

## **Hamilton Model Engineering Club Library**

Procedure for borrowing items.

### **To request an item in person**

Fill in a requisition in duplicate, and give both copies to the librarian.

If the items are available, you may pick them up at the next club meeting. \*

You will be given the items and one copy of your requisition, marked to show which items you have received.

### **Returning borrowed items**

Items should be returned at the next club meeting if possible although they may be retained if necessary.

Please give the items that you are returning to the librarian (preferably in a bag) .

Put a note with the items giving your name.

If you are retaining any items please list these on the above note.

Keep your copy of the original requisition to record what you have done.

Return the remaining items in due course.

### **To request an item by email**

Please ask that a copy of the library listing be emailed to you (the listing is in Microsoft Excel format).

Email a copy of the included requisition to the librarian listing the items required.

This email must be received no later than one week before the next meeting.

Identify the email as "HMEC Library Requisition".

If the items are available, you may pick them up at the next club meeting. \*

You will be given the items and one copy of your requisition, marked to show which items you have received.

### **Returning borrowed items**

Items should be returned at the next club meeting if possible although they may be retained if necessary.

Please give the items that you are returning to the librarian (preferably in a bag) .

Put a note with the items giving your name.

If you are retaining any items please list these on the above note.

Keep your copy of the original requisition to record what you have done .

Return the remaining items in due course.

\*If for some reason you cannot make the next meeting let the librarian know and he will hold the items for one more meeting.