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### **Guidelines For Students**

Handling books received from a college library is important to ensure their preservation and to be respectful of the resources provided to you. Here are some guidelines for students on how to properly handle books from the college library:

- 1. Wash Your Hands:** Before handling a library book, make sure your hands are clean and dry. Oils, dirt, and moisture from your hands can damage book pages over time.
- 2. Avoid Food and Drink:** Never eat or drink while reading or studying with library books. Spills and crumbs can permanently damage pages and covers.
- 3. Use Bookmarks:** Avoid dog-earing the pages of library books. Instead, use bookmarks to mark your place. Do not use sticky notes or write in the book unless it's allowed by the library.
- 4. Handle with Care:** Gently turn the pages one at a time, starting from the top right corner. Avoid bending or folding the pages, which can lead to creases or tears.
- 5. Keep the Book Dry:** Protect the book from moisture or rain. Don't place it near open windows, in wet bags, or on damp surfaces.
- 6. Be Cautious with Writing Tools:** If you must take notes, use a pencil or a soft-tip pen with light pressure. Never highlight or underline library books.
- 7. Use a Book Support:** When reading a heavy or large book, use a book support or bookstand to avoid stressing the spine.
- 8. Store Properly:** When you're not using the book, store it in a cool, dry, and clean place. Avoid direct sunlight and extreme temperatures.
- 9. Report Damage:** If you notice any damage to a book, such as torn pages or a broken spine, report it to the library staff immediately. Do not attempt to repair the book yourself.
- 10. Return on Time:** Always return library books on or before the due date. Late returns can inconvenience other users.
- 11. Respect Library Policies:** Familiarize yourself with the library's borrowing policies and adhere to them. This includes due dates, renewal limits, and any other specific rules.
- 12. Be Mindful of Others:** While using library books in shared spaces, be considerate of others. Keep noise levels down and avoid disturbing fellow students.
- 13. Report Loss or Theft:** If a library book is lost or stolen, report it to the library immediately. You may be responsible for replacement costs.
- 14. Follow Copyright Laws:** When photocopying or scanning pages from library books, make sure you comply with copyright laws and library policies.
- 15. Respect Library Resources:** Remember that library books are valuable resources shared by the entire academic community. Treat them with care and respect.

By following these guidelines, you'll contribute to the longevity of library books and help ensure that future students can also benefit from the resources provided by the college library.

**Librarian**