



CONGREGATION KOL TIKVAH LIBRARY

CHECK-OUT PROCEDURE

**BOOKS ARE DUE ONE MONTH FROM THE DATE
THEY ARE CHECKED OUT!!!**

1. Choose your books – please do not take more than three from any category
2. Fill in the information in the check-out ledger:
 - a. The title and author of the book
 - b. Your name
 - c. Your phone number and/or email
 - d. Today's date
 - e. The due date of the book – if you are checking out a book on (for example) Jan 12th, it is due back on Feb 12th
3. Write the due date on the post-it note in the back of the book
4. Repeat for all books you are checking out today.
5. Enjoy your books! And please return them on time so others may enjoy them as well!