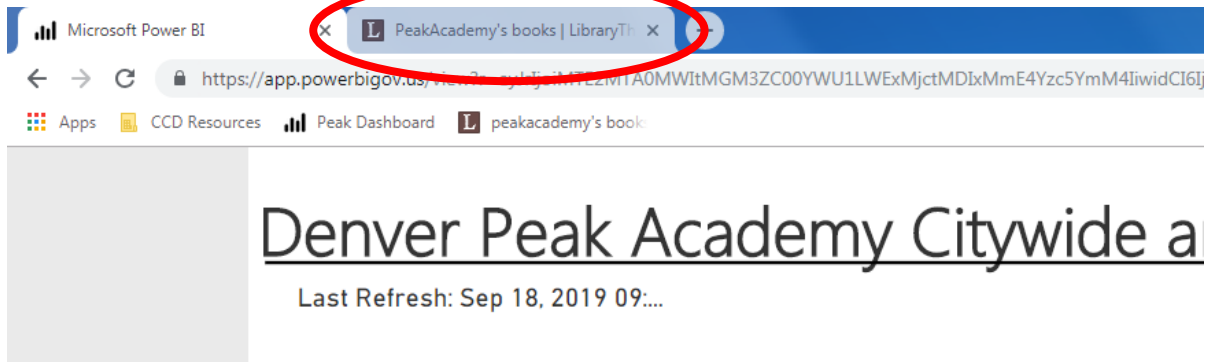
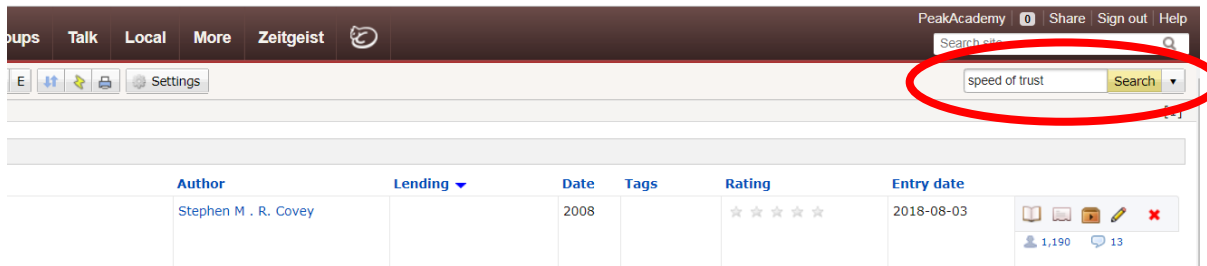


Peak Library Book Checkout Process

1. Select the book you'd like to borrow
2. Go to the monitor that is displaying the Peak Team Dashboard
3. Press "Esc" on the keyboard to minimize the dashboard
4. Select the already open browser tab that says "PeakAcademy's books"



5. In the book list, navigate to the book you've selected. You can also use the "Search Your Library" box to find the book you're borrowing by name



6. Double-Click on the blank box in the lending column next to the book you've chosen. This will bring up the lending window

Status Lending

New Status

Checked out Other

Patron | Barcode

Date

Type the date or use the picker.

Due Date

None Period Date

[Recent transactions](#) | [About lending](#) | [Settings](#)

7. Enter your name (Last Name, First Name) in the Patron field and select period in the due date. You can then select a checkout period of 7, 14, 21, or 30 days.
8. Click "Save." If this is your first time checking out a book from the Peak Library, you'll see a pop-up that says, "Patron does not exist. Create." Click OK to complete the checkout.
9. Enjoy your book! And don't forget to return it once finished so others can enjoy it.