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Wilfred Bain, Dean
School of music
Indiana University

Dear Dean Bain,
Miss Lyman + I ^{have discussed} 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 ^{when they}.
2. Loans ^{of circulating material} 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.

~~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.