



# Checking-out Books (for Overnight) Procedure



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# Checking-out Books (for Overnight) Procedure

Client presents the material/s to be checked out together with his/her valid library card.



The librarian/student assistant checks if the data in the book card corresponds to the book.



The borrower signs the book card.



The librarian/student assistant records the transaction under DLM Circulation Module, initials and issues transaction slip to the students.



The librarian/student assistant records statistics for the material circulated and files the book card with the client's borrower's card.