## Welcome to the Newtown Meeting Library

## Check out Process

How to borrow a book

- Find the check out card in the back of the book.
- Fill in the date, your name and phone number or email address.
- Place the card in the front of the CHECK OUT BOX.
- Enjoy the book and bring it back!

When you return the book

- Simply drop it in the BOOK RETURN box or...
- Go to the check out box and find your book's circulation card.
- Return it to the back of the book.
- Place it back on the shelf with books of the same theme.

