

Name: _____

Checkout Procedures

Date: _____

Instructions: Cut out the checkout procedures below the dotted line. Paste them in the correct order.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	



Bring your chosen book to the checkout counter.

Give your book to the librarian to check in.

Scan your library barcode card.

Come into the library quietly.

Scan your book.

Use your shelf marker by putting it on the shelf and putting the book back if you don't want it.

Sit in your assigned seat and read quietly.

Choose a shelf marker.