

INDIANAPOLIS BAHÁ'Í CENTER LIBRARY
This Is A Self-Serve / Honor System Library

MATERIALS USE INSTRUCTIONS

- A) **Books and booklets are available for check out** using this binder. These materials are on the north wall shelves outlined with **wide purple tape with a red strip on it**.
- a. To check out materials please fill out the information requested on the next page.
- B) **Pamphlets that are in stock may be taken for your personal teaching efforts**. Pamphlets are on the north wall shelves in boxes.
- a. Please make a donation to the Indianapolis Bahá'í Fund for the pamphlets that you take. Donations should be placed in an envelope in the back of this binder or in the blue Fund Box in the main meeting room.
- C) **Materials NOT available for check-out include:**
- a. **Reference books, magazines, and pamphlets*** are on the north wall shelves outlined with **wide purple tape**. These materials may only be used in the library.
 - b. ***Reference Pamphlets (current and historical)** are found in the black accordion file box in the Reference Section.
 1. Pamphlets are filed by topic.
 2. Please do not remove any of these pamphlets. This is a storehouse of historical and / or currently available pamphlets.
 - c. **Bookstore materials available for purchase** on the south wall are on shelves marked with **thin black tape**. Please look for the binder there for instructions on how to make purchases.

Revision 0, 10 March 2020
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MATERIALS CHECK-OUT INFORMATION

To check-out materials, please complete all requested information on the Check-Out page 3 of this binder.

MATERIALS LOCATION GUIDE

Looking at the shelves in the library you will note that the library sections are color coded.

- A) General materials available for check-out are on the north wall and are marked off with **wide purple tape with a red strip on it**. To check-out materials, please complete all requested information on the Check-Out page 3 of this binder.
- B) Reference materials section is marked off with **wide purple tape**. Reference materials are not available for check-out. See Materials Use Instructions on the following page.
- C) Pamphlets are on the north wall in boxes. See Materials Use Instructions on the following page.
- D) Bookstore materials for sale are on the south wall and are marked off with **thin black tape**. See Materials Use Instructions on the following page.