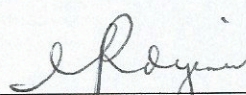


Procedure No:	ACA-PROC-LIB-0008
Procedure Title:	Returning of Borrowed Library Materials
Related Policy:	ACA-POL-LIB-0001 Policies on Borrowing of Library Materials
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Library Services Department
"Supersedes" Notification:	
Procedure Description:	This details the procedure in returning of all borrowed library materials.
Areas of Responsibility:	Library Department
Procedure Details:	Step 1. The student presents all the borrowed library materials to the designated Librarian. Step 2. The Librarian scans or manually types the barcode to identify the library materials to be checked in. Step 3. The Librarian will confirm to the student once the returning transaction is done. In cases of overdue and damaged library materials, refer to ACA-PROC-LIB-0005 and ACA-PROC-LIB-0006.
Procedure Approval Authority:	Chief Librarian
References:	
Definition:	
Help Page:	Library Services Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Carolyn De Jesus
Date of Approval:	1-10-12