



# New Library Procedures

Librarian: Diana Heiney

(contact with any questions, info on membership list)

## **Finding Books:**

- The books are now shelved alphabetically by Author. If you have any difficulty is finding where a browsed book lives, please just leave on the “Returned Book” shelf and library staff will reshelve it.
- There is a binder on the cart with sections for books listed by author, title or library #.
- There is also both an excel file and a PDF file of all current library books on our website. The PDF is searchable using the “find” feature on the page.

## **Borrowing Books:**

- When borrowing a book, please include all information especially your name and date borrowed and the library number (2-3 digit # located on the front cover or back page label of every book) on the sign out sheet. The library number is important because it is unique to each book and in case title or author is unclear, it helps us locate the correct book.

## **Waiting List:**

- If you would like to borrow a book that is currently out, contact the Librarian by phone or email at least one (1) week before the next meeting is scheduled.

## **Returning Books:**

- Please mark down date returned on sign out sheet and leave book on lower shelf of cart in “Book Return” section for staff to reshelve or in “Hold” section if you have been told someone is waiting for it.

## **Borrowing Period:**

- Books may be borrowed for a period of one (1) month or until the next meeting if a month is canceled or skipped.
- A book may be kept for one (1) additional month if no one is waiting to borrow it. This may be determined by contacting Librarian by phone or email a day or two prior to the meeting.
- Our library works on the honor system and we would ask that everyone be mindful of other members and return books in a timely manner so others can make use of them.