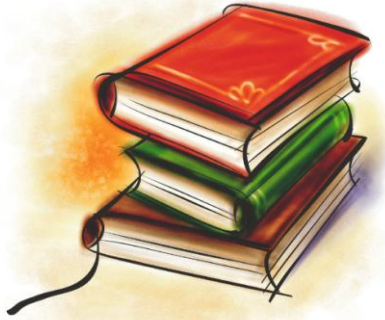


Holmes Reading Center Check-Out Procedures



1. Faculty and instructors may check out materials.
2. Please complete the information in the “check out book” which is located on the book shelf in the conference room of Speight 219. Include your full name, the date of check out, and the names of the materials you wish to check out.
3. You may check out as many materials as you wish.
4. When returning materials, please sign the materials back in using the “check out book.” Place them in the basket on the book shelf next to the check out book.
5. Return all materials before the last week of the semester.

Thanks and enjoy the wide variety of materials located in this center!