



INSTRUCTIONS FOR CHECKING OUT BOOKS: Please check out books at the front desk. Pull checkout card from book, write your name and book due date (2 weeks from today) in the blanks and deposit in metal holder.

RESERVE BOOKS CANNOT LEAVE THE LIBRARY.

INSTRUCTIONS FOR RETURNING BOOKS: Please visit the College as soon as you are able, and leave your book returns in the book drop located at the library's front door anytime the College is open.

If you are a pending graduate, I ask that you return any library books you have checked out no later than four weeks before the last day of senior finals. Once they are returned, I will notify the Registrar's Office that you are cleared for graduation and the College can release your diploma/transcript and communicate your eligibility for RN Licensure to the Virginia Board of Nursing (see policy [ADM 3.12-Degree and Commencement Requirements](#)).