

# Library Users Guide

## Borrowing Books

*Books are on the shelves in subject categories. Browse the section you are interested in, and when you have chosen a book to borrow.*

1. Find the card for the book in the BOOKS AVAILABLE section of this card file
2. Fill in your NAME and DATE BORROWED
3. Put the card in the 'BOOKS ON LOAN' section of the card file
4. Write the date to be returned (in 2 weeks) on a yellow 'Post it' note, and stick it in the front of the book as a reminder to yourself
5. **Please return the book WITHIN 2 WEEKS.**

## Returning Books

1. Record the DATE RETURNED on the card, and, if the book has not been reserved, replace the book on the shelf of the relevant category (as shown on the card and the sticker on the inside front cover of the book).
2. If the book has not been reserved, you may borrow it again
3. If the book HAS BEEN RESERVED, please return the book to the shelf shown on the card, and tell the person who has reserved it that it is available

## Reserving Books

*If the book you want to borrow is already on loan:*

1. Find the card for the book in the 'BOOKS ON LOAN' section of this card file
2. Write your NAME and DATE on a yellow 'Post-it' note and stick it on the card
3. Return the card to the 'BOOKS ON LOAN' section of the card file