

# How to check out a book

1. Locate book from collection on the lower level of the Library. A guide to finding information by subject headings and the call numbers is listed near the Stacks.
2. Locate circulation index card in pocket, usually inside book cover, sometimes in the back
3. Sign your name and phone number on the index card
4. Give to Librarian. If Librarian is not present, leave signed card in box outside of the office door, lower level of the Library next to the elevator. You may keep the book for two weeks and renew it as necessary.

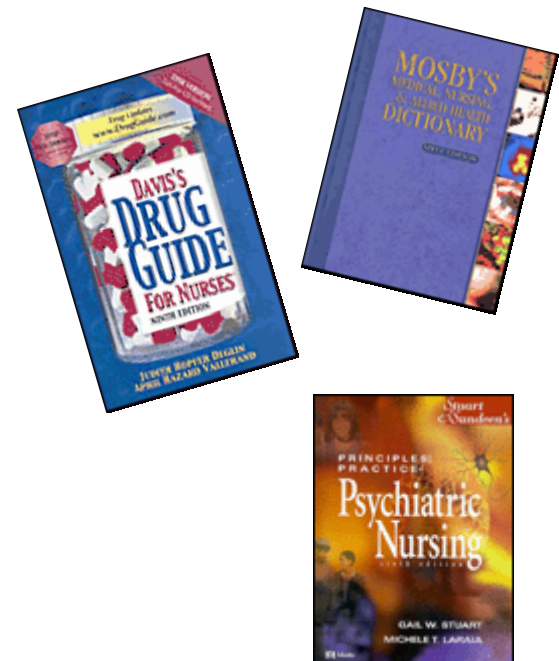
## What if?

**The book has a sticker which reads, “For Reference Not to be taken from this Library” ?**

If this is the case, the book may not be taken from the Library. Feel free to photocopy the pages that you need.

**The book has no circulation index card inside?**

Please see the Librarian. If she is not available, and the book does not have a “For Reference” sticker on it, please write down the title and call number of the book and leave it in the box outside the Librarian’s door.



### Notice of Security:

Anti-theft devices are placed in all library materials. The library entrance/exit and lower level are under video surveillance.