



GUIDELINES FOR CHECKING OUT A BOOK



- Write your **FIRST and LAST NAME** on the card located in paper pocket on the item (most likely inside the front cover). Please write your **PHONE NUMBER** on the card as well.
- On the same line, write the **DATE** you are checking out the item.
- Place the check-out card in the small brown plastic card box, **FILE CARD** behind the first letter of the author's last name — or — if there is no author, place the check-out card behind the first letter of the title.
- There is a **3 WEEK TIME LIMIT**, if you are not finished with the book by that time, then you need to re-checkout the book by refilling out the card.