

If a volunteer is not in the library, please follow this self- checkout honor system:

DATE OF MAGAZINE	BORROWER'S NAME	TIME DUE

Please fill out the check- out card inside the cover of the book, DVD or CD with your name and phone number.

The loan period is two weeks - using the date stamper, make sure the date to be stamped is two weeks from the time you are checking out the item, then add the date due to your card.

Place the check-out card in the basket marked “ITEMS CHECKED OUT”

To help you remember when to return your item, you may take a “DATE DUE” card and stamp it with the date your item is due and place it in the book or DVD you are checking out.

Please return all materials to the bin on the floor next to the check-out space.

If you have any questions, or would like to volunteer to help in the parish library, please call Ellen at the parish office. (556-7511)

