

## How to Check Out and Return Materials to the Library

1. Find the LIBRARY CHECK OUT BOOK in the cabinet.
2. Fill-in the information needed on the pages inside. You may keep the material for one month. If you want it longer, call the librarian and the time will be extended
3. When you return the material, place it in the RETURN BOX in the cabinet. The Librarian will cross out your name and put the material back on the shelf.