

# Self-Checkout (Borrowing Books)

As an RSC Member, you may borrow up to 10 books for a period of 1 month (renewable a further 5 times).

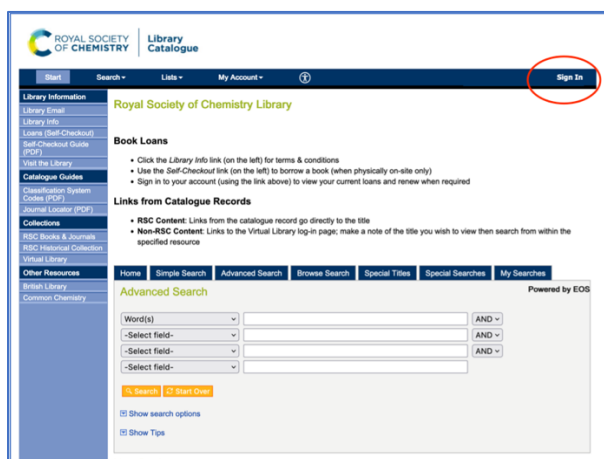
- How to register for a Library account
- How to borrow a book
- How to renew your loan(s)

# How to register for a Library account

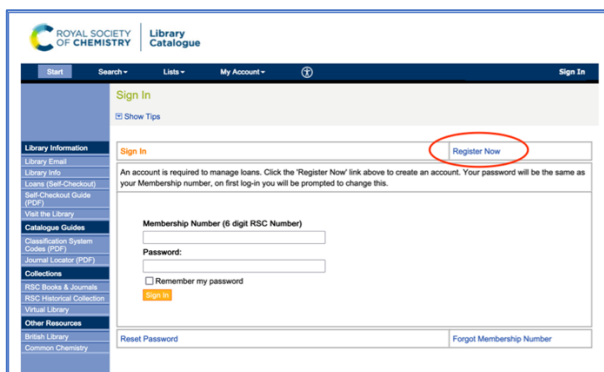
If you don't have a Library catalogue account already, please register as follows.

**Please note that catalogue accounts are not the same as RSC Membership accounts.**

1. Visit [www.rsc.org/opac](http://www.rsc.org/opac)
2. Click the **Sign In** link on the top right



3. Click the **Register Now** link on the right



4. Complete the form and click **Register**

Fill-in required fields and click on the Register button.

\*Membership Number (6 digit RSC Number):

\*First name:

\*Last name:

Department:

\*Email:

Format:

Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

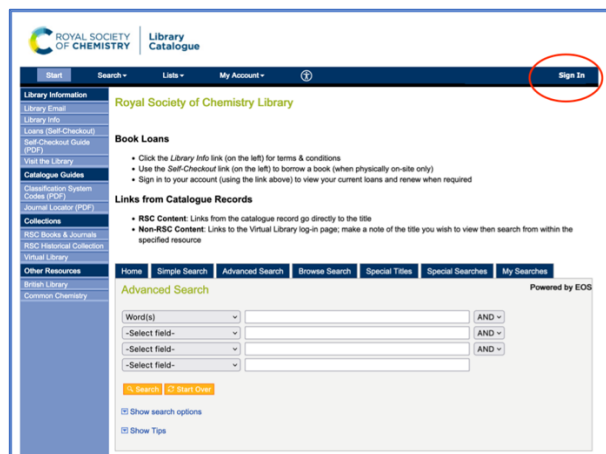
Address 6:

\*Phone number:

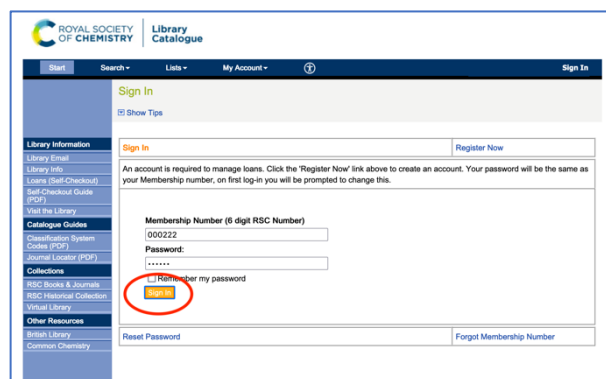
\* Indicates a required field

**Register**

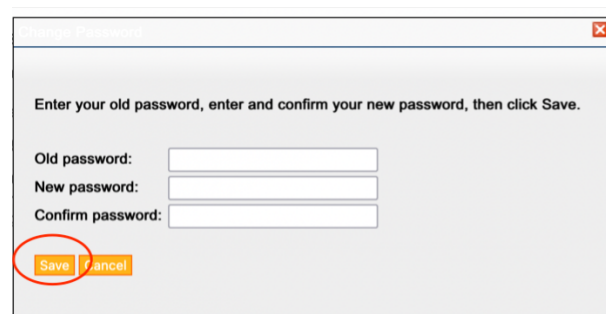
5. To complete registration, click **Sign In** again



6. Enter your 6-digit RSC membership number in both fields and click **Sign In**

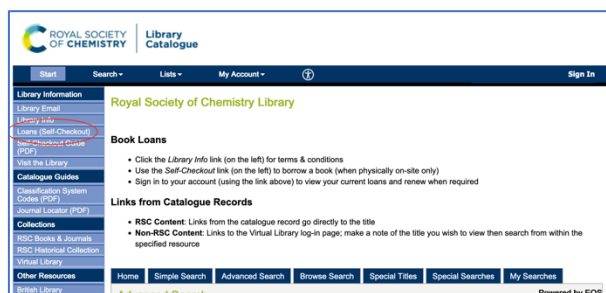


7. You will then be prompted to change your password (you may keep the same password if you wish, just enter the same information in to all three fields) and click **Save** when done

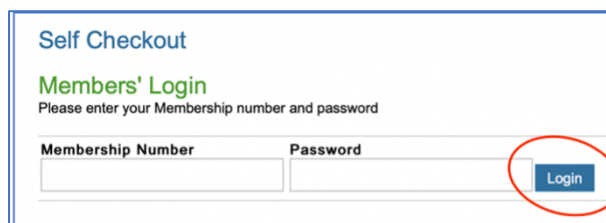


# How to borrow a book

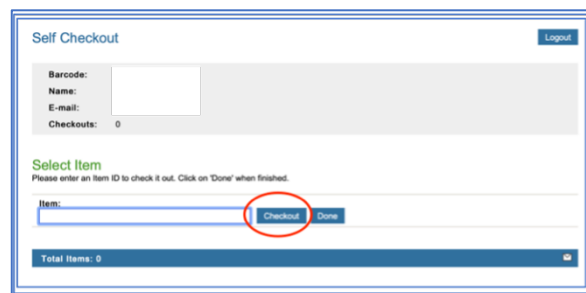
1. Visit [www.rsc.org](http://www.rsc.org) and click **Loans (Self-Checkout)** on the left side menu



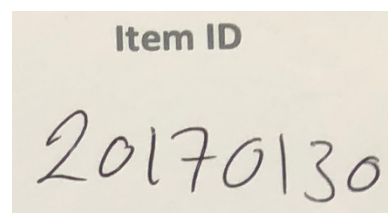
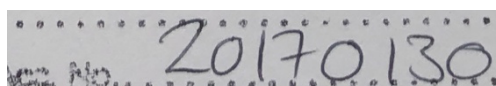
2. Enter your RSC Membership Number and password and click **Login**



3. Enter the Item ID of the book and click **Checkout**

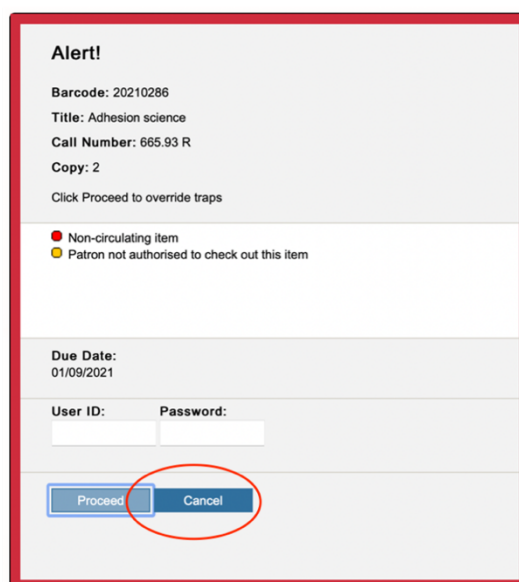


**Note (Item ID):** The Item ID is found on the inside the book and will look like one of the images below, it will usually be 8 digits long, but may be shorter depending on the age of the book

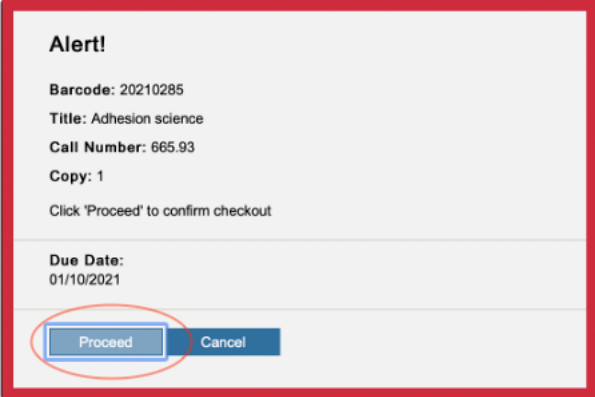


If the item you've chosen is unavailable for loan, you will see this error message.

Click **Cancel** and either put the item back on the shelf, or on the trolley for reshelving.



4. If the item is available for loan, you will see this message, click **Proceed**.



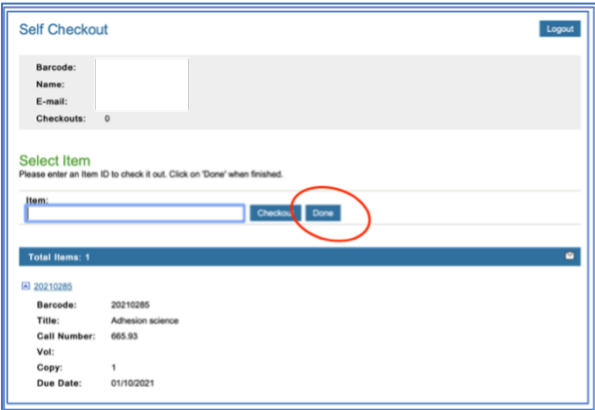
**Alert!**

Barcode: 20210285  
Title: Adhesion science  
Call Number: 665.93  
Copy: 1  
Click 'Proceed' to confirm checkout

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**Due Date:**  
01/10/2021

5. If you wish to borrow any more books, enter the next Item ID to check it out. Otherwise, click **Done**.



**Self Checkout**

Barcode:   
Name:   
E-mail:   
Checkouts: 0

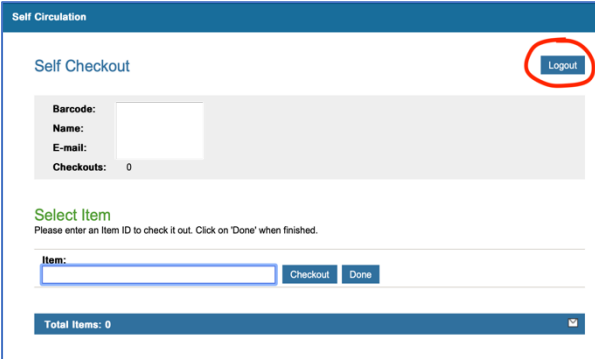
**Select Item**  
Please enter an item ID to check it out. Click on 'Done' when finished.

Item:

**Total Items: 1**

20210285  
Barcode: 20210285  
Title: Adhesion science  
Call Number: 665.93  
Vol:  
Copy: 1  
Due Date: 01/10/2021

6. Ensure you **Logout** at the end of the session by clicking the button on the top right of the screen.



**Self Circulation**

**Self Checkout**

Barcode:   
Name:   
E-mail:   
Checkouts: 0

**Select Item**  
Please enter an item ID to check it out. Click on 'Done' when finished.

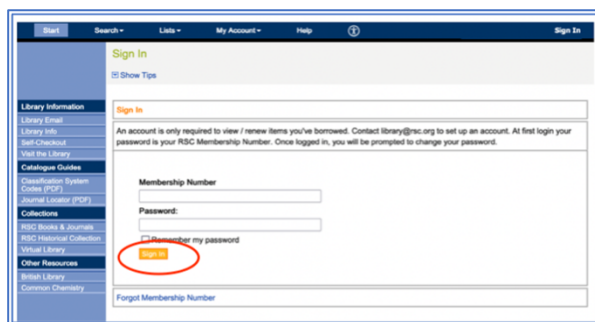
Item:

**Total Items: 0**

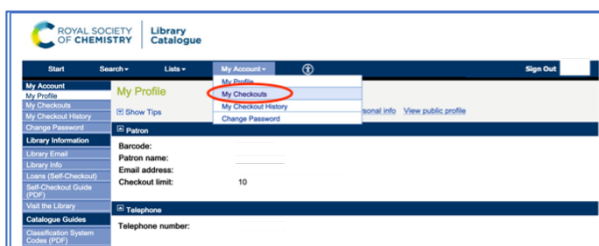
# How to renew your loan(s)

1. Visit the Library catalogue [www.rsc.org/opac](http://www.rsc.org/opac), click **Sign In** on the top right corner and enter your Membership number and password.

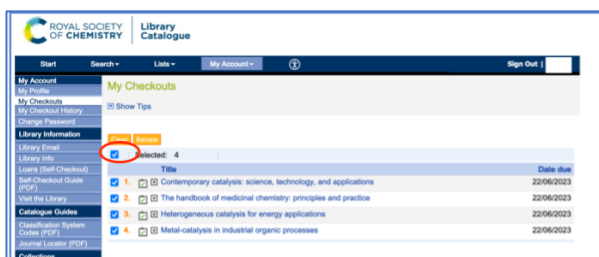
Then click **Sign In** underneath.



2. Under **My Account**, click **My Checkouts**.



3. Select all items and click **Renew**.



4. Click **Ok** on the confirmation alert and **Sign out** when you are finished.

