

- material
3. May utilize personal library cards or the facility's card

III. On site collections

- A. Use guidelines established by site for selecting materials
- B. Extension librarian with help of library assistants selects a set number of volumes once a month
- C. Fills any special request a site may have
- D. Extension Clerk checks out materials on facility's library card number
- E. Extension Clerk also prepares an overdue list for facility each month to allow them to look for overdue materials
- F. Extension librarian calls contact person a day before delivery is made
- G. Either part time driver or extension librarian delivers materials and does a pick up
- H. Extension clerk checks in materials and readies them for the shelf