Checkout Procedures:

1. **Ensure the borrower is a Patron in good standing.**
2. **Lending Guidelines Forms are found in the following sleeve. Enter the Check Out and Due Dates (7 day lending period) on the Form, then have the Patron complete and sign. Make a photocopy to give the Patron and keep the original signed Form in the back of the binder.**
3. **Complete the Checkout Sheet with the Patron’s information, Item#, check out and due dates and mark the column indicating they received the Lending Guidelines.**

Return Procedures:

1. **Enter the Date Returned on the Checkout Sheet**
2. **Review the Item Information Page in the binder to ensure that all included parts have been returned in good condition**
3. **Notify Vicki if billing is necessary – include all details**

Notes:

* **No Renewals are allowed**
* **Hold Requests – place a note with the Patron’s name and phone number in front of the binder. Call them when the Item becomes available**
* **Payment of any fees must be made in cash or with a check**