A New Robot! Find Out About the ADM at the LearningHub@LIBRIS

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Introduction
The LearningHub@LIBRIS on the 3rd level of the Library and Information Services Centre (LIBRIS) was officially launched on 28 September 2002, in conjunction with the NIE e-Festival held on that day.

Besides a demonstration on the use of the SMARTBoard and other facilities, visitors were also introduced to LIBRIS’ latest addition, the Automated Disc-Dispensing Machine (ADM, not ATM).

This imposing green and grey machine stands outside the entrance to the LearningHub@LIBRIS and is meant to be used for the loan (check-out) and return (check-in) of materials in compact disc (CD) format.

Trainee teachers may borrow items for three days and staff for one week. Please note that not all CDs are stored in this machine. Although it can hold over 1,000 items, LIBRIS’ collection far exceeds this! For this and other reasons too, many items are still retained in the Media Unit.

If you are searching WebOPAC, the location of the CD will be given as “DISCSTOR” if it is stored in the ADM, and “MEDIACTR” if the item is kept behind the Media Counter. If you are conducting your search at the ADM itself, only the titles stored in it will be listed, i.e. there will be no hits if the CD requested for is shelved in the Media Unit.

How to borrow the CDs in the ADM
Carrying out a search at the ADM is quite easy. You only have to make sure you bring your membership card along, as the machine will not do anything without it. After scanning or swiping your membership card, the screen is activated. From this point on, everything is touch screen-operated. For example, tapping the Browse All CDs button and then the Title/Call No. button will bring you to the virtual keyboard. You can use the virtual keyboard to key in the title or call number, then double tap to select the item. Tap Confirm twice, and the machine will dispense the item. Collect the receipt after it has been cut (this is done automatically and may take a couple of seconds - please don’t pull it out before that!)

If you feel there are too many steps, don’t worry. Once you are at the machine it will all make sense and the Media Unit has also produced a handy search guide.

A list of Frequently Asked Questions (FAQ) concerning the ADM is also reprinted (see next column) for your information.

Please feel free to contact the Media staff at ext 6790 3628/6790 3635 should you have any further queries.

Returning your CDs is as easy as ABC...

Everything is touch screen-operated

Automated Disc-Dispensing Machine (ADM)
Frequently Asked Questions

Q1 What is the ADM for?
It is for Do-It-Yourself (DIY) borrowing and returning of items in CD format, e.g., music CDs, CD-ROMs, VCDs, and DVDs.

Q2 Who may use this machine?
All NIE staff, students and trainee teachers.

Q3 How many items can I borrow from the machine?
The number of items you can borrow depends on your loan privilege. If your loan privilege is 6 items, then the total number of items including books which you can borrow is 6. For example, if you are holding 3 library books, then you can only borrow a maximum of 3 items from the ADM.

Q4 What is the loan period for items borrowed from the ADM?
Academic and senior administrative staff may borrow the items for 7 days. All other categories of eligible users may borrow them for 3 days. All borrowers are reminded to observe copyright laws when using these items.

Q5 Can I renew items borrowed from the ADM through WebOPAC?
Renewal of ADM items is strongly discouraged so that other interested borrowers do not have to wait too long for these items. However, if you are unable to return the items on time due to unforeseen circumstances, then please renew them just once.

Q6 Can I reserve ADM items which are out on loan to someone else?
No, the system does not entertain reservations for ADM items whether they are borrowed out or physically in the machine.

Q7 Is there any overdue charge for the late return of CD items?
All borrowers, except for academic and senior administrative staff, are liable to pay overdue charges at the rate of 30 cts per day per item.

Q8 Can I return items borrowed from the ADM at the Media Counter (during office hours) or Loan Counter (after office hours)?
Items borrowed from the ADM should be returned to the ADM unless it is not in operation or you encounter problems in returning them to the machine.

Q9 What are the opening hours of the ADM?
You may use the ADM as long as the Library is open.

Q10 What kind of identification is accepted by the ADM?
Staff may use their staff card or NRIC while students can only use their matriculation cards.

Q11 How do I know which titles are stored in the ADM?
Use the various search options in OPAC to locate desired titles. Items in the ADM collection will have “DISCSTOR” displayed on the OPAC screen. It will have the status “Available/NonRequest” if it is physically in the machine and “Charge/NonRequest” if it has been borrowed by someone.