

## Temple Beth Or Library: How to Check Out a Book

- 1) Only current TBO members may check out books. Guests are invited to use the library materials, but please do not remove them from the library.
- 2) Items may be checked out from the library any time the building is open.
- 3) Only 5 items may be checked out at any one time.
- 4) Normal check-out time is 3 weeks. Books in the regular collection can be checked out up to a maximum of three times (a total of 9 weeks).
- 5) Some reference books **cannot** be checked out, and are marked on the spine with a red dot that says "LIBRARY USE ONLY". Please respect our policies and do not remove these books from the library.
- 6) Locate your book(s) or item(s). To find an item you may use the three ring binder on the book cart that list books by **Author** and by **Title**. A current list of books and other items in the collection can be found on the TBO website (Coming soon!).
- 7) Remove the white library card from the pocket inside the front cover of the book and write your first and last name and the date on the card.
- 8) Place the card in the card box on the book cart located in the corner of the library next to the closet.
- 9) When returning items, **PLEASE DO NOT re-shelve them yourself**. Place them on the library cart on the shelves that say "**BOOK RETURNS ONLY. DO NOT REMOVE BOOKS FROM THIS SHELF**".

For questions please contact TBO Librarian, Pam Lonergan,  
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