**HOW TO CHECK OUT AND RETURN MATERIALS TO THE LIBRARY**

1. **An officer or instructor is the only authorized persons to help you check out any library materials.**
2. **The materials are divided into education, field guides, how-to, and reference. Any material marked as reference may not be checked out of the library.**
3. **The checkout book is located on the wooden bookshelf near the computer in the kitchen area.**
4. **Fill in the information needed. The material may be kept for one month. If you want it longer ask an officer or instructor to extend the time. Mark the extended time in the checkout book.**
5. **When materials are returned, place them in the RETURN BOX on the wooden bookshelf near the computer in the kitchen area. Ask an officer or instructor to record the return date in the checkout book. The librarian is the only person who will return the materials on the shelf.**