

## Nebraska Public Library Commission

### Instructions to teachers for care of school traveling libraries.

1. The books may be kept as long as agreed to by your County superintendent.
2. They are to be used in your school, and may be taken home by the pupils whenever you see fit to loan them. Keep a record of your loans according to directions on the Teacher's record sheet. Since you will have the books but a short time, do not let any one pupil monopolize ~~xxx~~ a book for any considerable proportion of the time. This is not an ironclad rule. We want the books to do the greatest possible amount of good, and trust to your judgment to so use them that our object may be accomplished. In order to do this, you will have to know something of the books yourself, so please look them over carefully before you loan them.
3. Cover each book with clean paper before loaning, and change these covers often. Hold each pupil responsible for the care and treatment of a book while in his possession, and have it understood ~~X~~ that unnecessary wear or damage must be paid for by the person responsible for the injury. If anyone loses a book and will not pay for it, take up a collection in the district. Write to your Superintendent for the price of lost books.
4. Teach your pupils that these books, being the property of the state belong to all the people, and must be treated in such a way that as many as possible of their owners may have the benefit of them. Report any facts concerning their condition, and your opinion of their character and usefulness to your superintendent-- and remember that the Secretary of the Library commission is always glad to hear from teachers and pupils concerning books and their use.