

Find What You Want:

- Look over the shelves, using the **NEW SHELF LABELS** to guide you,
or
- Browse the **ONLINE CATALOG**. From any PC not on the BBC network, enter <http://library.brookwood.org> . From a BBC PC, enter <http://library-pc> *or*
- Use the **PRINTED LISTS**, sorted by author or by title, kept on the library desk. They list items by catalog number, as arranged on shelves.

Check It Out:

- Write your first AND last names and date borrowed on the card on the inside back (or sometimes inside front) of the item.
- Leave the card in the basket labeled “ITEMS BORROWED” on the library desk.

Bring It Back:

- Please keep books no longer than 1 month, and keep DVDs just 1 week.
- To return an item, place it in the BOOK RETURN basket directly in front of you as you enter the library. **Please DO NOT RESHELVE items.**

Thanks for “checking out” the BBC Library!