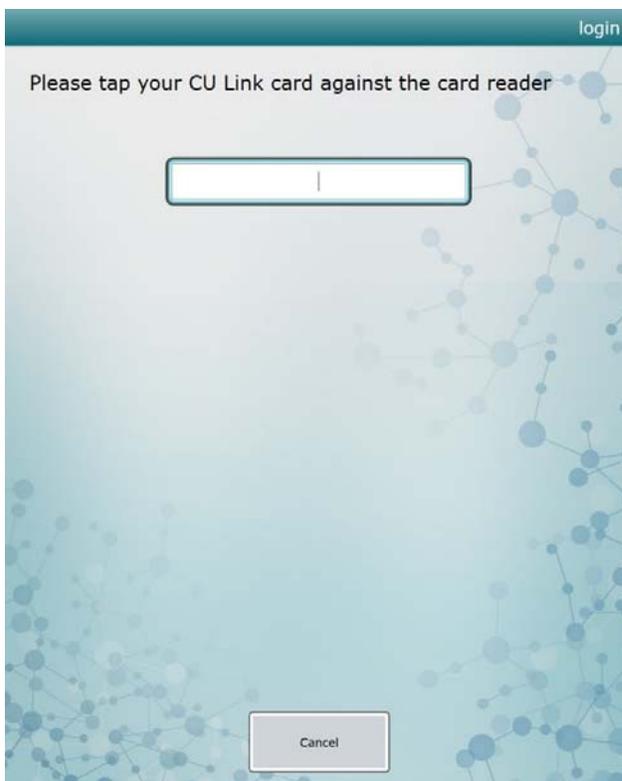**User Guide for Collecting Requested Item(s) from the Self-pickup Station**

1. Select "Pickup".

2. Tap your CU Link card against the card reader.

3. The screen will display the item(s) you requested and the locker no(s).
   - Select the locker(s) and click "Open selected locker(s)" OR
   - Simply click "Open all locker(s)" to open all lockers.

Please select locker(s) and click "open"

| Title		Due Date	Locker #
1	灰箱：意识的结构与功能		4
2	With respect to the Japanese : going to work in Japan		5

0 items

⬆ | ⬇ | Select locker(s) | Select all |

Open selected locker(s)   Open all locker(s)   Cancel

4. The locker(s) you selected will open. Once the selected locker(s) open(s):
   a) The requested item(s) has/have been checked out to you;
   b) The due date for the item(s) will be shown on the screen;
   c) Close the locker(s) after picking up your item(s);
   d) Click "Finish".
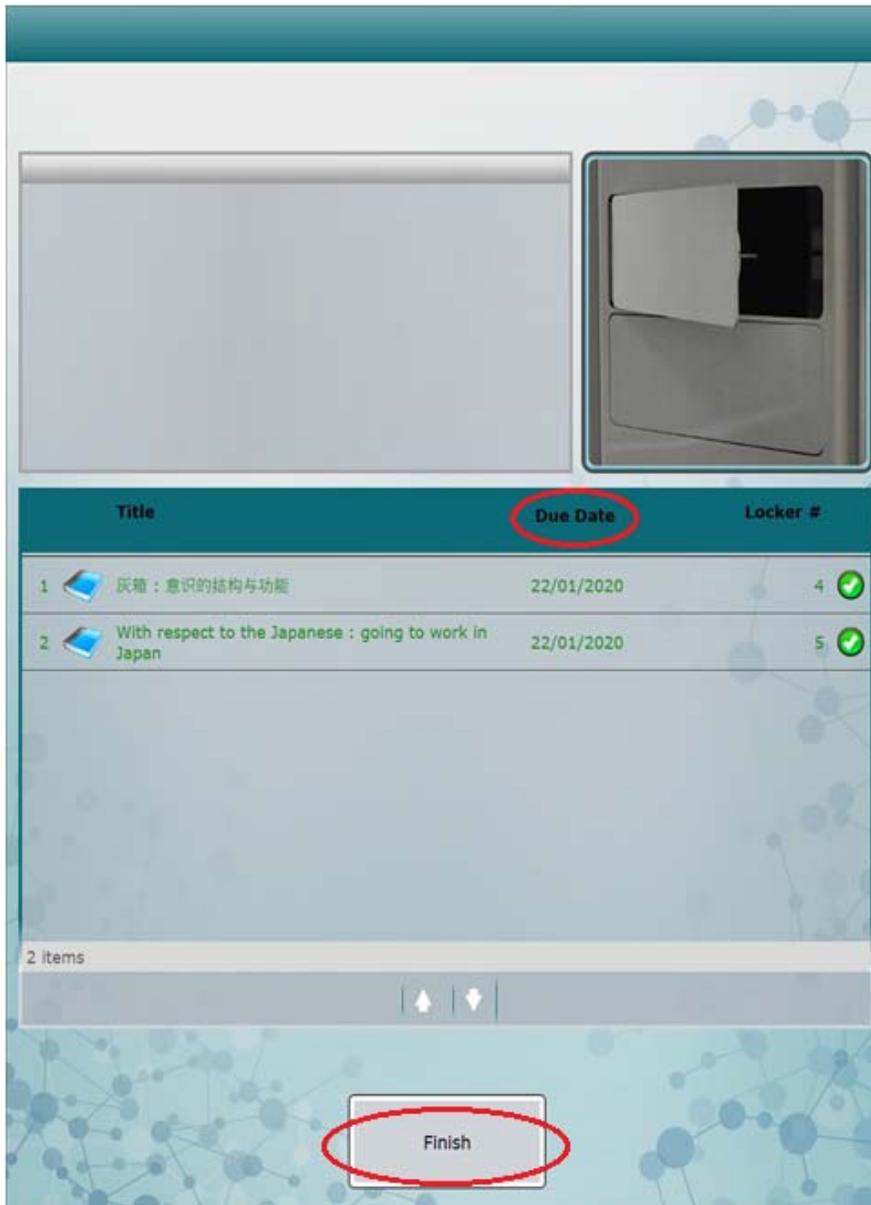
For enquiry, please contact us at 3943-7305 or email to library@cuhk.edu.hk.

User Guides for Returning CUHK Library Material(s) to the Self-pickup Station
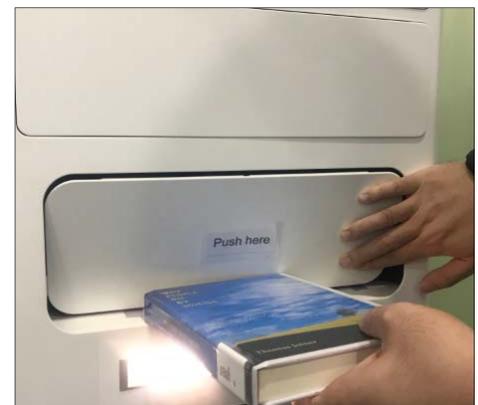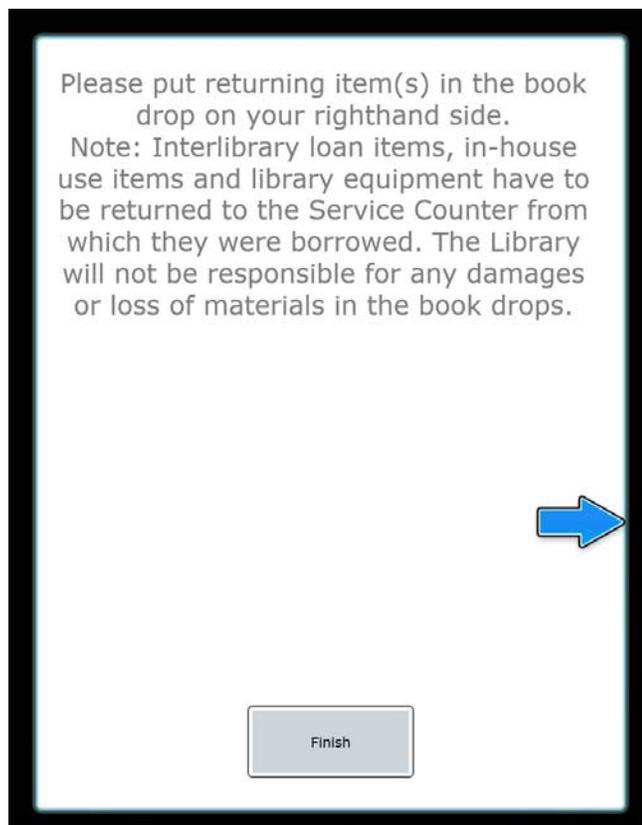
1. Select "Return".

2. Tap your CU Link card against the card reader.

3. The light below the book drop at the right hand side of the Station will be on.
   - Put the item(s) to be returned into the book drop **
   - DO NOT return the following materials to the Book Drop:
     - Course Reserves items
     - HKALL items
     - Items not checked out by computer
     - Non-CUHK Library materials
     - Non-print Library materials

** Note that your library record will not be updated until the book(s) are collected and checked-in by Library staff.

Please put returning item(s) in the book drop on your righthand side.
Note: Interlibrary loan items, in-house use items and library equipment have to be returned to the Service Counter from which they were borrowed. The Library will not be responsible for any damages or loss of materials in the book drops.

Finish

For enquiry, please contact us at 3943-7305 or email to library@cuhk.edu.hk.