



Checking-out Materials for Photocopying Procedure



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Checking-out Materials for Photocopying Procedure

Client presents the material to be photocopied together with the validated library card.



Librarian/Student assistant provides photocopy slip.



Client fills-up the photocopy slip and signs the book card.



Librarian/Student assistant approves the slip, checks out the material in the system, and issues the same to the client.



Client returns the borrowed material for photocopy.



Librarian/Student assistant checks the material against the photocopying slip, checks-in the material in the system, retrieves the book card and library card, returns the library card to the student, and inserts the book card in the book pocket.