



Peace River Quilters' Guild, Inc Library Guidelines

Our library houses well over 400 books, video tapes and CDs. In each library cabinet we have a folder listing the books by CATEGORY, by AUTHOR and by TITLE.

Books are placed on the shelves by CATEGORY and are color-coded. The category code listing is on the door of each library cabinet. You can also locate a book if you only know the AUTHOR or TITLE by referencing them in the respective folder listings.

Tapes and CDs are on the lower shelves in the left library cabinet.

BOOKS:

- You can check out books for a period of 3 weeks.
- Each book has a white library card inside the front cover.
- Sign your name and date on the library card.
- Place the signed cards in the plastic file box that is in the library basket at the front of the room. We would appreciate it if you would keep the cards in alphabetical order.
- Put all your returned books in the library box.

PLEASE DO NOT remove returned books from the box, as the library committee must check in those books and return them to the shelves before they can be signed out again.

TAPES and CDs:

- These lists are on the first page in the folder.
- Tapes and CDs can be signed out using the same procedure as signing out books.

New books are continually being added to the library. If you have any suggestions or requests for additions to the library, please contact a member of the library committee, listed in the directory.

- Your Library Committee Chair
