

GUIDELINES FOR THE LIBRARY OF IKEBANA INTERNATIONAL, CHAPTER 74,
ASHEVILLE N.C.

1. Use for members only
2. Hours are Monday thru Sunday 9 to 5pm
3. Only two books checked out at one time
4. May keep for a month only

PROCEDURE FOR CHECKING OUT BOOKS

5. Please look in back of book first for pocket and card, some may have pocket and card in front of book.
6. Sign out card and date it and place card in green file box
7. When return book, put card back in book, and place it on shelf in numerical order.

PROCEDURES FOR JOURNALS

1. Please read the bound Journals, if possible, in the Library.
2. Please read loose journals in the library only.

SCRAPBOOKS 1963 TO 2015

1. Please look and enjoy the scrapbooks in the Library only.

2/24/16