

# Tutorial: How I borrow a book/journal

ZMT Library	
Loan Slip	
Use capitals. - Materials can only be borrowed by ZMT staff and ISATEC students.	
Author <span style="float: right; border: 1px solid blue; padding: 2px 5px; color: red; font-weight: bold;">1</span>	Date <span style="float: right; border: 1px solid blue; padding: 2px 5px; color: red; font-weight: bold;">2</span>
Title <span style="float: right; border: 1px solid blue; padding: 2px 5px; color: red; font-weight: bold;">3</span>	
Call number <span style="float: right; border: 1px solid blue; padding: 2px 5px; color: red; font-weight: bold;">4</span>	Volume No./year <span style="float: right; border: 1px solid blue; padding: 2px 5px; color: red; font-weight: bold;">4</span>
Reader's name <span style="float: right; border: 1px solid blue; padding: 2px 5px; color: red; font-weight: bold;">5</span>	

Step **one**: write down the name of the author

Step **two**: date of borrowing

Step **three**: title of the book or journal

Step **four**: Call number means the signature of the book.

If you want to borrow a **journal**, please fill in the **Volume No./year** .  
A journal has no signature!

And last but not least **step five**: your name

Now you are ready with the "administration stuff". ☺

But it is important that you put the white paper in a slipcase and place it at the publication's position in the shelf.

The yellow carbon copy enclosed must be deposited in the small paper box next to this manual.

## How to return:

When you are ready with the book/journal, please do NOT turn the material back into the shelf!

Hand it out to the librarian or put it down on the deposit station below.

If you have any questions, do not hesitate to ask us.

Contact:

Christina Fromm <b>Room 2209</b> christina.fromm@zmt- bremen.de	Hanna Thimm <b>Room 2216</b> hanna.thimm@zmt- bremen.de
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**library@zmt-bremen.de**