

Manual checkout instructions

Manual Checkout

Use paper Manual Checkout forms to check out materials.

Forms are located in the orange Millenium Circulation Manual binder

Using a black pen, write down:

16-digit UT ID number, name, and UTEID

*we need all three to verify we are checking out to the right person

Barcode number, Call #, and title of the item

Date

Time

Remember: Patrons must have a UT ID card or a Courtesy Borrower card to check out items.

Courtesy borrower cards look like one of these examples:



A TexShare card looks like this:



If someone has a TexShare card, they must visit the Courtesy Borrower Desk in PCL to set up their Courtesy Borrower card. We cannot check items out using a TexShare card.