PROCEDURES ON RETURNING LIBRARY MATERIALS

START

Client returns loaned book/s at the circulation desk of the Centralized Circulation Area (CCA) on the fourth floor

| Check-out: Faculty / Check in | Photocopy | Check Out 1 | Check Out 2 |

Section Head Librarian (SHL) / Library Working Scholar (LWS) scans the barcode of the book/s

OVERDUE?

Yes → SHL / LWS types overdue slip and charges client

Client signs the overdue slip

SHL prepares receiving report with collected overdue cards to the ADOL

ADOL forwards overdue fines to the Accounting Office

END

NO

LWS sorts books according to library section

LWS delivers books to the library section

END