

Library

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Purpose

To provide information on how to borrow books from the Northey Street City Farm library, which is located in the office (in the bookshelves behind the main entrance).

Policy

1. All members of The Farm are welcome to borrow from the library. As the librarian needs a record of your name and contact details, please ensure you have filled out a membership form. These can be found in the administration office and Nursery.
2. The loan period for each item is two weeks. Items may be renewed for a further two weeks by the borrower amending the relevant borrowing card.
3. Most of the collection is made up of gratefully received book donations. However, with only limited space available for the storage of library books, we have a strict donations policy. All books are assessed for their suitability for the library; i.e., is the subject suitable for The Farm library? Do we already have books on this topic? Is the condition of the book suitable for lending? In cases where the book does not meet the needs of the library, the book will be returned to the donator, or, if the donator wishes, another home for it can be found.
4. If you have forgotten to return your books within the two-week loan period and have not renewed them, you will receive a reminder notice.

Procedures

1. *How to borrow books*

The record of borrowed and returned books is kept on two index card systems: a Borrowed Card box and a Returned Card box. These boxes of cards can be found on the library shelves. To borrow a book, find the index card that corresponds with that book (cards are filed by title) in the Returned Card box, fill in your name and the date and then move the card to the Borrowed Card index box.

2. *How to return books*

Find the book's card in the Borrowed Card box. Fill in the date returned column and return the card to the Returned Card box. Return the book to the bookshelf in alphabetical order by author.

