

Nebraska Public Library Commission

Instructions to Librarians of Traveling Libraries.

The library may be kept three months. All residents of the community are entitled to the free use of the books unless otherwise agreed upon by the Commission. No fee can be collected of anybody, but voluntary contributions may be accepted and used to defray the transportation and other expenses of the library.

Put clean paper covers on all books before loaning, and change these often, as a sanitary measure.

RECORD OF BORROWERS.

The librarian must keep a record of the borrowers. The application cards filed alphabetically will serve for this record.

CHARGING A BOOK.

Remove the book card from the pocket in the book, and write upon it the date and the borrower's name in the columns indicated. Also place the date on the date slip in the book. File the book cards for each day's issues together under the date.

DISCHARGING A BOOK.

Look through the book to see if it is returned in good condition. Note the date on the date slip and find the book card, and enter the date of return in its proper column. Return the book card to its place in the book pocket.

OVERDUE BOOKS.

All book cards filed under a date more than 14 days old represent overdue books. Notify the borrower at once that a book is overdue. Collect the fines, and do not lend a book to anyone who has an unpaid fine charged to him.

CONTAGIOUS DISEASES.

If books are loaned to a household where there is a contagious disease, do not permit the books to be returned, but correspond at once with the secretary of the Commission.

RETURNING THE LIBRARY.

Put the book cards in the pockets.

Check the list that was sent with the books to see that all books are in.

Inspect every book from cover to cover when checking up. Note any unusual wear and tear, such as grease spots, missing pages or plates, mutilations, marks, unduly worn or broken bindings, etc. In determining whether your community has given any book more than reasonable wear, consider whether you would like to have the book go from your town to some other community in its present condition. If, in your judgment, any book is unreasonably worn do not return it, but write to the Secretary for the price in order that you may replace it.

Fines collected for loss or damage to books should be sent to the Secretary. Fines collected for overdue books may be used to defray the local expenses of the library.

Pack the books carefully, wrapping each in clean paper, and filling the box with clean packing material.

Address the box to the Nebraska Public Library Commission, and ship by freight, prepaying freight and advancing 25 cents for drayage charges on all boxes weighing 100 lbs. or less.

The shipping tag should contain the name and address of the shipper.

The key and report should be mailed to the Secretary.

Insecure fastenings should be repaired or replaced before shipping.

CARDS.

Write to the Secretary for additional borrower's and book cards. Keep the signed application cards, unless you intend to discontinue the traveling library in your community.

NOTICE.

KEEP THIS CIRCULAR OF INSTRUCTIONS IN THE POCKET ON THE INSIDE OF THE BOX LID. THE REPORT BLANK AND KEY MAY ALSO BE KEPT THERE.