

On a slip of paper this size write a short synopsis of each book in your collection. Please do this the first month.

- PROCEDURE -

1. Create a pleasant atmosphere in the book center.
2. Be helpful; but not too insistent.
3. Call attention to the fact that books may be kept (usually) only two weeks.
4. Offer to try to get special books or special kinds of books for borrowers if they express a desire for them. Make a note of it at once.
5. Report such requests to central library promptly.
6. Magazines may circulate for three days.
7. Write date DUE (2 weeks from to-day) on "date due" slip in back of book.
8. Write same date on left hand side of book card; have borrower sign his name opposite the date on the card.
9. Usually a fine of 2 cents a day is charged for overdue books. Be especially pleasant about this.
10. File these cards back of date they are due (see numbered slips made for this).
11. Count circulation each day, keep a record of it by classes at your center, and also put the same amount, by classes, on daily report slips. *Separate adults from juveniles*
12. Put book cards back into books when books are returned to library.
13. Before getting books ready to be returned to public library, check each book against your list.
14. Keep record of these two facts:
 - (a) Has the borrower used the public library in Lexington often?
 - (b) Is the borrower an adult or child.
15. Always keep book centers tidy.
16. Report torn or mutilated books to central library.
17. Help very small children to use books so no book will be hurt.