

AUTHOR		KCSEC Lending Library	
TITLE			
DATE DUE	BORROWERS NAME		
Check Out Procedures:			
Fill out the CHECK-OUT form. Place it in the WHITE BASKET.			
Check In Procedures:			
Fill out the CHECK-IN form. Put it in your book.			
Place the book in the white basket. PLEASE DO NOT RE-SHELVES IT!			

AUTHOR		KCSEC Lending Library	
TITLE			
Book Check Out			
DATE DUE	BORROWERS NAME		
Date:			
Name:			
<small>(Book title, author, and ISBN)</small>			
Materials Borrowed:			
<small>(Title, Author, and ISBN)</small>			
KCSEC Tag #:			

AUTHOR		KCSEC Lending Library	
TITLE			
Book Check IN			
DATE DUE	BORROWERS NAME		
Date:			
Name:			
<small>(Book title, author, and ISBN)</small>			
Materials Borrowed:			
<small>(Title, Author, and ISBN)</small>			
KCSEC Tag #:			