

Using the Waterman Village Library

- Books may be borrowed for 30 days; new books no more than 14 days
- **Signing out a book** – remove the card from the pocket in the back of the book, sign and date, place the card in the basket on the round table
- Paperbacks may be taken out and returned at will, preferably within 30 days
- Books should not be taken from the reserved section (bottom shelf in section 1), the rolling rack by the desk, or the Book Return box
- **Returning books** – place a rubber band around the book and place it in the Return Book box outside the Library door in the Multipurpose Room, or inside the Library
- **Overdue books** – Notices are sent out as reminders, but no fees are collected.
- **Reserving books** – enter your request in the Reserve notebook on the round table. You will be notified when the book is available. It will be on the bottom shelf of section 1, check it out as usual.
- **Requesting books** – leave information about the book in the back of the Reserve notebook on the round table
- **Donating books** – leave them on the designated shelf on the rolling cart. They will be reviewed by members of the Library Committee, and if suitable will become a part of our collection. We usually do not accept books published more than 5 years ago, duplicates, or those in poor condition. These may be donated to other organizations or placed on the Free Table outside the dining room.
- No food or drink allowed in the Library
- A special section has been designated for books written by residents of Waterman Village.