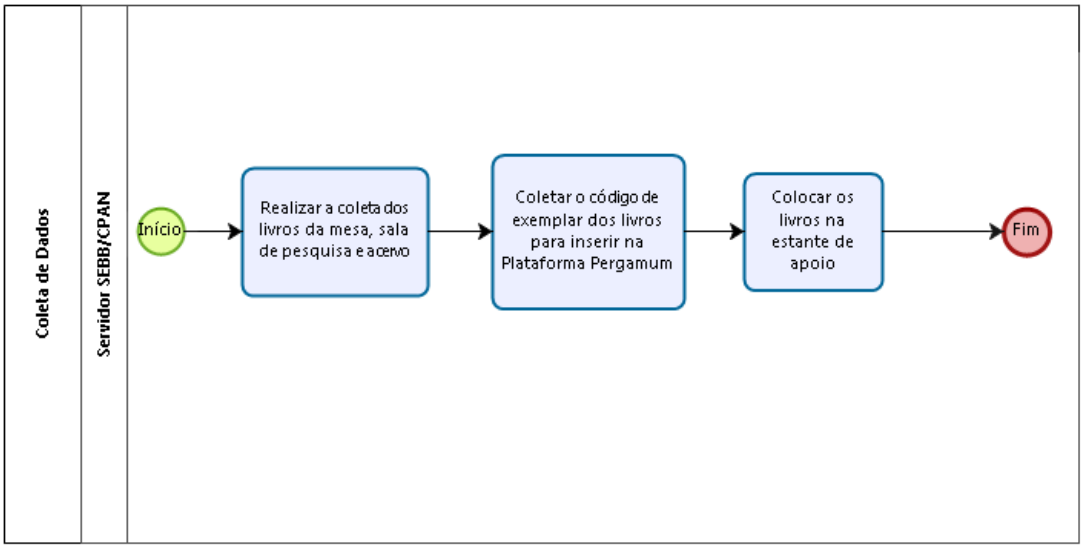
FLUXOGRAMAS BIBLIOTECA CPAN



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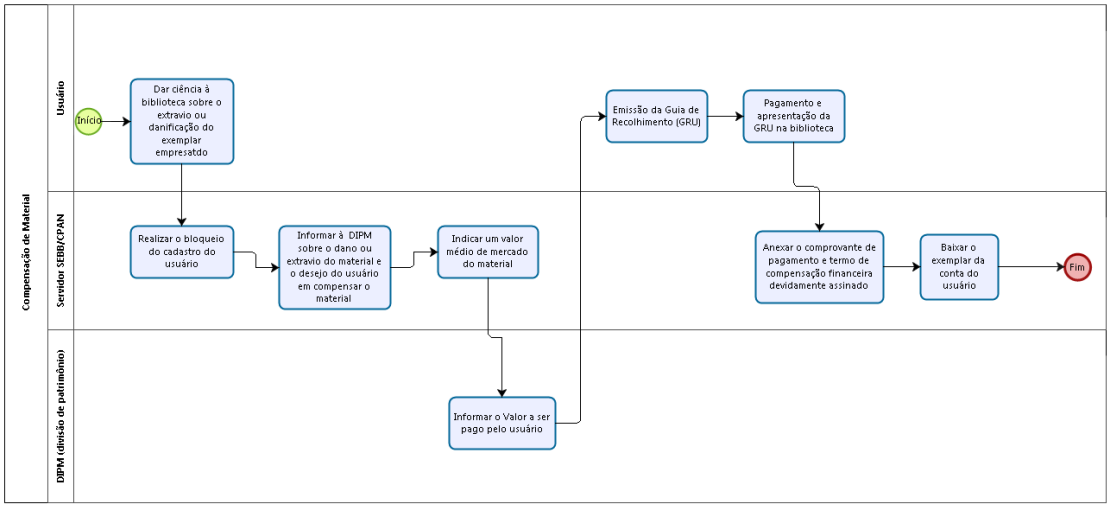

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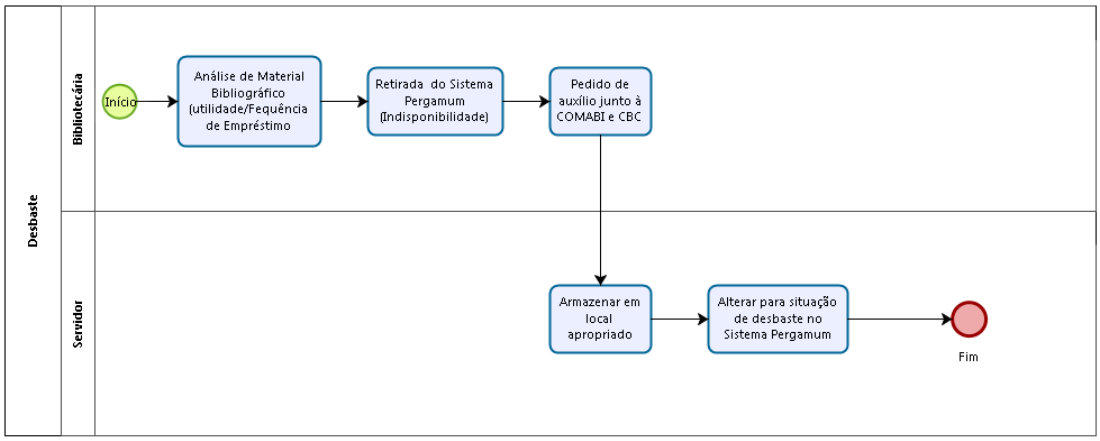

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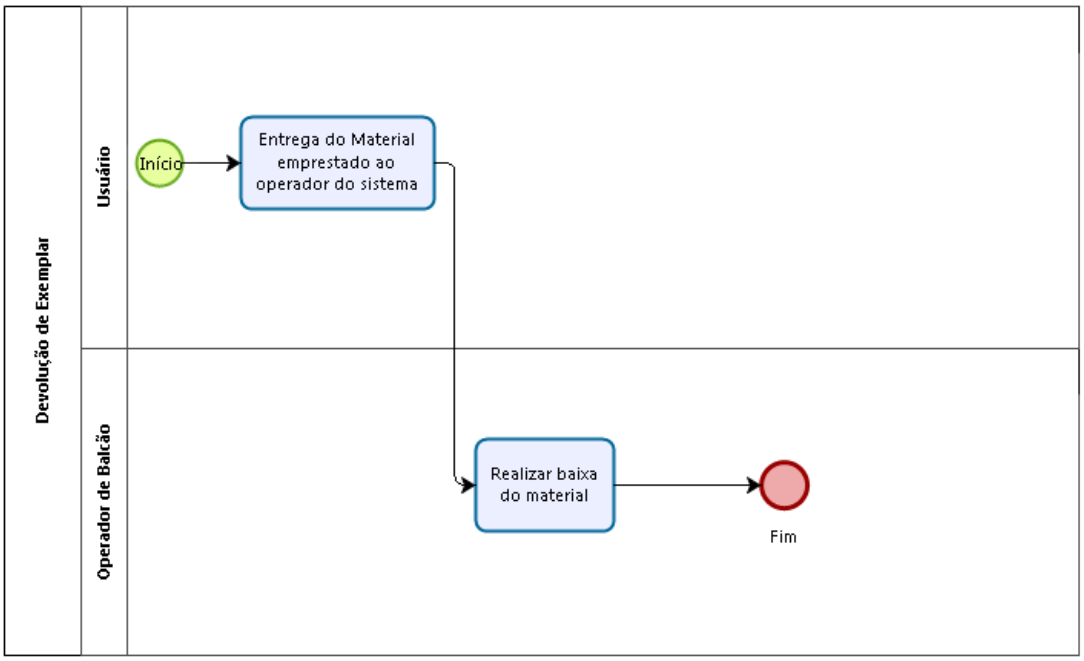

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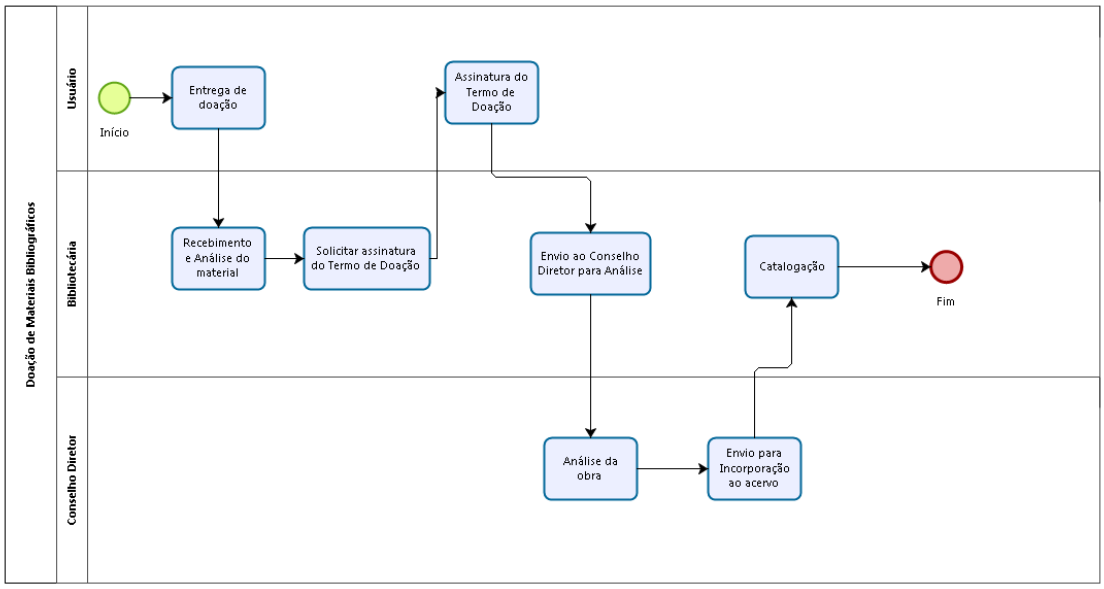

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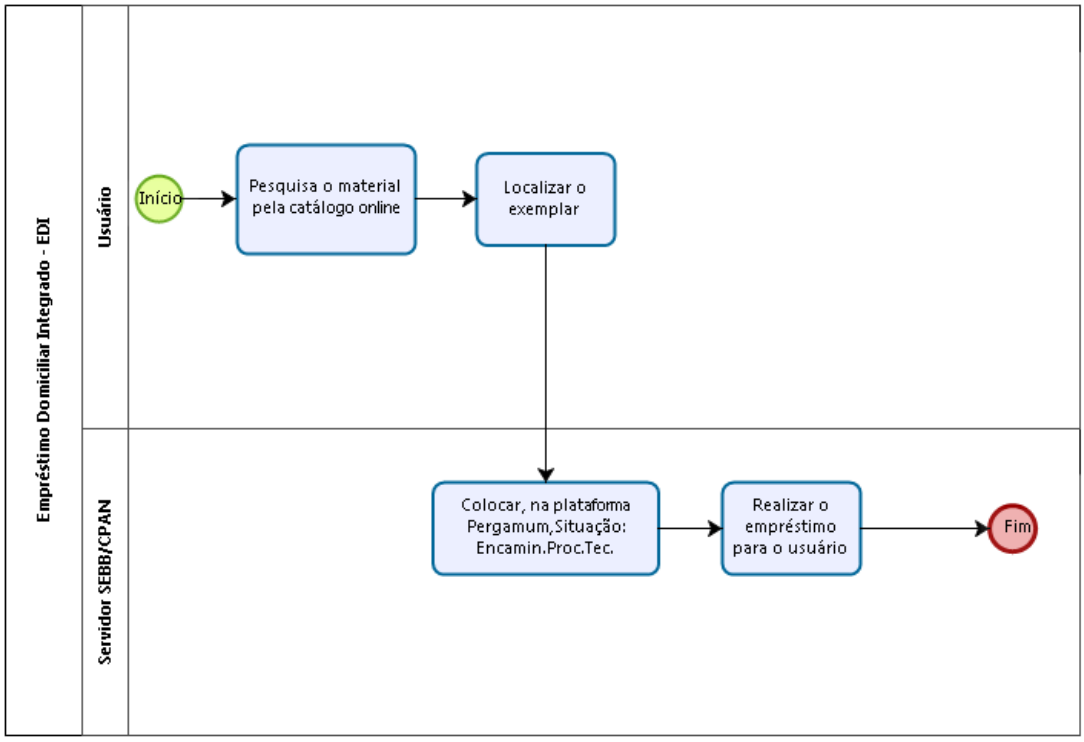

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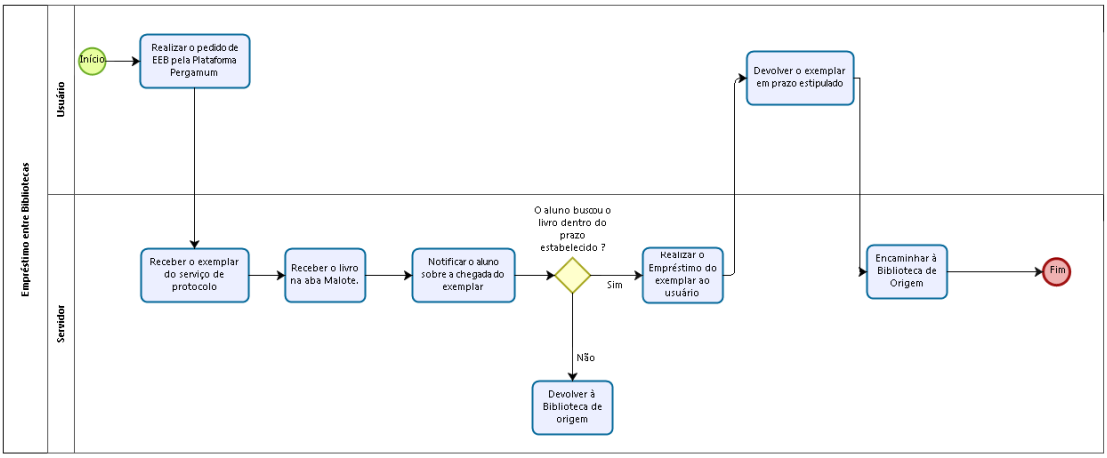
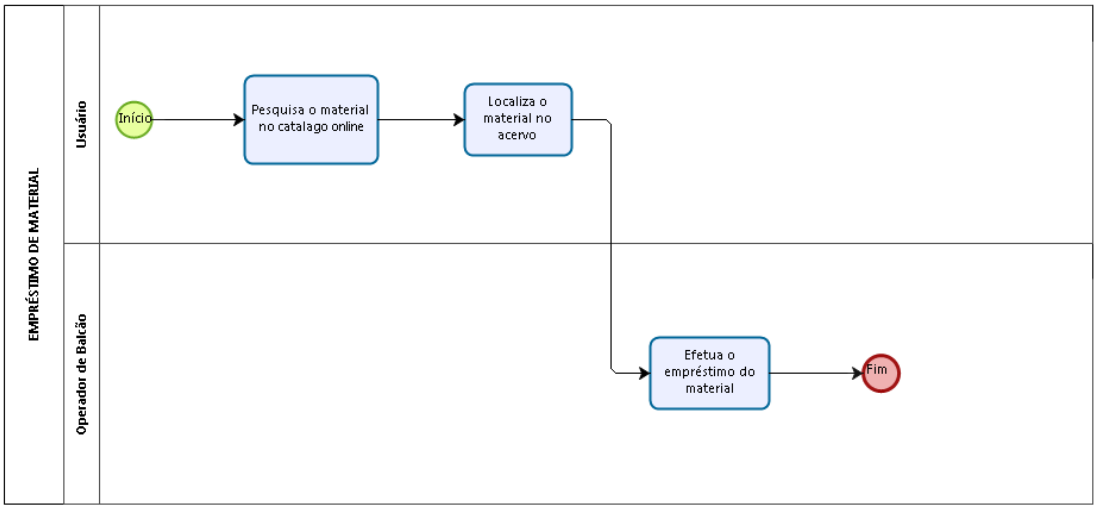
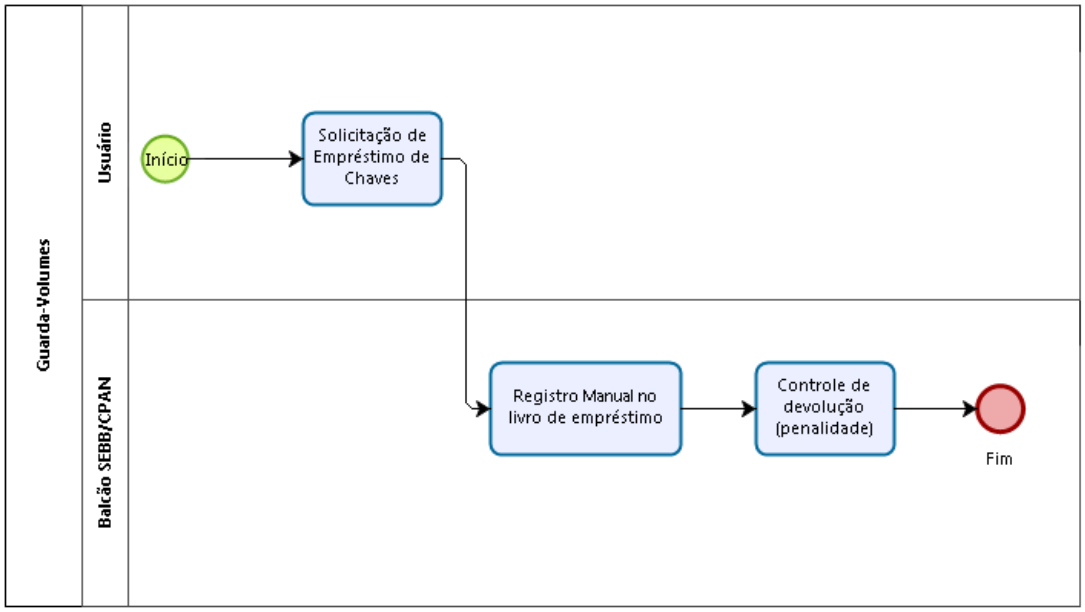

Empréstimo entre Bibliotecas
Usuário
Servidor
Início
Realizar o pedido de EEB pela Plataforma Pergamum
Devolver o exemplar em prazo estipulado
Receber o exemplar do serviço de protocolo
Receber o livro na aba Malote.
Notificar o aluno sobre a chegada do exemplar
O aluno buscou o livro dentro do prazo estabelecido ?
Sim
Não
Realizar o Empréstimo do exemplar ao usuário
Encaminhar à Biblioteca de Origem
Fim
Devolver à Biblioteca de origem


EMPRÉSTIMO DE MATERIAL
Usuário
Operador de Balcão
Início
Pesquisa o material no catalago online
Localiza o material no acervo
Efetua o empréstimo do material
Fim



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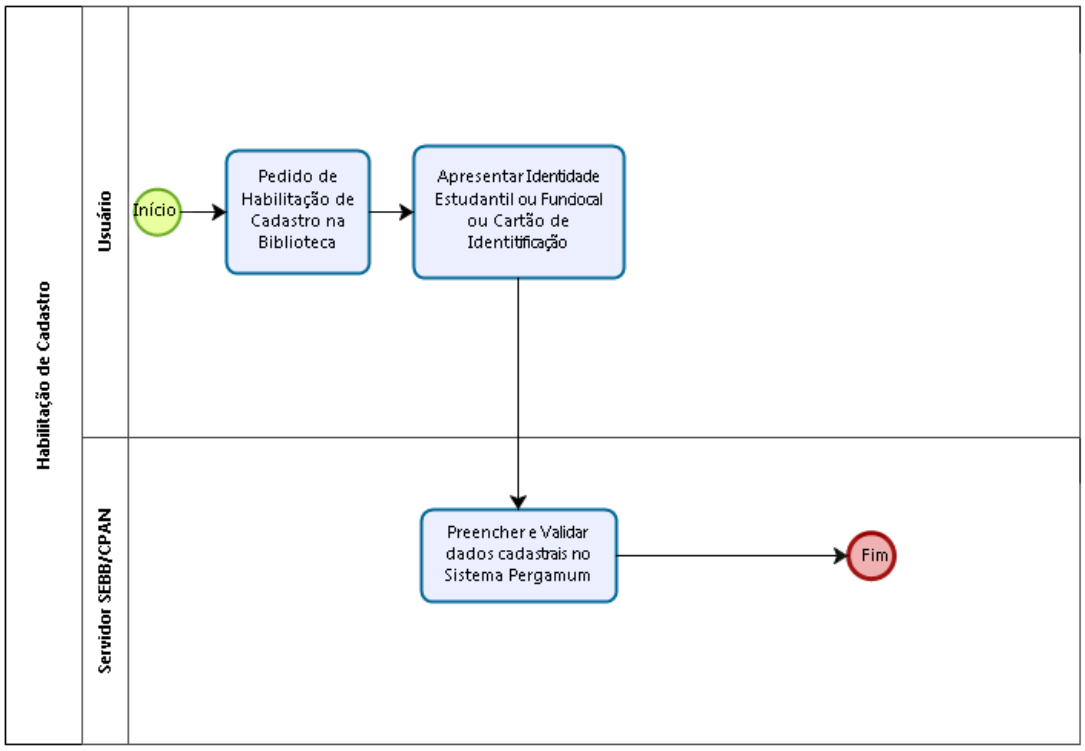

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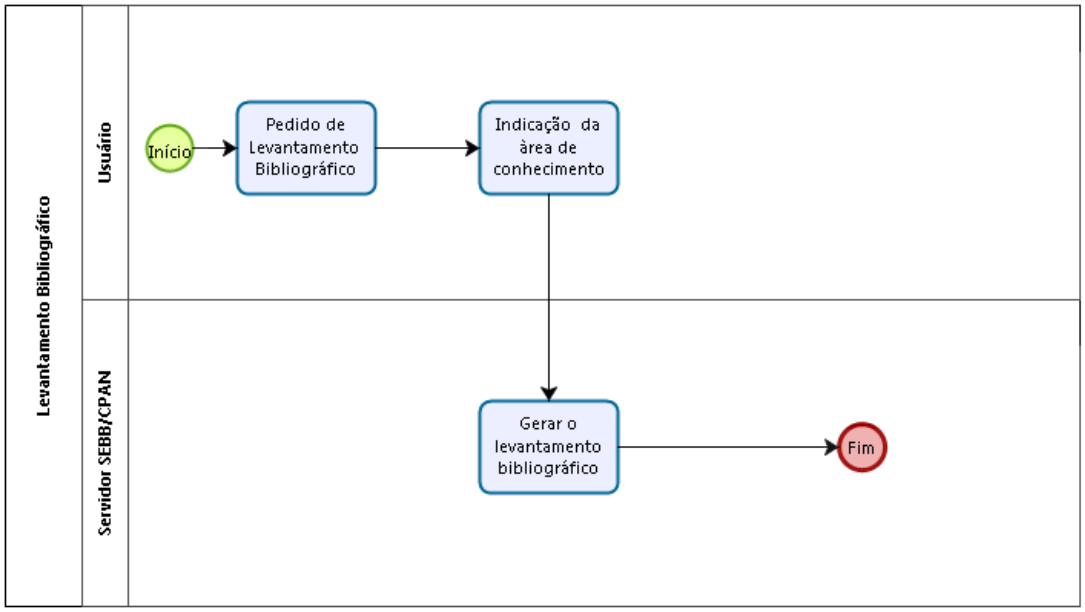

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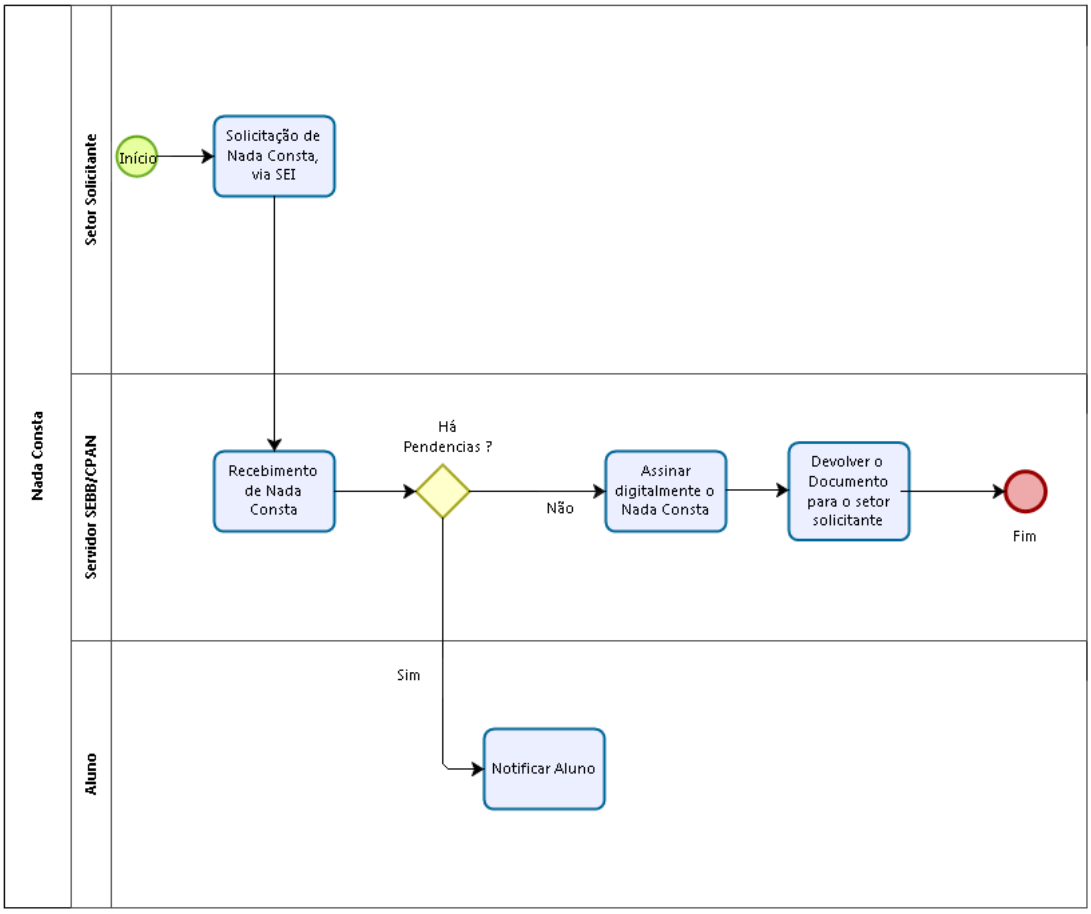
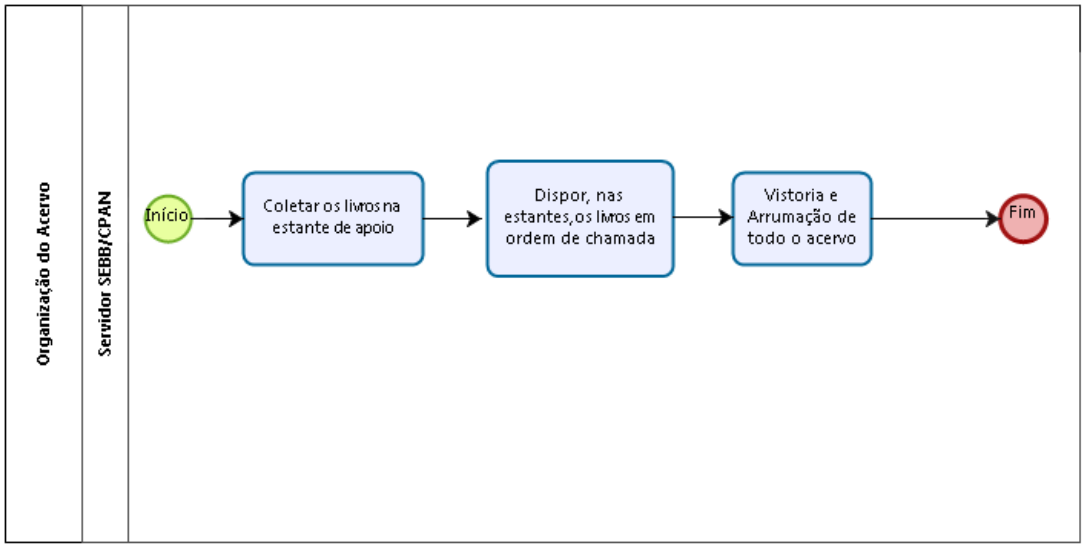


Powered by bizagi Modeler



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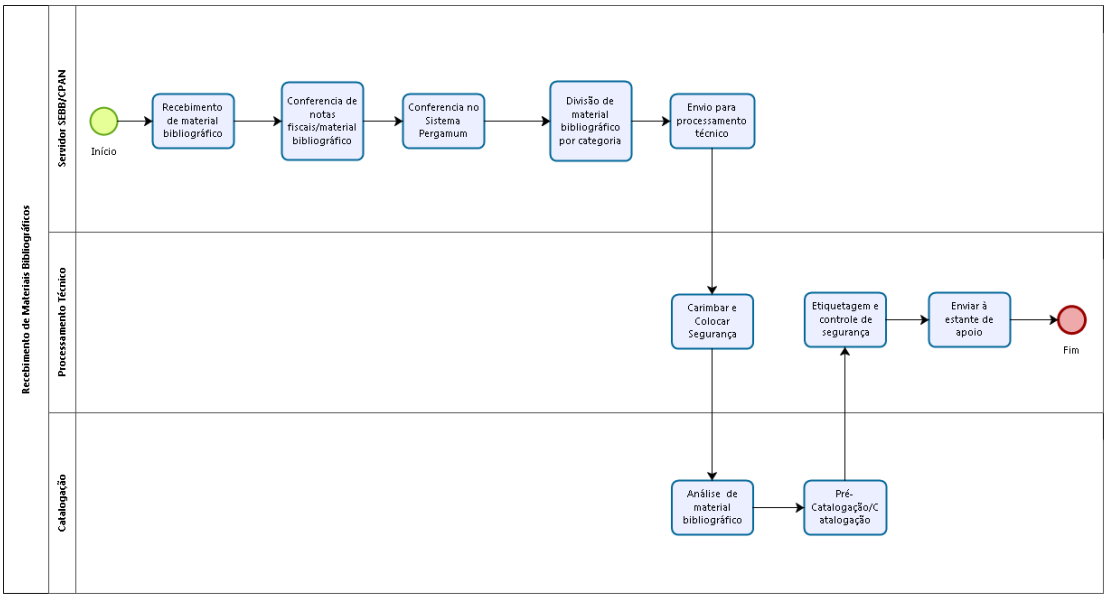
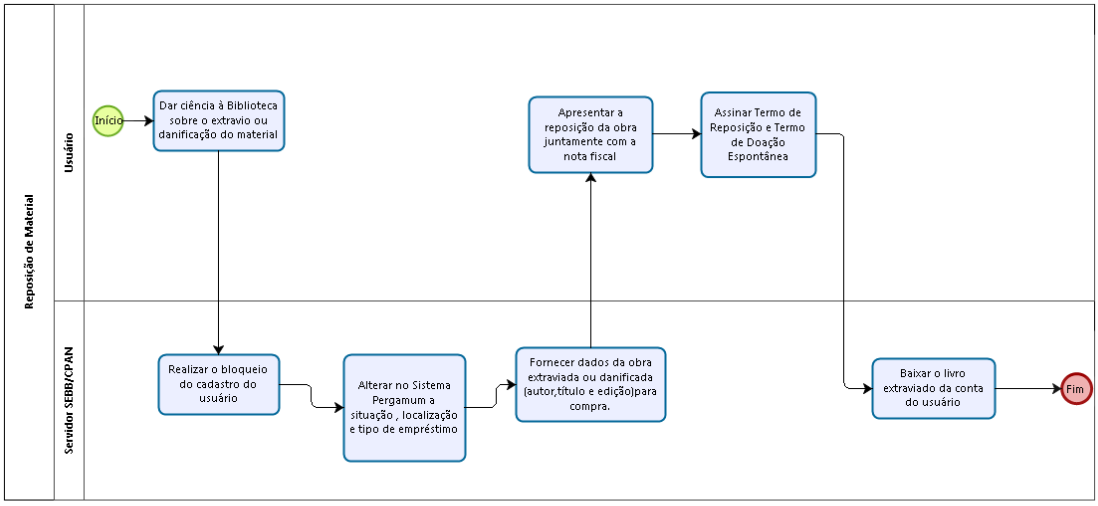
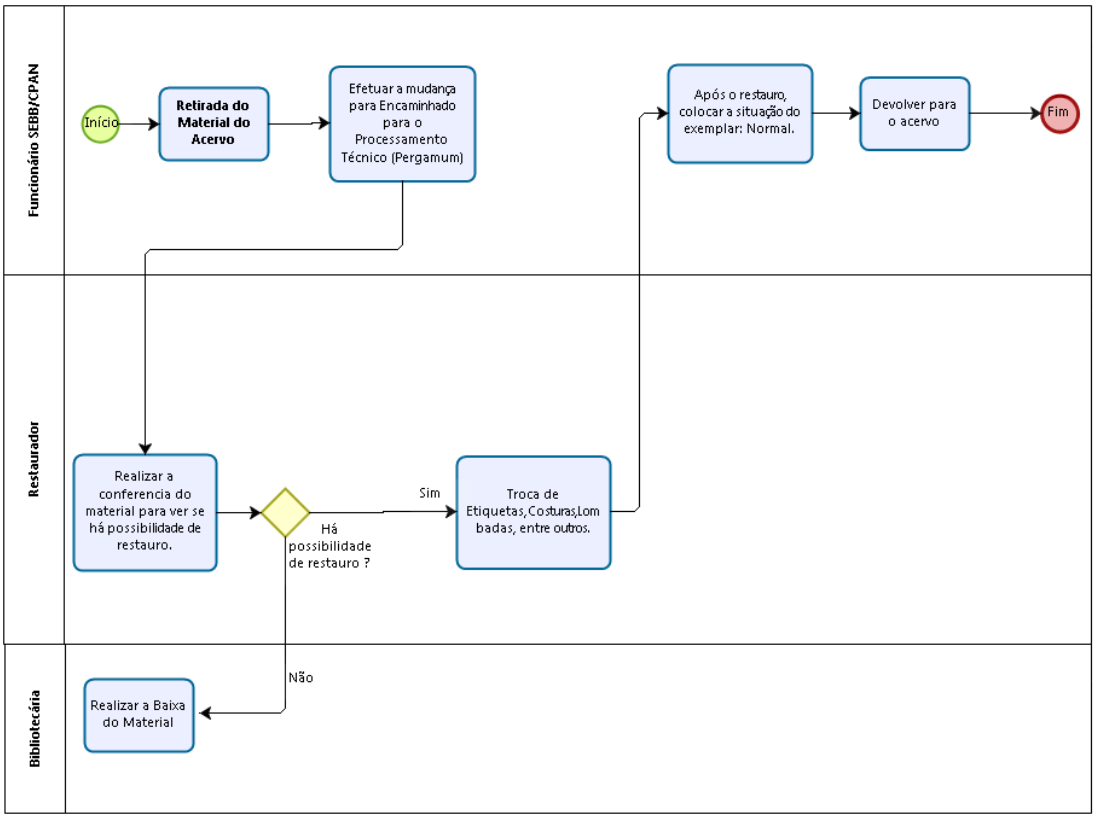

Recebimento de Materiais Bibliográficos
Servidor SEBB/CPAN
Processamento Técnico
Catalogação
Início
Recebimento de material bibliográfico
Conferencia de notas fiscais/material bibliográfico
Conferencia no Sistema Pergamum
Divisão de material bibliográfico por categoria
Envio para processamento técnico
Carimbar e Colocar Segurança
Etiquetagem e controle de segurança
Enviar à estante de apoio
Fim
Análise de material bibliográfico
Pré-Catalogação/Catalogação


Reposição de Material
Usuário
Servidor SEBB/CPAN
Início
Dar ciência à Biblioteca sobre o extravio ou danificação do material
Apresentar a reposição da obra juntamente com a nota fiscal
Assinar Termo de Reposição e Termo de Doação Espontânea
Realizar o bloqueio do cadastro do usuário
Alterar no Sistema Pergamum a situação , localização e tipo de empréstimo
Fornecer dados da obra extraviada ou danificada (autor,título e edição)para compra.
Baixar o livro extraviado da conta do usuário
Fim



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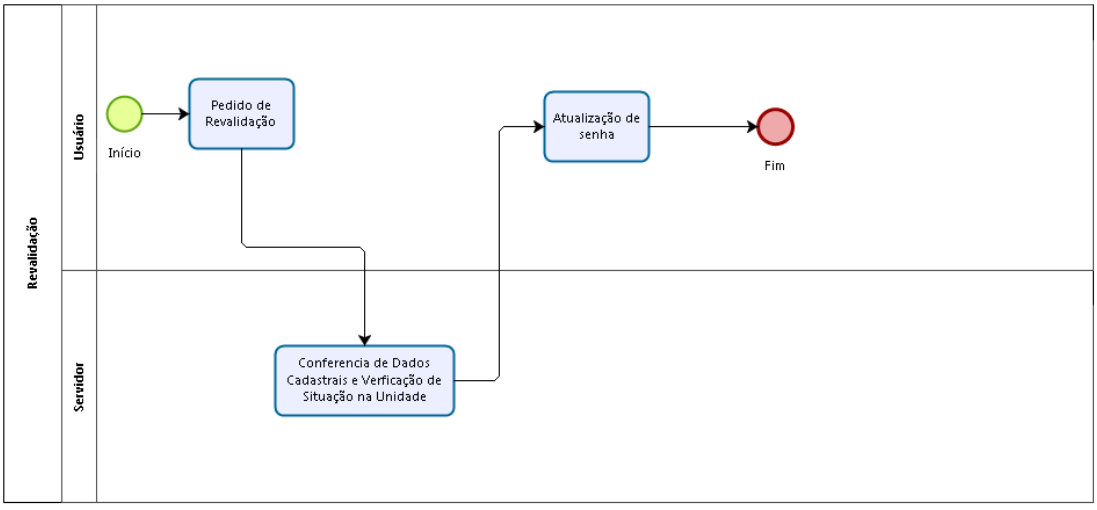

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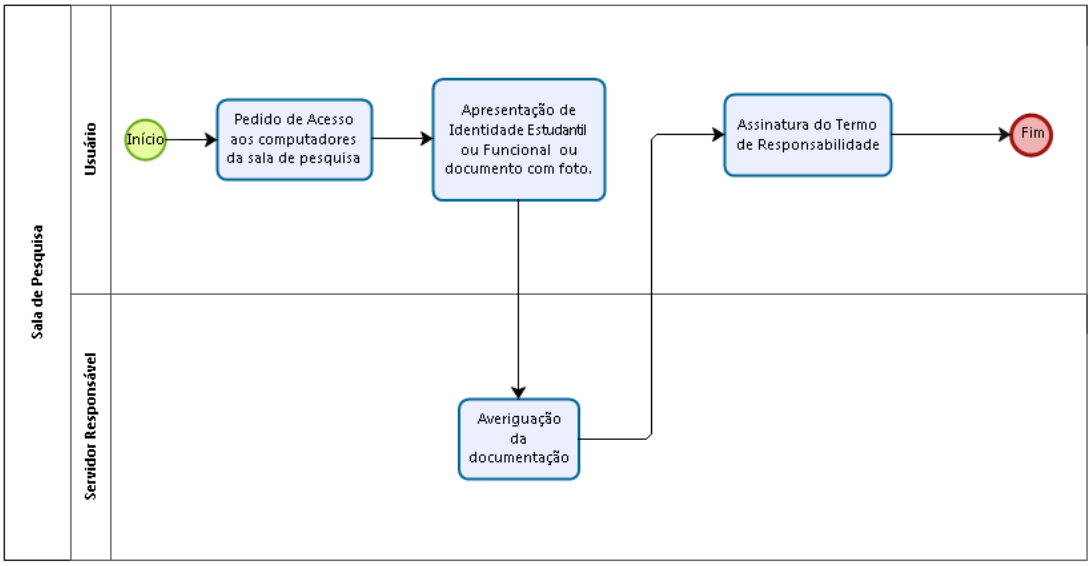

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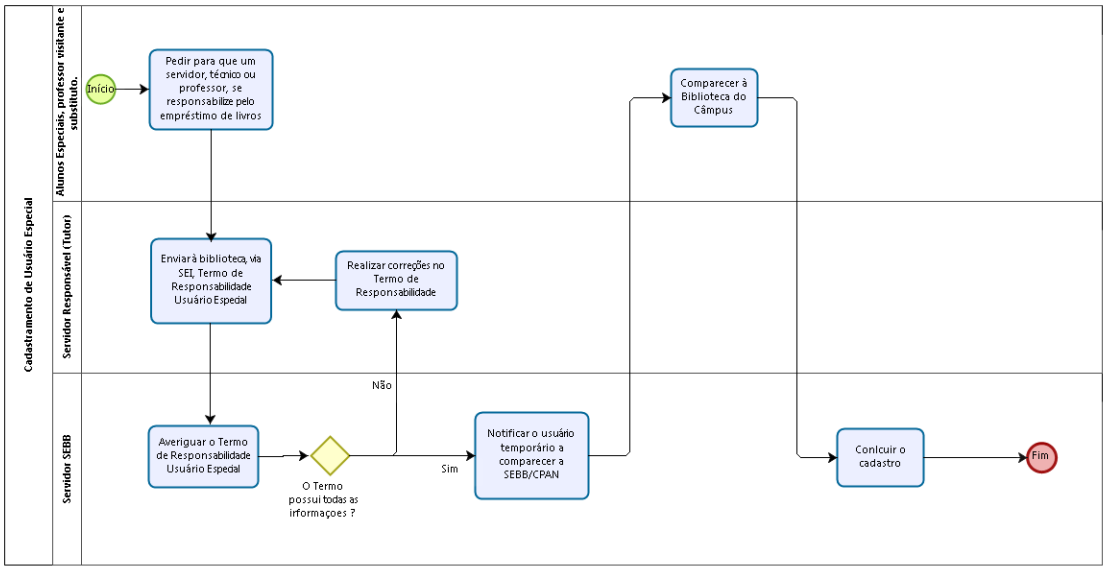

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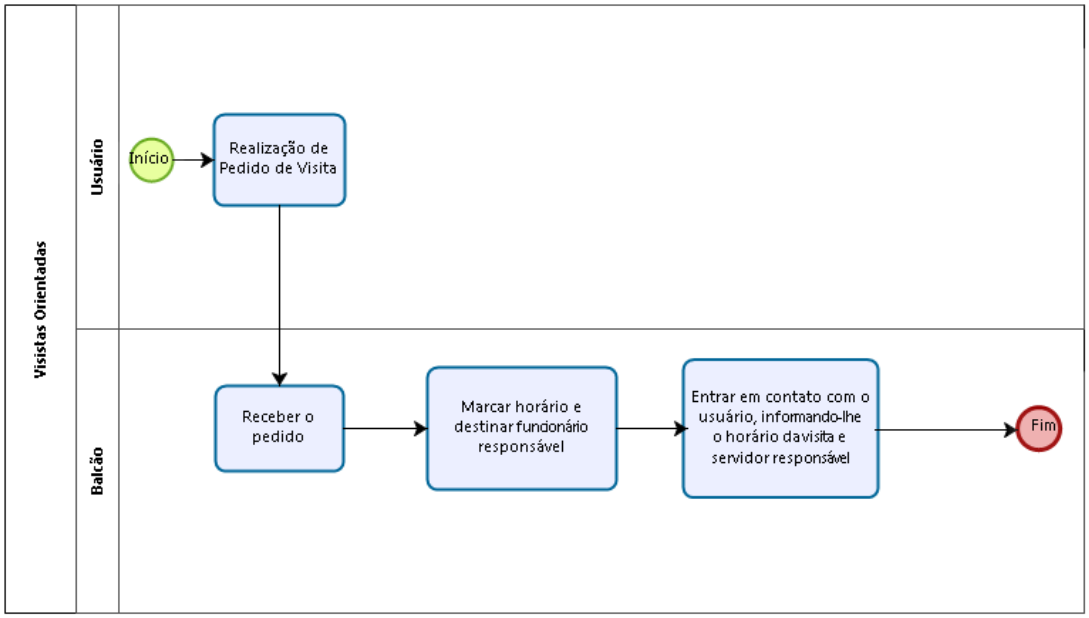

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