In an effort to keep the Valuable Collection of the Leominster Public Library as accessible to the public as possible, we ask your cooperation, as follows:

Use only pencils when taking notes. Pen or ball-point pen cannot be removed from books, and quickly eats a hole through the old paper.

Never place books open and face down on the table. Always use a piece of scrap paper between the pages for a marker. The books are often old and fragile and their bindings cannot stand the stress of their own weight.

Please ask for assistance if you wish to make photocopies. Or leave a request with the Reference Librarian, and your copies will be prepared for you.

All materials used, either books or files from the file cabinet, should be left on the table. A librarian will return them to their proper place.

An attempt to search out any information that you cannot find will be made by a librarian, if you leave your request with the Reference Librarian and don’t hold us to a set schedule.

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Thank you...

Signature of patron_________________________ Date_______

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