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Wilfred Bain, Dean  
School of Music  
Indiana University

Dear Dean Bain,

Miss Lyman & I <sup>have discussed</sup> your recent suggestions for improving service in the music library. Miss Lyman agrees that there is merit in your suggestions and will give full cooperation in putting them into immediate effect.

The following practices now apply in the music library

1. Patrons asking for a book that is charged out will be told the name of the borrower at the discretion of the librarian.
2. Loans <sup>of circulating material</sup> may be made to graduate students for one semester. Such materials may be recalled for use of others after they have been out more than two weeks.
3. Withdrawal of little-used bound journals and older editions of reference works will be granted to faculty and graduate students on the authorization of the librarians, normally for overnight use.
4. Records and reserve books may be checked out over the noon period 12:00-1:00 P.M. and for the 5:00 P.M. - 7:00 P.M. Period.



5.

~~However~~ A faculty member may authorize a student or employee to withdraw books in his name only by letter which lists the books. This letter will be retained by the librarian.

services in the music library. Miss Gannon agrees that there is merit in your suggestion and will give full cooperation in putting them into immediate effect.

The following practices were applied in the music library

1. Patrons seeking for a book that is checked out will be asked to return it to the librarian of the library.

2. Books which are made to graduate students for one semester. Such materials may be needed for use of others after they have been out more than two weeks.

3. Withdrawal of little-used bound journals and other editions of reference works will be granted to faculty and graduate students on the authorization of the librarian, normally for overnight use.

4. Books and reserve books may be checked out in the

even period 12:00-2:00 P.M. and for the 2:00 P.M. - 5:00 P.M. period.