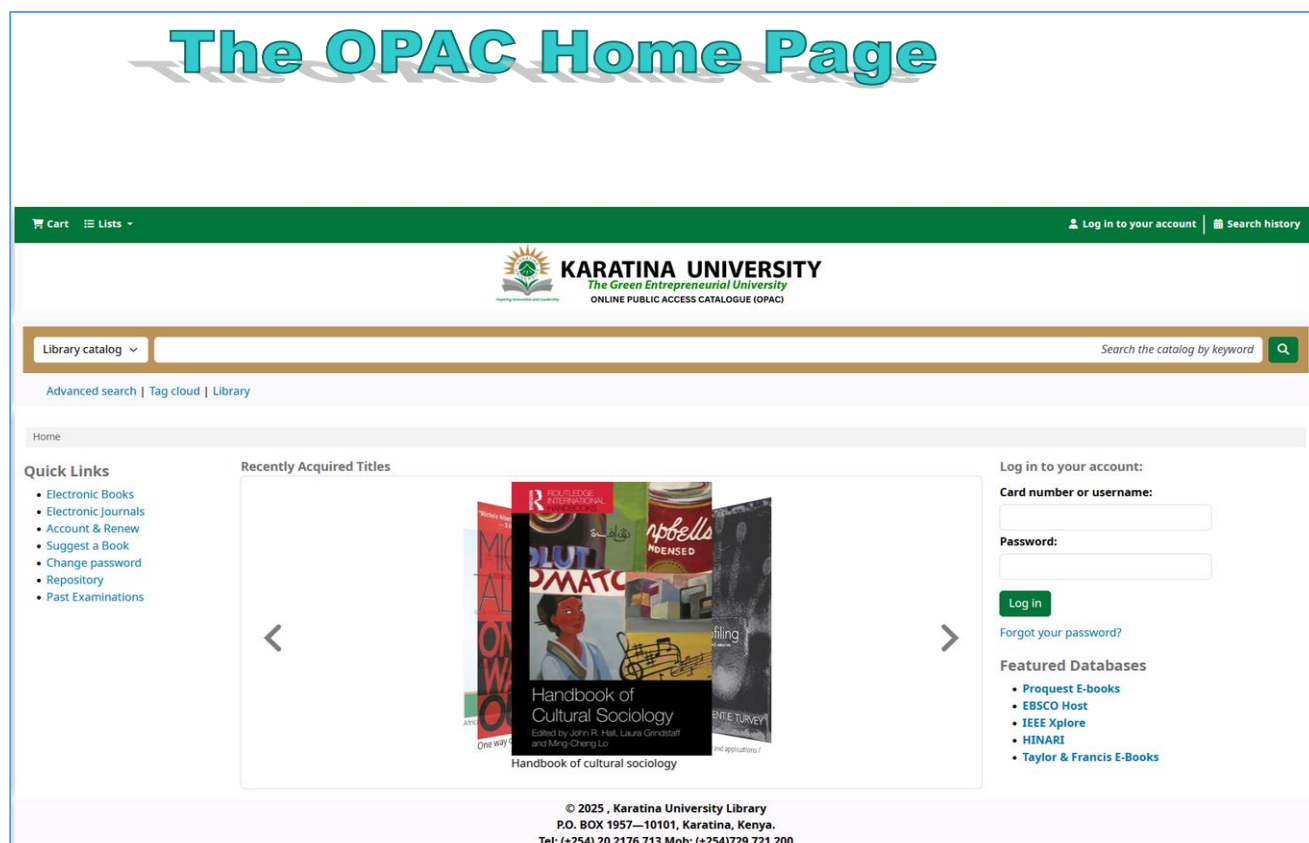


RFID USER GUIDE

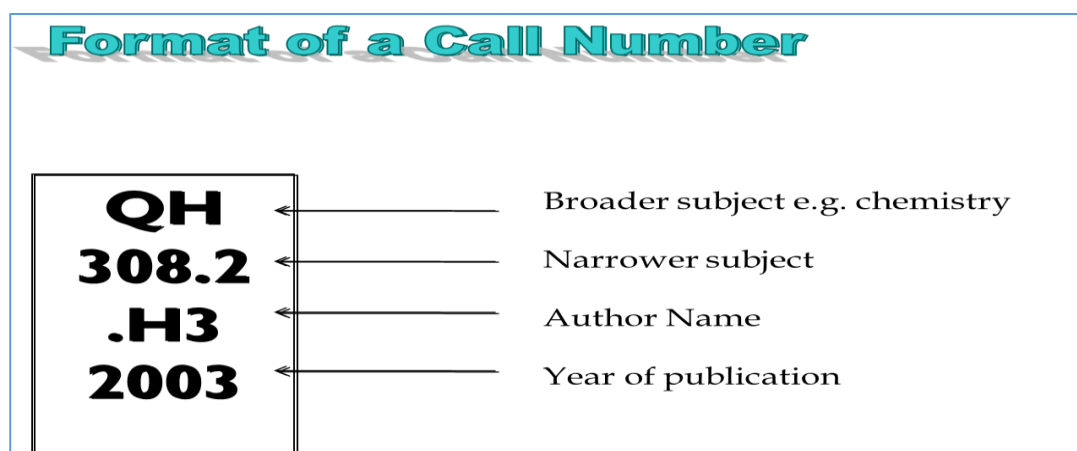
Step 1: Search the Book Using OPAC (Online Public Access Catalogue).

Go to <https://opac.karu.ac.ke> and search using your preferred keywords e.g. Title, Author or Subject.



Step 2: Write the Call number of the Book

A unique code printed on the spine of a book (or library material) that shows its exact location on the shelves.



Step 3: Pick the preferred book from the Shelves

The books are arranged alpha numerically using the Library of Congress Classification scheme

These numbers are arranged in ascending order.

QH
308.2

QH
311

QH
330.4

QH
562

QH
800.5

QK
39.6

QL
20

QM
20

Step 4: Start the RFID machine if idle

There are two self-service machines, one is on the ground floor (left wing) and another one on the 1st floor (left wing)



Step 5: Swipe your student RFID Card as shown in the figure above

Step 7: Place the book(s) on the pad as per the message on the screen

Step: 8 Confirm your check-out was successful by looking out for the message displayed on the screen.

Step 9: Exit the library using the exit point shown in the picture below.



CHECK-IN PROCEDURE

Step 1: Ensure the machine is on and select “Return”.

Step 2: Place the book(s) you borrowed on the pad, one by one.

Step 3: Confirm Check-In Message on your account

