

**WE HAVE PLACED BOOK POCKETS WITH
CHECKOUT CARDS IN OUR BOOKS AND VIDEOS.**

Visual Art Club Members

**MAY BORROW BOOKS AND VIDEOS FOR UP TO
ONE MONTH**

**WHEN YOU BORROW A BOOK OR VIDEO USE
THE BOOK CARD. ON THE CARD, WRITE THE
DATE YOU CHECKED IT OUT ALONG WITH
YOUR NAME AND PHONE NUMBER.**

**THEN FILE THE BOOK CARD IN THE YELLOW
FILE BOX ACCORDING TO THE MONTH YOU
BORROWED IT.**

**WHEN YOU RETURN THE BOOK OR VIDEO TO
THE LIBRARY, RETRIEVE THE CARD FROM THE
FILE BOX REPLACE THE BOOK CARD IN THE
POCKET, (INSIDE THE CASE FOR THE VIDEOS)
AND REPLACE THE BOOK OR VIDEO,
ACCORDING TO ITS' CATEGORY.**

**CATEGORY IS INDICATED ON THE LOWER
SPINE OF EACH BOOK.**

OUR MAGAZINES HAVE NO CARDS.

THEY MAY BE BORROWED BY

Visual Art Club Members

FOR UP TO 2 WEEKS.

FOR THESE MAGAZINES, PLEASE USE THE SIGN OUT SHEET, MAKING A NOTE ABOUT WHAT IT IS YOU ARE BORROWING. INCLUDE THE TITLE OF THE MAGAZINE, ISSUE DATE, AND THE DATE YOU BORROW IT.

(It may be necessary to use more than one line for this information).

When returning the magazine, make a note of the date of return on the line you used to check it out.

V.A.C. Members MAY BORROW THESE ITEMS FOR UP TO 2 WEEKS.