How to Use the Smart Lockers

Your UW issued ID Card or barcode is necessary to retrieve items from the Smart Locker. If you are a current UW student, staff, or faculty and you you have lost your ID card, contact <u>Student Central</u> and then visit the library to update your account.

To check out items from the Smart Locker:

1. **Current UW students, staff, and faculty:** Place the barcode of your UW issued ID card under the scan line or enter the 14-digit barcode manually by pressing the **Enter Account Number** button on the bottom left of the screen.

2. **If you are not a current UW student, staff, or faculty:** Place your UW library issued barcode, your UW issued ID card or a valid barcode from a participating institution under the scan line (whatever you have on file with us). Alternatively, enter the applicable barcode number by pressing the **Enter Account Number** button the bottom left of the screen.



3. A summary of items held will appear. Check off the item(s) on the Reservation Collection screen either by pressing Select All or checking the individual boxes next to the item title. Then press Check Out Selected on the bottom right of the screen.



- 4. Assuming there are no errors, the locker(s) containing your items will open. Remove your items and close the locker(s) door firmly.
- 5. Press **Done** on the bottom right side of the screen and then select your receipt option to return to the home screen.



The items are now checked out to your account. A due date receipt will be emailed to you at the top of the hour (e.g., you checked out your items at 10:30am, the receipt will be in your inbox for 11:00am)

If you encounter any issues while trying to check out your books, feel free to email Circulation at <u>circulation@uwinnipeg.ca</u> or call during open hours at 204.786.9808.