

# Check-out form for books on loan

If you wish to borrow a book from a member's carrel/table for less than a day, please fill out the **Check-out form** shown below.

**PART A**

**BOOK CHECK OUT**

**Call no. :** \_\_\_\_\_

**Title :** \_\_\_\_\_

**Author :** \_\_\_\_\_

**Reader :** \_\_\_\_\_

**Date :** \_\_\_\_\_

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**PART B**

**Call no. :** \_\_\_\_\_

**Reader / Table:** \_\_\_\_\_

**RETURNED**  
**TO BE**

## Instructions/Steps:

- Pick up a form from any box next to the public terminals.
- Fill out both **Part A** and **Part B** with the relevant information. (Note: "Reader" in Part A means you, in Part B the patron who has the book on loan.)
- **Detach Part A from Part B.**
- Place Part A on the carrel/table from where you borrowed the book.
- Place Part B inside the book.
- **Please return the book to the carrel by the end of the day (and not on the reshelving carts) and remove the forms from both the book and the carrel.**
- **Do not use the self-check kiosks for any part of this process.** The book remains checked out to the original user.
- If you want to consult the book for more than a day, please contact the library staff for assistance.