

How to Check-Out and Check-In books:

by Voicemail / SMS:

- (512) 593-1-SWL
- State (either via spoken message, text, or photo):
 - Your full non-magical name if this is your first time to check out
 - Book title
 - Author
 - ISBN (if available)
 - Whether “checking out” and/or “checking in”

by Email to: ScarletWoman.librarian@gmail.com

- Method 1:
 - Send a photo of the front cover of the book and ISBN that shows the title and Author
 - Include:
 - Your full non-magical name
 - ISBN (if available)
 - Whether “checking out” or “checking in”
- Method 2:
 - Send a text email that includes:
 - Your full non-magical name
 - Book title
 - Author
 - ISBN (if available)
 - Whether “checking out” or “checking in”

Note:

- All materials must be returned within two (2) months of the timestamp of your notification to the librarian
 - SWL Library will contact you if your materials are past their due date
 - Check-Outs may be extended by informing the librarian
- The SWL Library is organized by Category and, within each Category, by the author's last name.
 - Books without an author will be shelved at the end of each Category, alphabetized by title.
- Please place all returned books on the shelf labeled "Returned Books"
- There is a collection of books on a shelf labeled "NONCIRCULATING" which will not be checked out for any reason.
- Books in the locked cabinet can only be checked out with permission from the lodge master (who will then notify the librarian).
- Please notify the librarian immediately of any lost or damaged material
- All library loans are subject to recall by the Lodge Master and must be returned within two (2) weeks of given notice.
- In the event that any circulated library media is lost, the most recent lodge member to have checked out the media will be held responsible.
- **ONLY LODGE MEMBERS MAY CHECK OUT BOOKS**