



## How to Use the Smart Lockers



The University of Winnipeg Library Smart Lockers are located on the first floor of Centennial Hall, across from the main doors and Security Services, against the going-up escalator.

<https://library.uwinnipeg.ca/borrowing-and-services/index.html>

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Your UWinnipeg issued ID card, UW library card, or associated barcode is necessary to retrieve items from the Smart Lockers.

If you are a current UW student, staff, or faculty and you have lost your ID card, contact [Student Central](#) for a replacement and then visit the library to update your account. New cards come with new barcodes.

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Scan your library card below  
the screen.



barcode on  
UWinnipeg ID Card

Or, press the Keyboard button to enter your barcode  
number. Call **204-786-9808** if you need assistance.

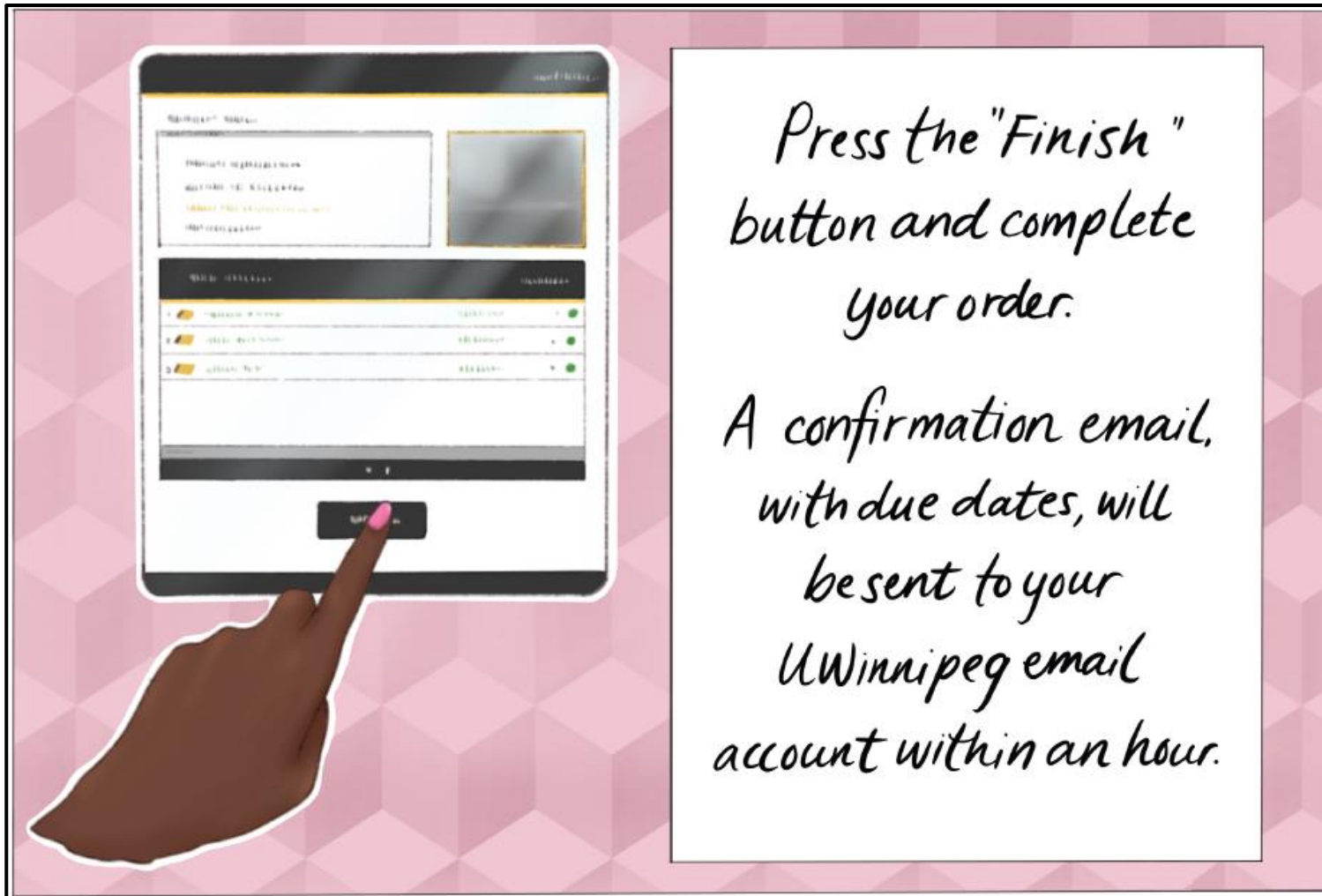
Scan your card's barcode below the screen where the red light is. If you are having trouble scanning your card, or if you do not have your physical card but you do have the barcode number, you can manually enter that number after pressing **Enter Account Number**.

Press **Open All** when your list of items appear.

The locker(s) with your items will pop open. Multiple lockers may be used. Collect your items and close the doors.



Your item(s) will appear on the screen. Check off the item(s) individually or press **Select All** followed by **Check-Out Selected**. The locker(s) with your item(s) will pop open. Collect your item(s) and close the door firmly.



*Press the "Finish "  
button and complete  
your order.*

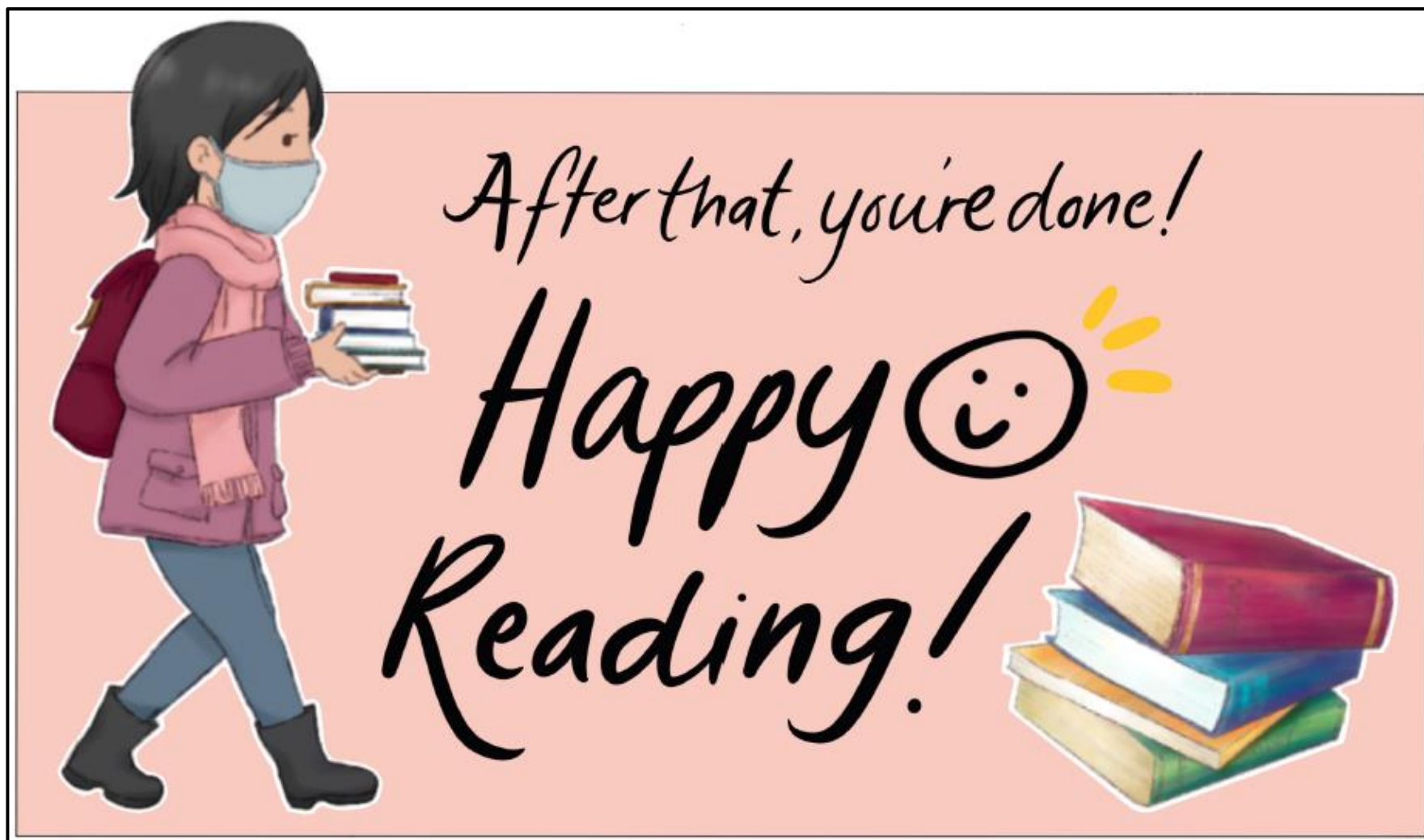
*A confirmation email,  
with due dates, will  
be sent to your  
UWinnipeg email  
account within an hour.*

Press **Done** on the screen and select your receipt preference to finish the transaction.

The item is now checked out to your library account. A confirmation email with due dates will be sent to your registered email account within an hour.

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If you encounter any issues while trying to check out your books, please contact Library Circulation by email at [circulation@uwinnipeg.ca](mailto:circulation@uwinnipeg.ca) or by phone at **204.786.9808**, or visit us up on the 4<sup>th</sup> floor!

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