

How to Borrow Books

Most libraries require you to register before you are allowed to borrow any of their materials. This means you will probably be asked to fill out and sign a registration card. When you do this, you are not only giving the library your name and address for their files, you are also signing an agreement. The agreement says, basically, that you will obey the rules of the library. A parent or guardian is sometimes also required to sign the card.

To be entitled to use your school library, you probably must only be enrolled in that school. Once you are registered, you will be issued a library or borrower's card. On this card will be your name and a number. Each time you check out, that is, officially borrow something from the library, you will have to present this card to the librarian.

If your library is large enough, it may have film equipment that you may borrow. To do so, however, the library usually requires a separate registration. You may also have to take and pass a course the library gives on how to operate the different pieces of equipment.

You usually check out and return borrowed materials at the same desk. The sign on this desk may read Circulation Desk, Check Out Here, or perhaps Charge Desk.

The library staff member at this desk will take your card and stamp the book card with a date. This is the date by which you are expected to return the material to the library, so others can have the chance of borrowing it. Many libraries allow you to renew the book if it has not been requested by others.

Some libraries charge a fine for each day a library book is overdue, kept out beyond the date stamped on the book card. There are also often fines for books returned damaged or written in. Should you lose a library book, you may be required to pay the library the amount it was worth. Not paying fines could result in your losing all library privileges.

Complete the summary below by choosing NO MORE THAN THREE WORDS from the passage *How to Borrow Books* for each answer.

Most libraries require you to register before you borrow any books. First of all, you will need to fill out and sign 1. _____ and while doing so, you are also 2. _____

with the library. Later each time you check out, you will have to present a library card to the librarian. In some libraries, you will be required to make a separate registration if you want to borrow 3. _____ and at the same time, you will have to take and 4. _____

on how to operate the equipment. When you borrow library books, the librarian will put a 5. _____ on the book card so that you know when to return them. If you want to keep the books longer, you can 6. _____ it if nobody requests them.