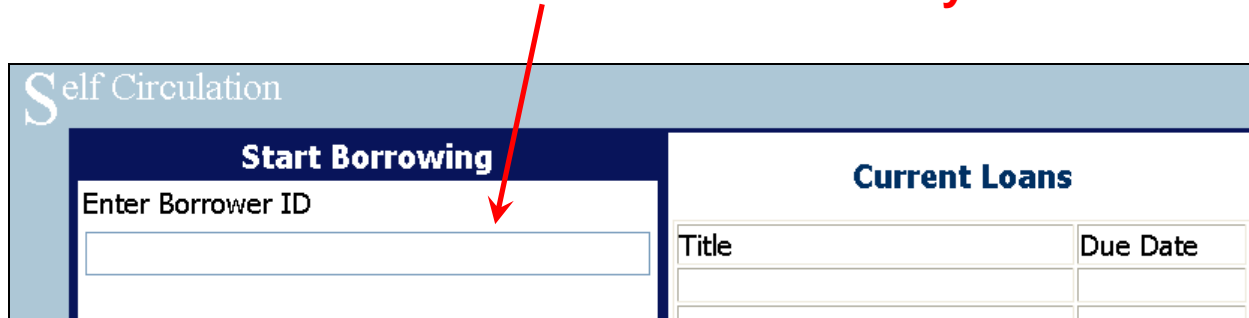# Self Circulation

The Self Circulation module provides the facility for Borrowers to issue library books themselves. Follow steps given below for Self Circulation.
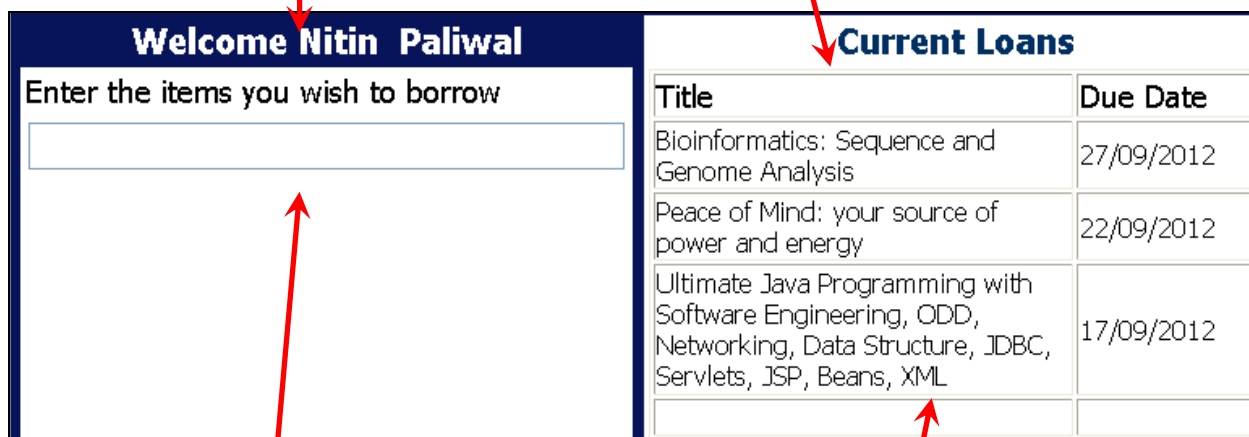
Note: After getting book issued, go to Circulation Counter for the Verification and Due Date Stamp. Make sure to write the details in the Checkout Register.

1. Enter **Borrower Barcode** (Enrollment No.) in the Enter Borrower ID field and **Press Enter Key.**

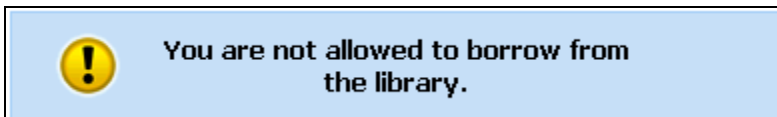2. Borrower's name and his/her Loans with respective Due date will display on the screen

3. **Enter barcode of the books** you wish to borrow and **press the Enter Key.** The Book Title will appear in the Current Loan Section with its due date for return.

4. Continue to type the **Barcode** of further copies as required.

Welcome Nitin Paliwal	Current Loans	
Enter the items you wish to borrow	**Title**	**Due Date**
	Bioinformatics: Sequence and Genome Analysis	27/09/2012
	Peace of Mind: your source of power and energy	22/09/2012
	Ultimate Java Programming with Software Engineering, ODD, Networking, Data Structure, JDBC, Servlets, JSP, Beans, XML	17/09/2012
Finish		

5. Click the **Finish Button** in the bottom of the screen before leaving the Self Circulation Counter.

6. **After getting book issued, go to Circulation Counter for the Verification and Due Date Stamp and mention the details in the checkout Register.**

7. If following **Error Message** appears on the screen then either you have outstanding fine or overdue books. Check it out on OPAC Computers.

You are not allowed to borrow from the library.

8. In case of any further assistance contact the Library Staff.