SOP Template: Book Borrowing and Return Process

This SOP details the **book borrowing and return process**, including eligibility requirements, borrowing limits, loan duration, renewal policies, and procedures for returning books. It also covers handling overdue materials, fines and penalties, and tracking borrowed items to ensure efficient library resource management and user accountability.

1. Purpose

To ensure a standardized and efficient process for borrowing and returning library books, maintaining resource availability and user responsibility.

2. Scope

This SOP is applicable to all library users, including students, faculty, staff, and external members (if applicable).

3. Responsibilities

- **Library Staff:** Manage check-outs, returns, records, and user accounts.
- **Users:** Follow library rules, return materials on time, and pay any applicable fines.

4. Definitions

- **Loan Duration:** The period a book can be borrowed.
- **Overdue:** Failure to return books by the due date.
- **Renewal:** Extension of the original loan period.

5. Procedure

Step	Description
5.1	**Eligibility:** Verify user library membership and ensure the account is in good standing.
5.2	**Borrowing Limits:** • Students: 5 books • Faculty/Staff: 10 books • Loan durations: 14 days (students), 28 days (faculty/staff)
5.3	**Issuance Process:** • Present valid library card/ID. • Check-out books at the circulation desk or via self-service portal. • Obtain stamped receipt or digital confirmation with return date.
5.4	**Renewals:** • Renew eligible books online or in-person before the due date. • Books on hold for other users are not eligible for renewal. • Maximum of 2 renewals allowed.
5.5	**Returns:** • Return books to the circulation desk or designated drop box. • Staff to update record and verify book condition.
5.6	**Overdue Materials:** • Overdue notices sent via email/phone. • Accounts blocked until books are returned and fines are paid.
5.7	**Fines & Penalties:** • Impose fines per day overdue (e.g., $0.50/book/day). • Lost/damaged book replacement fees as per library policy.

5.8	**Tracking:** • Maintain accurate records of borrowed/returned books. • Use library management software for tracking and reporting.

6. References

- Library policy manual
- Library management software user guide

7. Revision History

Revision Date	Section	Description
2024-06-01	All	Initial creation of SOP template.