

Checking Out a Book

We have tried to keep the process of checking out a book very simple.

1. When you find a book that you would like to borrow look inside the front cover. You will find a label with a book number, title and author. Note the Book Number.
2. Go to the Book Check out page. Write down your name, the book number, and the date you checked the book out.

Book Checkout

United Church of Christ in Bayberry Library

Name	Book Number	Date Borrowed	Date Returned	Shelved
John Everyman	102	2/2/17		

When you return the book, simply place it in the box marked "Book Return." The Librarian will check in the book, replace it on the proper place on the shelf and complete the "Date Returned" and "Shelved" columns.