

# WELCOME TO THE CASTA DEL SOL LIBRARY!

**GET A LIBRARY CARD:** fill out the form, place in basket on small table near Annex; pick up your card in 7-10 days at Rec Center #1 office.

## GET ACQUAINTED WITH THE LIBRARY:

Hardback books and trade paperbacks on open shelves along all walls

Large Print books on east wall (next to Annex entrance)

New hardback books and new audio books on far right of south wall

Paperbacks in lower cupboards in pullout drawers along east and west walls

Romance and Western paperbacks in drawers under large print books

Nonfiction books and biographies in Annex on south wall

Audio books on shelves in northwest corner

Puzzles in cupboards under audio books

DVDs in drawers under open bookshelves

Reference books on open shelves on north wall

## LOOK FOR A BOOK:

Search [www.lightdb.com:1220/?user+castadelsol](http://www.lightdb.com:1220/?user+castadelsol). Also, new books are announced in monthly e-blasts and in the Casta Courier.

## RESERVE A BOOK:

Send an email to [cdslibrary2@gmail.com](mailto:cdslibrary2@gmail.com) with the exact name of book and author, your name, phone number, and date. OR -

Fill out a GREEN reservation form found on the small table near the Annex and leave in basket.

You will be notified by email or phone when your book is available. Once you've been notified, you have seven days to ask for and check out your book at the Rec Center desk.

## LENDING POLICIES:

ALL HARDBACK, LARGE PAPERBACKS and AUDIO BOOKS: check out at office desk; may be kept for three weeks; return books in slots under corner counter by office door.

SMALL PAPERBACKS and DVDs: borrow on the honor system; no need to check out; return at your convenience.

PUZZLES: borrow on the honor system; return at your convenience by leaving them on the table in the annex.

**DONATE BOOKS** (less than 5 years old) and **PUZZLES** (any size; no missing pieces).

**LOOK FOR FREE BOOKS AND PUZZLES** available on the cart near the office door.