



Activity	Plan	Do	Check	Action
Loan book	Compile a list of books that will be allowed to borrow	Make a list of books that will be allowed to borrow	Evaluation of a list of books that will be allowed to borrow	Make a list of new books that will be allowed to borrow
	Storage layout planning a book on the bookshelf	Bookkeeping according to layout has been designed in the book storage area in closet	Evaluation layout of books on a book storage area in closet	Changing the layout of the book in a book storage in the closet so as to provide governance book a convenient location
	Planning a book lending procedures	Creating book lending procedures	Evaluation procedures lending	Adjust lending procedures with existing conditions
	Create a regulatory framework lending	Prepare and establish regulations on the lending book binder book lending list	Evaluation rule book lending on the folder list book lending	Adjust lending rules on borrowing books folder list with the needs according to the conditions
	Book numbering plan	Creating and installing a number indicating the numbering of books	Evaluation number indicating the numbering of books	Adjust the numbering of the book with the new format
	Plan the recording procedures lending	Creating and paste recording procedures lending	Evaluation recording procedures lending	Develop procedures for recording borrowing books more appropriate
	Coordination plan with the head of the laboratory of the book lending procedures	Coordinate with the head of the laboratory of the book lending procedures	Evaluation of the results of coordination with the head of the laboratory of the book lending procedures	Schedule coordination with the head of the laboratory of the book lending procedures