

Wyong Family History Group Inc.

LIBRARY RULES

- Pencils **ONLY** to be used in the Library.
- **NO** bags, food or drinks to be taken in to the Library or Computer rooms at any time.
- The following items may be borrowed for up to two (2) weeks by financial members of WFHG Inc:
 - **2 BOOKS** (Provided they do not have a ‘NOT FOR LOAN’ sticker or stamp), or
 - **6 JOURNALS**, or
 - **6 MAGAZINES**, or
 - **6 LOAN CDS**. (Only those CDs in the red boxes in the Library).
- Please record all details of borrowed items clearly in the **red loan book**.
- If you require an extension of time for items borrowed, please contact the Cottage by phone or email and ask that your extension request be noted in the loan book.
- When returning any items, please write the date returned in the loan book and then place them in the tray on the Library table.
- The volunteer on duty or a library staff member will return all items to the shelves.
- When using microfiche, please use markers provided and return fiche to correct place when finished.
- When using microfilm, please rewind and put away.
- If it is an LDS film and you have finished with it, please place it in the bottom drawer for return.

Thank You.