screen) or enter its number on the screen,
- scan the book barcode (you need to scan the library barcode, below the signature in the back of the book),
- select „Next” or „Return” on the screen,
- select a locker from the scheme on the screen,
- when the door opens put the book (or more than one book) in the locker and close the door,
- select „Next” on the screen, and „Finish”,
- if you need, you may get a confirmation of returning the book (there will be data of the scanned book only).