

## **Procedures in Returning Library Materials**

1. Library client will return library materials to the library section where he/she borrowed them.
2. The library personnel will verify the received library materials vis-a-vis the transaction receipt and date due slip. A transaction receipt will be stamped "RETURNED" with the name and date due received. For partially returned library material, only the returned title must be stamped and refiled accordingly.
3. Library personnel will check in returned material in the DLMS and sensitize the library material with RFID.