Personal book lending record

Remember which books are out and agreed return dates.

Three steps

1. Record loan and condition
2. Agree return timing
3. Update when returned

A worked example

Book	Novel
Borrower reference	Friend A
Lent date	Nov 10
Agreed return	Dec 10

The agreed date supports a polite reminder if needed.

Respect privacy and lending arrangements.

Personal book lending record

Use one row per item or decision. Start with what you know.

Book	Borrower reference	Lent date	Agreed return

My next action / when