Books Borrowing through Self Check Machine

Self-check machines are available in the central library and its branch libraries:

Steps the Borrowing Book through self-check machine

1. To put books on the machine.

2. Click on Check-out.

3. Click on "Enter Account Number" and then enter your ID (i.e. National ID or Iqama Number).

4. Put your password (i.e. Employee ID/Student University ID)

5. Make sure that all the titles to borrow appear on the screen.

6. Click on print receipt with or without.

Steps to Return Books:

1. To put the books on the machine.

2. Click on "Check-In".

3. Make sure that all books to be returned appear on the screen.

4. Click on print receipt with or without.