自助借書系統
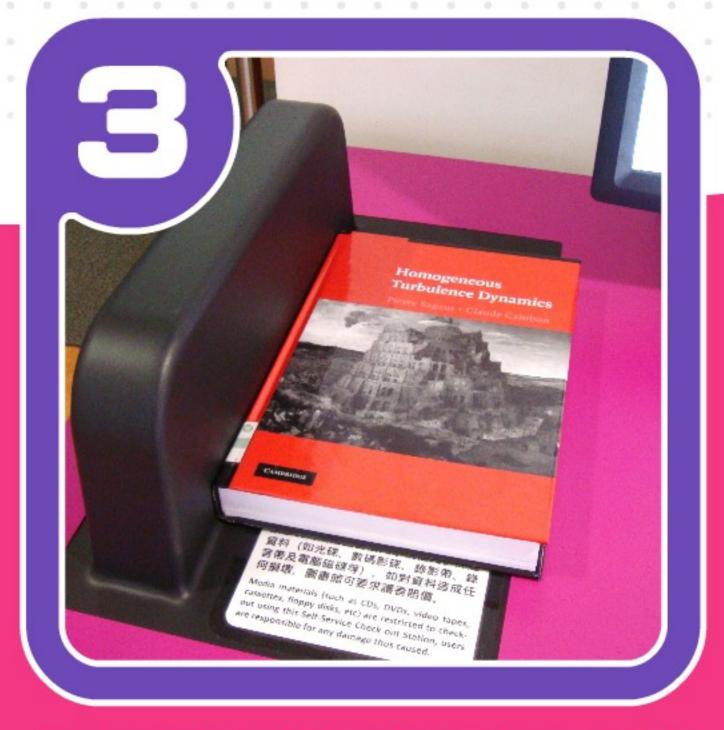## Self-Service Checkout Station

《操作指引　Operating Instruction》

1

將學生證、職員證或借書證插入讀咭口中(條碼位置向下如圖)

Insert your student card, staff card, or borrowing card into the card slot, with the barcode facing down as shown.

2

輸入讀者帳號密碼(此密碼為讀者個人資料查詢/網上續借之密碼)

Enter your Library Account Password (The password is same as your Personal Inquiry/Online Renewal Account).

3

把書本放置於桌面感應器上(每次一本)，書脊靠左並覆蓋紅燈

Place the book on the platform (1 item at a time), the book spine on the left and covered the red light.

4

完成借閱後可取回證件並保留還書日期紙

When you are finished, remove your card and keep your due date slip.

✓ 在使用此系統前請確保...
To use this station, please make sure you have...

持本院有效之學生證、職員證或借書證
A valid student card, staff card, or borrowing card

尚餘足夠的借閱件數
Enough quota available for loaning

無逾期未歸還圖書或尚未繳清罰款
No over due items or outstanding fines

✗ 此系統不可用作...
This machine cannot be used for...

借閱大型圖書、工具書、雜誌、報紙、論文及多媒體資料等
Check out large books, reference books, magazines, newspaper, thesis and media items

續借或預約圖書
Renew or reserve items

館藏查詢
Searching the Library Catalogue

ⓘ 操作上如遇問題，請聯絡當值館員。
If you are experiencing any difficulties using this service, please ask our staff for help.

澳門理工學院圖書館
Macao Polytechnic Institute Library