

Class... F5011 Book... C25
Acc. No. 61132

**DEPARTMENT OF NATIONAL
DEFENCE LIBRARY**

RULES

1. Books, other than reference books, are loaned for a period not exceeding 14 days. Two extensions of seven days each may be obtained on application to the Librarian. Extensions will be granted only if the book is not otherwise in demand.

2. Loans are not transferable.

3. Books must not be defaced, dog-eared or written in by borrowers.

4. A borrower who loses or destroys a book will be held financially responsible for the replacement price of the book.

5. Books removed from Library shelves should not be replaced except by a member of the Library Staff.

6. No book may be removed from the Library until charged out by the Library Staff.

7. Certain reference books may be issued on loan to Branches and Directorates at N.D.H.Q. upon receipt of a requisition signed by an officer. The officer signing the requisition will be personally responsible for the return of the book. Reference books will not be taken away from offices occupied by the Department of National Defence.

NOTE:—Suggestions as to new books to be obtained for the Library should be addressed to the Librarian, the following particulars being furnished: (a) Name of book, (b) Author, (c) Publishers, (d) Price.

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