Borrowing Procedures Library Materials

1. Consult the Web Online Public Access Catalog (WebOPAC) and copy pertinent information details like call number, author and title. Proceed to the shelf and look for the library material needed.
2. Present SLU RFID to Section Head Librarian (SHL)/Library Working Scholars (LWS) at the charging counter along with the library material to be borrowed.
3. The Library personnel will verify thoroughly the student RFID, and issue the library material by writing the library client's details (family name, given/first name initial, SLU RFID number, Library Client type, date issued, date and time due, issued by and loan period) in the date due slip at the back portion of the library material while library clients will legibly fill out the book card with family name and first name initial, SLU RFID card number and the date.
4. Library personnel must verify the book card and ensure that the library client has accomplished the necessary details before releasing the borrowed book.
5. Library personnel will verify library materials for check out based solely on the provided details in the date due slip by locating the appropriate library client's account and keying in the material's EPC/barcode in Destiny Library Management System (DLM).
6. The library personnel will print transaction receipts in duplicate copies. Transaction receipt must be duly signed by the library client to acknowledge the checked out library material and file the transaction receipt in the filing box alphabetically.