Rules for Using the Book Vending Machine

- All persons authorized to borrow library materials, in accordance with the „Zasady korzystania z Biblioteki i Centrum Informacji Naukowej UPP”, may use the book vending machine.
- The book vending machine is intended for:
  - Collecting requested library materials,
  - Returning borrowed library materials,

  mainly outside the operating hours of the Circulation Department.
- The book vending machine is available 24 hours a day, 7 days a week.
- The machine is operated via a touchscreen.
- The machine is located at the entrance to the PULS Library building, Witosa Street 45.

Ordering Instructions:

1. Books are requested through the Library Catalog.
2. Readers are notified via email when their order is ready. To pick up the order from a book vending machine, one should indicate this preference in a reply to that email. Additionally, the message can specify a need to collect the order from the so-called "easy access zone."
3. Pickup will only be possible after receiving a confirmation email stating that the materials have been placed in the vending machine.
4. Books must be collected within 2 days - otherwise, they will return to the storage.

If you cannot collect your order within the given time, contact the Circulation Department during its working hours (wypozyczalnia@up.poznan.pl, tel. 61-848-7812).

To pick up library materials:

1. Select “Login.”
2. Scan your library card using the barcode reader.
3. Select “Pick up.”
4. When the locker opens, the materials inside will be automatically added to your Library Account.
5. Remove all requested materials and close the door.
6. After closing the locker, you can print a confirmation receipt.

If an error message appears, contact the Circulation Department during its working hours (wypozyczalnia@up.poznan.pl, tel. 61-848-7812).

Instructions for returning borrowed materials:

1. Select “Login.”
2. Scan your library card using the barcode reader.
3. Select “Return.”
4. Scan the barcode of the borrowed item. Then you can scan barcodes of additional items (up to five).
5. Select “Return.”
6. You can choose a locker or open the first available one suggested by the device.
7. Select “Next.”
8. After the locker opens, place the scanned items inside and close the door.
9. After closing the locker, you can print a confirmation receipt.

Important! Materials returned via the book vending machine will be removed from your Library Account **on the next business day**.