



LCNV LIBRARY BORROWING PROCEDURES

LOCATION: At the Literacy Council's office at 2855 Annandale Road, Falls Church, VA 22042

HOURS OF OPERATION: During LCNV's regular office hours Mon. through Fri., 9 a.m.-5 p.m.

WHO CAN BORROW MATERIALS: Tutors, teachers, and other members of LCNV can check out books and other items. Students are not eligible to check out library materials.

- Borrowers are responsible for all borrowed materials, including those they lend to their students.
- Reimbursement is appreciated for all lost or damaged library materials. Contact library volunteers for the cost of replacement for lost or damaged library materials and make checks payable to the Literacy Council of Northern Virginia. Deliver or mail payment to the address above. Please include a note with your payment or an overdue notice indicating the items for which you are reimbursing the Council.

CATALOG: Available online at <http://www.librarycat.org/lib/lcnvlibrary>.

TO BORROW MATERIALS

- From the library: On the circulation card found in each item, write the date due (2 months from the date borrowed), your name and your phone number. On the date due slip pasted in each item, write the date due. Place the circulation card in the Circulation Cards box.
- Books can also be checked out in your name by phone (703-237-0866) and sent to you through the Fairfax County Public Library intra-library transport system. (Note: LCNV library books *cannot be returned* via the Fairfax County Public Library system)

TO RENEW MATERIALS:

- Renewals are for 2 months from the date renewed.
- There is no limit on the number of renewals *except* when the material is needed by another borrower.

Renewals can be made in person by filling out renewal request forms; by email to library@lcnv.org; or by phone (703-237-0866). You will need the following information to renew an item: title, call number and ID number.

TO RETURN MATERIALS:

- Place books in the Book Return box located in the library (Mon.-Fri., 9 a.m.-5 p.m.), *or*
- Place books in the After-Hours Book Return box located just outside the Council's entrance door inside the James Lee Community Center (open Mon. – Sat., 9 am – 10 pm, except holidays), *or*
- Return books by mail using the address above. Ask your post office for the inexpensive media rate.

Note: Returns of LCNV library books *cannot* be made via any public library system in the region.

Please return or renew on time. Thanks!

Questions? Leave a note or email library volunteers at library@lcnv.org.