

Checking Out Materials

Workflows – The technical side of the Library Catalog

To check-out materials:

1. **PRESS** F7.
2. **SCAN** the patron's I.D. card.
3. **SCAN** the barcode of the item to be checked out.
4. **TELL** the patron:
 - a. The item has been checked-out for TWO hours.
 - b. The item MAY NOT leave the periodicals room.
 - c. The item is to be BROUGHT BACK to the REFERENCE DESK when they are finished.
5. **MARK** the NUMBER of newspapers checked out on "Newspaper Scanning Statistics" sheet.

To check-in materials:

1. **PRESS** F8.
2. **SCAN** the barcode of the item.
3. **PUT** the item IMMEDIATELY back in its original place.

Archival Newspaper Check-out

These newspapers DO NOT have a BARCODE. *Archival Newspapers* are checked out on forms.

To check-out:

1. **INSTRUCT** the patron to fill out a GREEN newspaper request form. Make sure they fill out their:
 - a. NAME
 - b. I.D. #
 - c. TODAY'S date
 - d. ABBREVIATIONS of newspapers needed
 - e. DATES of newspapers needed (up to 3)
2. **TELL** the patron:
 - a. The newspaper has been checked-out for TWO hours.
 - b. The newspaper MAY NOT leave the periodicals room.
 - c. The newspaper is to be BROUGHT BACK to the REFERENCE DESK when they are finished.
3. **PUT** the completed form in the newspaper check out box under the desk.

To check-in:

1. **WHEN** the newspaper is RETURNED, put the Form in the enveloped taped on the drawer under the newspaper check out box marked REQUEST FORMS.
2. **PUT** the newspaper IMMEDIATELY back in its original place.

Faculty/Special Loan

Periodicals are generally NOT CHECKED-OUT except to faculty and for other special circumstances APPROVED by the Librarian or Department Assistant. The Special Loan period is for 24 hours unless otherwise approved by the Librarian or Department Assistant. Follow these instructions for these special check-outs.

To check-out:

1. **INSTRUCT** the patron to fill out a FACULTY/SPECIAL LOAN request form(under the desk). Make sure they fill out their:
 - a. NAME
 - b. I.D. #
 - c. CAMPUS PHONE #
 - d. CAMPUS OFFICE ADDRESS
 - e. TITLE, VOLUME, ISSUE, AND DATE of the Periodical
2. In the "FOR OFFICE USE ONLY" section YOU **fill out** and check the following:
 - a. The DATE the periodical was CHECKED-OUT
 - b. The DATE the periodical is DUE
 - c. INITIAL the form.
 - d. CHECK TO MAKE SURE ALL periodical titles, call numbers, and issues are legible and written down!
3. **PAPER CLIP** a 24 HOUR check-out tag to the INSIDE PAGE of the Periodical.
4. **TELL** the patron to RETURN the periodical to the PERIODICAL REFERENCE DESK.
5. **PUT** the form in the WHITE SPECIAL LOAN BOX ALPHABETICALLY by last name.

To check-in:

1. **FIND** the form that corresponds to the periodical in the WHITE SPECIAL LOAN BOX.
2. CHECKMARK the form by the DUE DATE.
3. PLACE the form in the GREY RETURN BOX on the FILING CABINET.
4. TAKE OFF the 24 hour check-out tag.
5. PLACE the periodical on the sorting shelves.