

HOW TO USE THE REGULAR PRINT LIBRARY

TO SIGN OUT A BOOK write your name and today's date on the card to be found in the front of the book; leave the card in the black box on the library desk. (Most paperbacks do not require sign-out)

PLEASE TAKE ONLY 1 "NEW" BOOK AT A TIME. LOAN PERIOD for "NEW" books is 3 weeks, but please return when you are done.

TO RETURN A BOOK place it on the "Return Book Shelf" under the dictionary. **PLEASE NEVER TAKE BOOKS FROM THIS SHELF;** if you want to borrow a book you see there, fill out a reserve slip. (see below)

PLEASE NEVER RESHELVE BOOKS YOURSELF.

TO RESERVE A BOOK fill out a reserve slip (found on the library desk) with your name, date and book information, and place it in the black box on the desk. You will be notified when the book is available.

DMV MATERIALS (handbook and recent tests) are available for borrowing, to be signed out like a book. Request from one of the Library staff.

TO DONATE A BOOK you may leave it on the library desk with a note with your name on it. If we don't use your book, we'd like to recycle it, so if that's okay with you, please let us know that we can give it to someone else. If your name is on the note, we can contact you if you want it back. If you have more than a couple of books, please call us to suggest other places for you to donate them.

TO RECOMMEND A BOOK FOR PURCHASE, fill in a form on the top of the card catalog and place it in the box beside it. We appreciate suggestions.

Questions? Call Pat Clarke (297) or Gayle Darrigo (261)