**Flow Chart- V**

**Process/Activity Flow Chart – Information Services (Book Circulation Service)**

Enrolled library user

Books borrow or return?

Return Borrow

Take assistant of staff

Use OPAC

Search the shelves

Get the book

Go to circulation counter

Produce ID card

Stack book, Reference book or Literature book?

Book check in

Stack book

Reference book

Within due date?

No

Pay fine

Get issued for 2 days

Get issued for 1 week

Literature book

Yes

Get issued for 2 weeks

Like to Renew?

Yes

Produce ID card

No

Book check out

Borrow

Return