

A Follow Up To Library Introduction

As soon as you enter the building the first thing you do is move Suite 106's peg on the magnetic board that is on the wall to your left to "IN". This will also be the last thing you do when you leave and move it to the "Out" position.

Our door to the Suite 106 has the lock box on the door knob. The key within is for both the knob lock and the deadbolt. The cover drops down. The keypad is now ready. First you press down on the lower metal bar. Then enter the 4 digit number. (Hopefully you have that number in a safe place.) Press on the upper bar and the keyboard plate will drop down.

The small desk we set up has everything you need to check books out or in. Change the stamp date **to the current date** first. Manuals on the desk will help visitors and you select from our collection. Plug the newly acquired laptop in to be found in the closed black cabinet. Once it is up and running you will find two files on the right side of the desktop, both searchable to assist finding items of interest. For now we are making available books and magazines, not DVD's or VHS tapes.

The process of all circulating items except magazines.

- ◆ There is a pocket and a card within or on the back of every item
- ◆ The card needs to be removed and the person borrowing will write in their last name and phone number
- ◆ The current date will be stamped into the space provided AND on the white portion attached to the item's pocket. The item is due back **4 weeks from the date taken. Remind them of this since it is a different arrangement than before.** Returns can be returned during the month to the regular monthly meeting as well.
- ◆ Books are renewable for one additional month **IF** no one else has requested the item. That request must be made by email to dontdodewey@live.com **before the due date.** A second choice would be to call 520-975-1748 with the request.

Magazines

- ◆ Unlike the rest of the collection there is a sign-out 3 ring binder to record borrowing of magazines; if there is a card present ignore it.
- ◆ The cover on this binder includes an index in alphabetical order that will refer you to a numerical section in the binder, this to the far right.
- ◆ Enter the borrower's name and the periodical's issue date and year for each item borrowed in its appropriate section.
- ◆ Stamp with the current date. The member will have to make note of this. There is no provision for imprinting the date on the items themselves.

Books, Etc. Being Returned

- ◆ The book card needs to be retrieved from the metal box (author's last name), put back into the pocket provided for in the book, DVD, etc. The item should then be shelved where it belongs.
- ◆ Keeping cards in order according to date due or date taken serves no real purpose compared to having them according to author.

LAST ONE OUT FROM SUITE 106-move the peg to OUT

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