

TIPS FOR USING THE AUTOMATED BOOK RETURN

1. The automated book return is open at any time when the Wui Chi Building is open. The automated book return is not available when the Building is closed.
2. Books may be returned to the Automated Book Return, which is open for the whole day.
3. If the automated book return is full or out of service, please do **NOT** leave books outside the automated book return.
4. Audio/visual materials, large books and books with attachments should **NOT** be returned in the automated book return. Please return the items directly to the Library Circulation Counter whenever possible.
5. Patrons are responsible for any and all fines that accrue because of a failure to return checked out materials to the appropriate location, at the appropriate time.
6. Users may check "Personal Inquiry" from the Library Catalogue to ensure the book(s) is returned.
7. If the returned books are overdue, please pay the fine at the Library Circulation Counter as early as possible. Failure to pay the overdue fines will result in the suspension of your library privileges.
8. If you need assistance, please ask the library staff on duty, or call campus security at 8599 6799 before or after Library operating hours.