Some noteworthy changes are occurring in the CV Library's Audio-Visual Room!

Having handled the audio-visuals in Joyner Library for over a year, Judith Moore has chosen to turn over those responsibilities to Marilyn Hughes, with Libby Puckett providing back-up. We owe many thanks to Judith for all her devotion and hard work in this department. After some discussion, these staffers decided that a few changes are needed in Joyner Library to keep up with trends in technology and also increased AV borrowing demands.

Residents and caregivers, please make note of the following changes in the collection and also in our lending procedures.

**AUDIO-VISUAL DONATIONS:** Like most comparable facilities, we no longer are able to accept movies or audiobooks in a tape format (that is, no VHS videotapes or books on cassettes). Items in tape format rarely circulate, and that shelf space is needed for expansion. Residents and their families may continue to donate such items, but they will be passed along as donations to other groups. We also will no longer be accepting abridged editions of CD audiobooks.

**AUDIOBOOKS:** Audiobooks may be borrowed for a period of **three weeks**. When borrowing books on CDs, please note the number of discs and/or hours, so you do not borrow more than you can reasonably listen to in three weeks. Also, when returning them, please check to make sure that all the discs are back in the box or container; replacements are expensive!

**DVDs (MOVIES):** Movies may be borrowed for a period of **one week**, with a limit of **three** being checked out at one time. These should be returned before checking out additional ones. New signs with the above guidelines for both movies and audiobooks will be on the table near the sign-out notebooks.

**SIGNING OUT AND RETURNING:** Please make certain you have signed out your item(s) in the correct notebook. There is one for DVDs (Movies) and a different one for Audiobooks. Please write clearly and include all the information requested on the sign-out sheet (date signed out, title of movie or book, your name, address, and phone number). When returning an item, check to see that all discs are in the box or container, look in the notebook to find the line where you signed the item out, and write the date of return in the last space on that line.

We appreciate your noting these changes and your help in keeping our collection in good shape for the use and enjoyment of all. **PLEASE KEEP ALL THIS IN MIND AS YOU USE OUR AUDIO-VISUALS!**