

NEBRASKA PUBLIC LIBRARY COMMISSION

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OMAHA PUBLIC LIBRARY

EDNA D. BULLOCK, SECRETARY

LINCOLN 13 Je.1903.

To librarians of our traveling libraries:-

If you find, among the books sent you, copies of Dodge's New baby world or Alcott's Old fashioned girl that were not included in the list sent you, please notify me of that fact and send in the book at once. Whenever the books sent do not in every way correspond with the list, write to me at once, unless you find the list annotated to show that certain books were not sent with the rest. We try to be very exact in keeping our records, but occasionally a book is misplaced. If you will instantly report any seeming irregularity, it will help us very much in our work of keeping our records.

In spite of repeated instructions, several of our librarians have sent back boxes minus the shipper's address on the tag. This is very unbusinesslike, and causes us much trouble. Others have failed to send in the required report and to send stamps to pay drayage. Some have failed to return the libraries and have not written for permission to retain the books longer. This office should be consulted when any deviation from the rules is contemplated. If you desire to keep a library longer than three months, write to the Commission about it, and if the library is not needed for some new place, we will cheerfully grant an extension of time.

Respectfully,

Edna D. Bullock, Sec'y.