



Reading at the Rock Library

read. connect. inspire.

Checkout & Return Process

Checkout process:

- Anyone, regardless of age, can sign up for a library card at the circulation desk. Once they have a card, they are considered a library patron.
- Patron brings any lending materials to the circulation desk.
- The library volunteer manually looks up the patron and records these materials on their record.
- A library volunteer puts a return slip into each checked-out material.

Return process:

- Patrons return checked-out materials during regular library hours by putting them into a bin close to the circulation desk. Each item must have its return slip. If the slip has been lost, a note should be put inside the book with the patron's name on it so the volunteer.