



Bailies of Bennachie

HOW TO USE THE LIBRARY

A. INDEXES

There are two indexes; the manual one is to be found on the desk in the Bailies Room; the other is on computer. Full instructions on how to access the computer index is provided.

B. PLACING OF BOOKS

All books are shelved by subject and signposted by a card indicator. Books for any subject will be found to the right of the card indicator.

C. REFERENCE SECTION

Reference Books, (e.g. The Concise Scots Dictionary), pamphlets, magazines, very small and very large items will be found in the reference sections of both glass fronted cupboards.

D. SPECIALIST COLLECTIONS

There are several specialist collections contained within the major collections, e.g. Spalding Club, Scottish Notes and Queries, etc. These have been shelved together in the central shelves of the glass fronted cupboards regardless of subject matter. (The one exception to PLACING OF BOOKS (B)).

Reference to this category of book will be found in the index under "Specialist Collections"

E. DUPLICATION OF BOOKS

It should be noted that many of the books in both the Dr Daniel Gordon Collection and the Mrs Helen Fraser Collection are duplicated in either one or the other of the two collections.

F. BOOK USE

When a book is removed from a shelf please put a book mark (on desk) in the space. This is important for the accurate return of books.

G. RECORD OF USE FORM

When a book has been used please fill in a 'Record of use' form. This is important to give the librarian an accurate indication of book usage and which items have been used most.

H. BOOK CARE

Many of the books in the library are valuable; also there are several fragile items - please handle all books with care and return them to their proper place on the shelf.

I. FOR CONSULTATION ONLY

Remember books may not be removed from the Bailies room. Use the reading desk in the Bailies room if you wish to read, refer to or otherwise use one of the library items.

It should be noted that nearly all of the items in the Bailies library can be obtained from your local library.

J. SUGGESTIONS-/-DONATIONS

Donations of books and suggestions are always welcome. Please contact the librarian if you wish to donate an item, make a suggestion, or need help to find a book.

K. REPAIR OF BOOKS

At any time one or more of the library books may be removed from the shelves for repair. Notice of any such removal will be posted in the Bailies room.