Self-Checkout

Deanship of Library Affairs Al Jouf University using the latest systems and techniques in the global libraries, in order to automate the systems, Al Jouf University Libraries has sufficient number of self- Checkout machines in all the branches.

The Self-Checkout system is one of the latest electronic Checkout systems, where the library's beneficiaries can:

1) Borrow books and other vessels that can be borrowed according to the borrowing policies which are approved by the libraries of Al Jouf University.
2) Return the books.
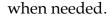3) Extend borrow period.

This is done in a self-direct way, without the need for any library staff to intervene, since the Self-Checkout system run checkout operations automatically.

The Self-Checkout machines provide modern and sophisticated touch screens with a graphical user interface, designed to meet the needs of all beneficiaries. It is easy to use and supports many languages, including Arabic and English.

Steps to borrow the book using self-checkout machine

- The beneficiary must obtain membership of the library, which is done automatically after obtaining the university card

- The beneficiary can search through the electronic catalog that is available through website of the Deanship of Library Affairs, where the book can be searched by title, author, subject, book serial number, etc., then find the place of the book on the shelf where the shelf number is recorded in the bibliographical data of the book on the electronic catalog, reach it, and pull the book to borrow from the shelf.

- The beneficiary will be asked to enter the university ID number (if he / she are student) or Employee ID (if he / she are faculty members). After entering, the beneficiary's information will be displayed on the screen.

- After confirming the data entered by the beneficiary, the beneficiary must place the book under the red laser line that directed to the glass plate on Self-Checkout device, and then follow the instructions of the device.

- The bibliographic data of the book (title, author, edition, etc.) will be displayed on the screen.

- A confirmation message will be appeared ((You have checked (...) the number of the book, would you like to exit)?

- At the last step, self-checkout machine will give beneficiary information such as the number of borrowed books he / she has, and how long he / she can keep it, when he / she should return it. To end the process he / she must click on the exit icon. The beneficiary can also print the receipt to keep it when needed.

Steps to return the book using self-checkout machine

- The beneficiary must bring the book / books to be returned.
- Click the "Return Items" **icon** on the screen.
- Place the book under the red laser line that directed to the glass plate on Self-Checkout device, and then follow the instructions of the device.
- The beneficiary must remove the book after a message has been appeared (books returned) then leave the book / books to the shelf named by **Returned Books**.
- To finish the return process, print the receipt.