

Alliant International University Library

Care of Library Books

Please follow the rules below when working with the materials that have been loaned to you. We expect our library materials to last up to 200 years in some cases. Please help us to do that.

- ✓ Do not eat, drink or smoke while working with library materials. Food attracts pests and spills cause permanent stains.
- ✓ Do not use Post-It Notes, paperclips, colored tape strips or turn down pages. All these things can cause permanent damage. Use a bookmark to keep your place and then remove it when you are done.
- ✓ Do not use highlights, pencils, pens or any other writing utensil to mark the text or pages anywhere within the library material.
- ✓ Do not use any kind of tape to secure notes to the cover or any pages of the book. Slip the note into the pages of the book with the top sticking out.
- ✓ Do not attempt to repair library materials yourself. When returning the item, please bring the needed repair to the attention of the library staff.
- ✓ Use caution when photocopying library material. Do not force the spine down onto the copier as this breaks the spine and reduces the life of the material. Please make sure that no pages are wrinkled in the process.
- ✓ Do not leave library materials in overheated automobiles. The heat can warp the covers and rapidly shorten the life span of the book.
- ✓ Do not transport library materials in the rain without some sort of plastic protection over them. We receive many wet and damp books during rain showers. Please return library materials in plastic bags when returning to the book drop when it is and has been raining.
- ✓ If you see anyone mutilation or attempting to steal library materials, report it to a library staff member.
- ✓ You are financially responsible for library materials checked out to you. Please keep them in a secure location as to prevent loss or theft. Remember to lock your automobile. Do not loan the library materials to friends or classmates.

If you have any question regarding the care of our library materials, please call the Circulation Desk, Walter Library at (858) 635-4511.

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