

CHECKING BOOKS OUT OF THE FES LIBRARY

FES has an extensive library of books covering elephant seals and the marine environment of the central coast. To help maintain effective management of this expensive and useful collection of materials and to ensure the books remain available for all docents to use, there are some rules for using the library. We would greatly appreciate your cooperation in following these practices.

1. There are two types of books in the library: reference books, which should not be removed from the FES office, and regular books, which can be checked out for two weeks. To assist you, books that can be checked out have a green line on their spine. Reference books have a red line on their spine.
2. There are specific procedures for checking out books. This helps us keep track of books as well as ensuring they filed in the appropriate spot and order when returned. The procedures are as follows:
 - Use the cards in the box on top of the book cabinet to check out a book.
 - Write on the "out" card the title, author, your name and the date on which you are taking out the book.
 - Place that card in the slot in the shelf from which you are removing the book.
 - When you return the book, cross off your name, put the book back where the card was, and return the file card to the box.
3. By following the above procedures, you will help us better maintain the library and save your fellow docents significant work trying to locate missing books.