

## Instructions on how to check-out a ASWB Exam Prep guidebook

Welcome! Here you will find a helpful set of instructions on how to check out an ASWB exam prep guidebook for your use.

Guidebooks are available for rental for two weeks at a time, with an optional extension of two weeks if necessary. We ask that when you check out a book, please be sure to care for them, as they are a shared resource for all CRC MSW students. ***MOST IMPORTANTLY, BE SURE NOT TO WRITE ON THE INSIDE OF AN ASWB GUIDEBOOK.***

**Step 1:** Scan the QR code with a mobile device to access the ASWB Prep Book sign-out sheet.



**Step 2:** Check the spine of the book you are taking. There should be a tag on it indicating which copy you are taking (Black, Blue, Red, Yellow, and Green). Check the box for the copy you are taking. (Ex: a student is taking the Black ASWB Prep Book copy, so they check the box next to the black row. )

Book Color	Checked out?
Black	<input checked="" type="checkbox"/>
Blue	<input type="checkbox"/>
Red	<input type="checkbox"/>
Yellow	<input type="checkbox"/>
Green	<input type="checkbox"/>

**Step 3:** Enter in you name, and BU email in column C. This information will be used to contact you should you be late on your return date. (There is no penalty to being late, we will simply reach out to contact you and remind you that the ASWB Prep Book needs to be returned)

C
Checked out by
Name & Email: Liam Farrell, liamfarr@bu.edu
Name & Email:
Name & Email:
Name & Email:
Name & Email:

**Step 4:** Should you need to retain the book for longer than two weeks, you can always renew the book by coming back to the sheet. In this case, check the box on column F, which will show you a new return date on column G.

F	G
Renewed?	Renewal return date
<input checked="" type="checkbox"/>	5/7/2024
<input type="checkbox"/>	not renewed
<input type="checkbox"/>	not renewed
<input type="checkbox"/>	not renewed
<input type="checkbox"/>	not renewed

**Step 3:** Write down the date on which you are checking out the book in column D. The format of the date should be xx/xx/xxxx (Month/Day/Year) in numeric format. A return date should be generated for you two weeks from the check-out date in column E. (example given below)

D	E
Checked out date	Return Date
4/9/2024	4/23/2024
	not checked out
	not checked out
	not checked out
	not checked out