



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

Address: 290 Phan Bá Vành Street, Quang Trung Ward, Thai Binh City
Tel: 0227.3844966 Email: caodangyb@caodangyb.edu.vn
Fax: 0227.3844966 Web: www.caodangyb.edu.vn

LIBRARY BORROWING PROCEDURE

Encryption : QT.39/ P.ỹT
Issued for the first time : 01
Effective from date May 4, 2024

	Author	Inspector	Approver
Signature			
Full names	: PHAM THI HOA,	NGUYEN THI HOANG ANH,	NGUYEN THI THU DUNG
Job Title	: LIBRARY STAFF	City	PRINCIPAL

LIBRARY BORROWING PROCEDURE

I. PURPOSE AND SCOPE OF APPLICATION

- To serve the learning and teaching needs of students and faculty members in the school.
- This procedure applies to all students and staff.
Lecturer at Thai Binh Medical College.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

2. Abbreviations:

Students

Individual Registration Number

Readers' Forum

TEM

Document

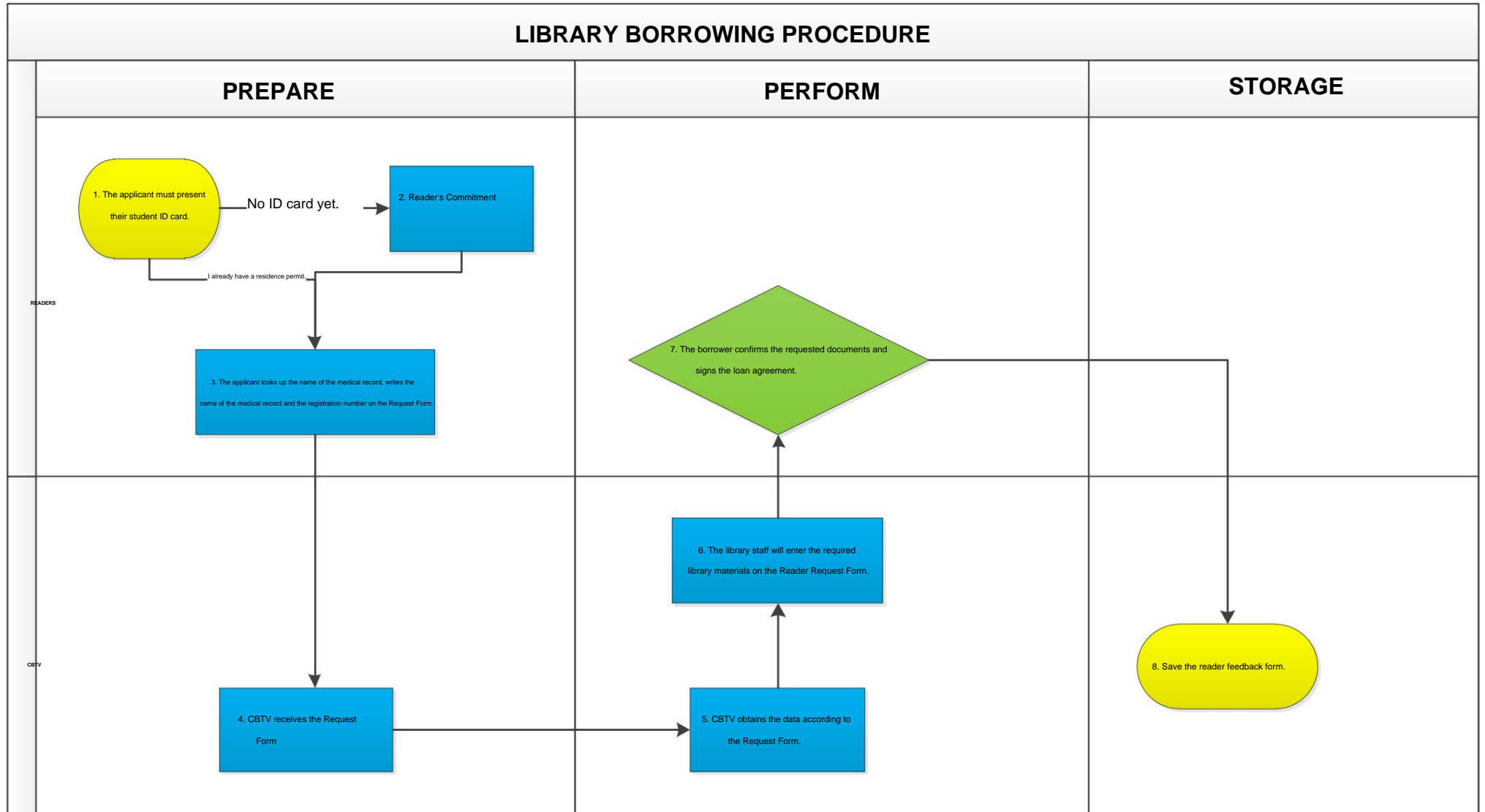
Library staff

III. FLOWCHART (See page 3)

IV. SPECIFICATION (See pages 4-5)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1.	Reader Commitment	QT15/PyT/BM01
2	Request Forms	QT15/PyT/BM02
3	Reader Feedback Forms	QT15/PyT/BM03



SPECIFICATION OF THE LIBRARY DOCUMENT BORROWING PROCESS

No.	Step Name	Specification	Department/Unit responsible	Set coordinating unit/department	Results achieved	Deadline	Form
1	Present your HS-S card. V	Readers must present their student ID card upon entering the library. Library staff will verify the reader's information: full name, class, etc.	BD, CBTV		Gather information BD		
2	Readers sign the commitment	First-time library visitors will sign a reader commitment form.	BD, CBTV		The Board of Directors is informed of the library's regulations and the terms of the agreement.		QT15/P DT/BM0 1
3	Readers can search for the name. TL wrote TL's name and The registration number will issue a request form.	Readers can search for the document title in the library software or catalog, which includes the full document title and number. Individual registration of the requested borrowing document is done on a request form.	BD		The request form contains complete information about... TL needs to borrow		QT15/P DT/BM0 2
4	CBTV received Request form	Library staff receive request forms.	BD, CBTV		Identify requirements of Bÿ		
5	CBTV takes the data according to Request form	Based on the request, the TV technician will find the correct document as specified in the request form.	CBTV		Find the correct answer for BD		
6	The library staff will enter the required library materials on the Reader's Form.	CBTV enters the student ID and the document borrowing code into PMTV. or Loan Slip with old document	CBTV		Complete the form borrow		QT15/P DT/BM0 3
7	Readers confirm the documents they are requesting to borrow.	After filling in all the information CBTV delivers documents to readers.	BD, CBTV		Readers who receive the document need to borrow it.		

	and signed a loan agreement.	Check the condition of the documents and confirm that the number of documents listed on the reader's form is correct.					
8.	Save the Reader Feedback Form	The reader's form is kept in the Library.	CBTV		Reader Feedback Form stored		

APPENDIX: FORMS

1. FORM 01: READER'S COMMITMENT

THAI BINH MEDICAL COLLEGE

LIST OF READERS IN CLASS

READER'S COMMITMENT

Content of the commitment:

1. Do not take books without the permission of the library staff;
2. Borrowed books, newspapers, and documents must be returned on time;
3. Do not draw or write in the book, and do not tear, damage, or lose any pages;
4. Losing a book will result in a fivefold compensation penalty.

If I make any mistakes in the above matters, I will take full responsibility.

No.	STUDENT CODE	FULL NAME	DATE OF BIRTH	DATE OF SIGNING COMMITMENT	SIGNATURE	NOTE

2. FORM 02: REQUEST FORM

THAI BINH MEDICAL COLLEGE	
REQUEST FORM	
Full name:.....Class.....	
Book title, Registration number (left corner of the leaflet)	
1.	Registration Number.....
2.	Registration Number.....
3.	Registration Number.....
4.	Registration Number.....
5.	Registration Number.....
6.	Registration Number.....

3. FORM 03: READER'S FEEDBACK FORM

