

# Circulation

Checking items Out  
Returning borrowed items  
Renewals

Borrowing and Retrning Library books using the automated circulation machine at the Mitaka Library

The automated circulation machines are located at the entrance/exit on the 1st floor of the library.

I: Select and press one of the buttons: Lend, Return or Renew.

貸出  
Lend

返却  
Return

延長  
Renew

II: Insert your I.D. card or IC card into the slot locate  
in the lower right of the machine.

III: Locate a barcode with the name of 「国立天文台」 on the book.  
Usually the barcode can be found on the front cover,  
otherwise it may be found under the dust wrapper or jacket.

barcode-labels



IV: Place the book and follow the display on the screen.

V: Finally, you press 'Close' to confirm that the information  
displayed is correct and the checkout procedure is completed.

