

**Fellowship Village Library
Information for New Residents**

How to borrow library books or tapes:

To check out a hard cover book:

1. Fill out white slip on circulation desk.
2. Place this check out slip in Check Out Box.

When Returning a book:

1. Fill out pink slip and place in Return Box.
2. Leave book on book cart. **DO NOT RETURN IT TO THE SHELF!**

To Check out a video or audio tape:

1. Fill out a blue slip and put it in the Check out Box.

When returning a video or audio tape:

1. Fill out a yellow slip and put in the Return Box.
2. Leave tape or video on book cart. **DO NOT RETURN IT TO THE SHELF!**

Books may be checked out for one month including all Large Print books. The one exception: those books with a new book label that have been added in the last two calendar months.

Recorded unabridged books: 1 month

Abridged recorded books and all videos: 1 week.

Hall Bookcases: Please return the Hall books to the same bookcase from which you borrowed them. They do not go back to the library!

What may not be taken from the library:

The newspapers or **any** sections of the newspapers. We keep the following sections of the NY Times for one week: NYTimes Book Review and Sunday Magazine, TV listings, and the Large Print weekly summary of the NY Times.

Reference Books

Library books may be borrowed by **residents** only.

- To see if a particular book you want is in our collection: check the black book notebook on the library desk. It contains a complete shelf list of different categories, alphabetized by title and author.

DONATIONS: The library committee welcomes donations. (See list of what we accept). Place donations in a paper bag (if one or two) and mark, "Helen Mallon"; leave on the library desk.

For large donations, call Helen Mallon (647-2834) or Joan Dersh (660-9005) for instructions on delivery.

May 2, 2008