PROCEDURE FOR BORROWING AND RETURNING LIBRARY BOOKS FOR STAFF AND STUDENTS DURING WORKING-FROM-HOME AND ONLINE TEACHING & LEARNING

Book Loan (Monday, Wednesday & Saturday / 8.30 to 12 pm ONLY)

1. Search UTB Library collection via UTB OPAC: utb.orkid.moe.edu.bn if the book is available.
2. Complete form https://forms.gle/Qfqe2FWFgeyJ8Csf6
3. Library to prepare requested books.
4. Unavailable books will be informed to the requester via email or telephone. Users will re-request a new title with a new form.
5. Library will call the user to arrange a pickup date and time. (Pick up is Every Monday, Wednesday & Saturday from 8.30 am to 12 pm ONLY).
6. Library to apply to UTB BCP of the requesters' request to enter UTB Campus. (Name, IC, Date & Time).
7. Library to inform the requester of the confirmed pick-up date and time approved by UTB BCP.
8. Requester must come pick-up item/s at scheduled date & time.
9. Requester with GREEN BruHealth Code Only will be allowed access to UTB Campus
10. Show proof of access to enter Campus to UTB Security Officer. (Proof given via UTB Library email or SMS).
11. Only 15mins is allowed per Entry.

When Arriving at Library Complex

1. Scan BruHealth QRCode located near the Book Collection Locker collection point.
2. Scan & Fill in Pick-up & Feedback form https://forms.gle/ZX6YXBMzgHWsom3r8 / QRCODE provided near locker.
3. Loan Transaction complete.
4. Don't forget to hit the BruHealth Leave button when leaving UTB Campus.

Book Return (Every Monday-Thursday & Saturday)

1. User to call Library Direct Line: +673 246 1022 (Every Monday or Thursday & from 8.30 am to 12 pm ONLY) or email library@utb.edu.bn to apply to enter UTB Campus
2. Library to apply to UTB BCP of the requesters' request to enter UTB Campus. (Name, IC, Mobile No, Date & Time)
3. Library to inform the requester of the confirmed return date and time approved by UTB BCP.
4. The requester must come on the scheduled return date & time.
5. Requester with GREEN BruHealth Code Only will be allowed access to UTB Campus
6. Show proof of access to enter Campus to UTB Security Officer. (Proof given via UTB Library email or SMS)
7. Only 15mins is allowed per Entry

When Arriving at Library Complex

1. Scan BruHealth QRCode located near book drop slot.
2. Return 1 book at a time through the Book Return Slot located near the library entrance.
3. Return transaction complete.
4. Any overdue fine will be accumulated and can only be cleared when the library is open.
5. Don't forget to hit the BruHealth Leave button when leaving UTB Campus.

If Requester's Bruhealth is NOT Green Code

If during collection day the Requester's Bruhealth is NOT Green Code. The following steps will be undertaken:

1. On collection day, call library Direct Line 2461022 and reschedule to a different date & time for collection.

OR

2. Call library Direct Line 2461022 on collection day to inform library that it will be collected on behalf by another person provided that:

- The Collector's BruHealth must be Green Code
- The Requester send a screenshot of proof e.g Collector's IC or any ID card (email/sms) to the library.

<u>When Arriving at Library Complex</u>
1. Scan BruHealth QR Code located near the Book Collection Locker collection point.
2. Scan & Fill in Pick-up & Feedback form https://forms.gle/ZX6YXBMzgHWsom3r8/ QR CODE provided near the locker.
3. Loan Transaction complete.
4. Don't forget to hit the BruHealth `Leave' button after leaving UTB Campus.