

LIBRARY RULES

- Library hours: 8:15 to 12:30
1:50 to 5:00
- Evening hours
7:00 to 9:00 except Saturday
- Reference room: The books in the reference room, - encyclopaedias, dictionaries, year-books, and other reference books are to be used in the room and are not to be taken from the room unless it is necessary.
- Magazine room: The magazines both back files and current issues are to be used in the library and are not to be taken from the library without special permission. The magazines and newspapers must be placed on the racks after they have been used, and the newspapers must not be taken from the newspaper rods, which holds each paper in place.
- Reserve desk: The books at the reserve desk are those which are used by the classes for special work, and are to be used in the library during the day. They may be taken from the library when it closes at night or over the weekend, but must be returned to the library before 9:00 in the morning.
- General book stacks: The books not on the reserve desk may be taken from the library for a period of one or two weeks, depending on the demand for the book. Most books of fiction are issued for a period of one week, but may be renewed for one week unless there is a demand for the book. Students are allowed to go into the stack room through the entrance by the desk, but they must sign at the desk for each book that they take from the stacks, even those to be used in the reading room.
- Fines: The books on the reserve shelf, which are not returned by 9:00 in the morning are subject to a fine of 5 cents an hour for the first five hours kept out of the library. The books not on the reserve shelf will be subject to a fine of 2 cents for each day kept over time.
- All books must be returned and all fines paid by the end of each term, or the grades of the student will be withheld until the fines are paid. All lost books must be paid for. Any student who cuts, tears or otherwise mutilates a magazine or book will be held responsible for the price of the book or magazine.
- Order: It is expected that order be observed in the library at all times.