

PROCESS NAME
LOAN

CODE
Kddb-03

PROCESS TIME
3 MIN.

RESPONSIBLES

LOAN OFFICE STAFF

PROCESS

FIRST STEP



Users come to the Loan Desk with their University IDs and the publication which they want to borrow.



Is it a loanable resource?

Y

N

University identity and publications intended to be borrowed are received by the staff in charge.

Student number / corporate staff registration number is checked from the Library Automation System.

30 sec.

Does the user have the right to borrow?

Y

N

The publication is taken back to the shelf.

END OF PROCESS

The Publication Barcode is scanned into the Library Automation System.

30 sn.

Publications are borrowed to the user through the Library Automation System.

1 dk.

The return date is written on the receipt on the inner cover of the publications.

30 sn.

The security magnetic of the publications is emptied.

30 sn.

The University ID and the borrowed publications are given back to the user.

FINISH