# **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 <u>www.rsc.org/opac</u>
- 2. Click the Sign In link on the top right



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

CROVAL SOCIETY Library Catalogue					
Start Sea	rch • Lists •	My Account - 🕀		Sign In	
Library Information Library Email Library Info Leans (Self-Checkout) Self-Checkout Guide (PDF)	Sign In Show Tips Sign In An account is required to your Membership numb	o manage loans. Click the 'Reg er, on first log-in you will be pro	ister Now' link above to create an acco	Register Now Junt. Your password will be the same as	
Visit the Library Catalogue Guides Classification System Codes (PDF) Journal Locator (PDF) Collections RSC Books & Journals RSC Hotoks & Journals RSC Historical Collection Virtual Library Other Resources	Membership Nur Password: Remember m Sign n	nber (6 digit RSC Number)			
British Library Common Chemistry	Reset Password			Forgot Membership Number	

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

Fill-in required fields and click on the Regis	ter button.
*Membership Number (6 digit RSC Number): *First name:	
*Last name:	
Department:	
*Email:	
Format:	Freeform ~
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

Start Se	arch + Lists + My Account + 👚	Sign In
Library Information Library Email Library Info Loans (Self-Checkout) Self-Checkout Guide (PDF) Visit the Library Catalogue Guides Classification System Classification System	Royal Society of Chemistry Library Book Loans  • Gilds the Lawy Julio file (on the and) for terms & conditions • Gilds the Calculater file (on the left) individual calculater • Gilds the Calculater file (on the left) individual calculater • Sign in to your account (using the left) adove) to view your curre	physically on-site only) nt loans and renew when required
Journal Locator (PDF) Collections RSC Books & Journals RSC Historical Collection Virtual Library Other Resources British Library	Links from Catalogue Records • BSC Context: Links from the catalogue record go directly to th • Non-RSC Context: Links to the Virtual Library log-in page; mak specified resource Home Single Search Advanced Search Browes Search Advancement Grannich	55e s a note of the 55e you wish to view then search from within the Special Titles Special Searches My Searches Present for ECIS
Common Chemistry		
	-Select field-	
	-Select field-	
	-Select field-	

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

 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

Const.	Search -	Lists -	My Account -	٢				Sign In
	Sign	In						
		-						
	I Show	/ Tips						
ary Information	Sign I	n					Register Now	
iry Email	40.000	horiumen ai terren	to manage logger. Click	the 'Peakter No.	link above to	create an acc	ount Your password	will be the same as
s (Self-Checkout	vour N	fembership num	er, on first log-in you y	vill be prompted to	change this.	create an acc	ouni. Tour paseword	wiii be the same as
Checkout Guide								
·)								
Ine Library		Membership Nu	mber (6 digit RSC Nu	mber)				
logue Galaes	_	000222		· ·				
sincation System is (PDF)		Password:						
nal Locator (PDF	)							
lections								
C Books & Journal		- Remember n	iy password					
	tion	sign in						
al Library								
er Resources								
sh Library	Reset	Password					Forgot Membershi	p Number

CROYAL SOCIETY Library Catalogue

Change Password		×
Enter your old pass	word, enter and confirm your new password, then click Save.	
Old password: New password: Confirm password: Save Fancel		

#### How to borrow a book

- 1. Visit 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

ary Information		My Account •	B	Sign .
ary Email	Royal Society of Ch	emistry Librar	у	
hs (Self-Checkout) Charkeut Corte	Book Loans			
the Library alogue Guides	<ul> <li>Click the Library Info lin</li> <li>Use the Self-Checkout</li> <li>Sign in to your account</li> </ul>	k (on the left) for ten link (on the left) to be (using the link above	ns & conditions prrow a book (when physically on-site only) b) to view your current loans and renew when requir	ed
sification System es (PDF) rnal Locator (PDF)	Links from Catalogue F	Records		
ections Dooks & Journals C Historical Collection	RSC Content: Links fro     Non-RSC Content: Links pecified resource	m the catalogue rec ks to the Virtual Libra	ord go directly to the title ary log-in page; make a note of the title you wish to	view then search from within the
el Library er Resources	Home Simple Search	Advanced Search	Browse Search Special Titles Special Se	arches My Searches
sh Library	Advanced Search			Powered by E
Self C Memb	heckout ers' Login			
Self C Memb	heckout ers' Login ter your Memberst	nip number	and password	
Self C Memb Please ent Members	heckout ers' Login ter your Memberst ship Number	nip number	and password Password	Login
Self C Memb Please ent Members	heckout ers' Login ter your Memberst ship Number	nip number	and password Password	Login
Self C Memb Please ent Members	heckout ers' Login ter your Memberst ship Number	nip number	and password Password	Login
Self C Memb Please en	heckout ers' Login ter your Memberst ship Number	nip number	and password Password	

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

Select Item



Item ID	
20170130	5

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.

#### Alert! Barcode: 20210286 Title: Adhesion science

Call Number: 665.93 R Copy: 2 Click Proceed to override traps

Non-circulating item
 Patron not authorised to check out this item

Due Date: 01/09/2021

User ID: Password:

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

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

Alert!
Barcode: 20210285
Title: Adhesion science
Call Number: 665.93
Copy: 1
Click 'Proceed' to confirm checkout
Due Date: 01/10/2021
Proceed Cancel

Self Checkou	t Lopor
Barcode: Name: E-mail: Checkouts:	0
Select Item Please enter an Item I Item:	D to check it out. Click on 'Done' when finished. Checklis Done
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.

elf Circulation		
Self Checkout		Logout
Barcode: Name: E-mail: Checkouts: 0 Select Item Please enter an Item ID to check it out. C	lick on 'Done' when Inished.	
Item:	Checkout Done	
Total Items: 0		<u>ت</u>

### How to renew your loan(s)

 Visit the Library catalogue <u>www.rsc.org/opac</u>, click Sign In on the top right corner and enter your Membership number and password.

Then click **Sign In** underneath.

Start	Search -	Lists -	My Account -	Help	Û	Sign In
	Sign I	In				
	E Show	Tips				
Library Information	Sign I	•				
Library Info Self-Checkout Visit the Library	An acc passw	count is only requ ord is your RSC	ired to view / renew ite Membership Number.	ms you've bon Once logged in	rowed. Contact library@rsc.org to s , you will be prompted to change yo	et up an account. At first login your ur password.
Catalogue Guides Classification System Codes (PDF)		Membership Nu	mber			
Journal Locator (PDF) Collections RSC Books & Journal		Password:				
RSC Historical Collec Virtual Library Other Resources		Remember n	ry password			
British Library Common Chemistry	Forgot	Membership Nu	mber			

CROYAL SOCIETY Library OF CHEMISTRY Catalogue

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.

	IETY Library Catalogue	
Start Se	arch + Lists + My Account + 🗊	Sign Out
My Account My Profile My Checkouts	My Checkouts	
My Checkout History Change Password Library Information		
Library Email Library Info	Selected: 0	Data dar
Self-Checkout Guide (PDF)	1.      E Contemporary catalysis: science, technology, and applicat	tions 22/06/2023
Visit the Library Catalogue Guides	2.      the handbook of medicine	tice 22/06/2023 22/06/2023
Classification System Codes (PDF) Journal Locator (PDF)	A. 🗁 🕈 Metal-catalysis in industrie	22/06/2023
Collections		