

Ticket Philadelphia's Staff Library

Bring in your favorite books to share and/or trade!



Library Location:

Patron Services Manager's Office

Stocking the Library:

Bring in some books you wish to either share or trade with staff.

- Fill out the Book Owner List (located on the top shelf of the Staff Library)
 - o Owner (your name)
 - o Title
 - o Author
 - o Date
 - o Trade? Y | N (would you like to trade this book?)
- Find a spot on the shelves and write your name on a sticky flag to claim your space.

No longer wish the book to be part of the library?

- Cross off the information from the Book Owner List and take back your book

Borrowing Books:

See a book you want to borrow?

- Fill out the Book Check In / Check Out Sheet (located on the top shelf of the Staff Library)
 - o Borrower (your name)
 - o Title
 - o Author
 - o Date Out (upon borrowing)
 - o Date In (upon returning)

Please respect fellow staff who may want to read that hot title you have checked out and return books in a timely fashion.

Trading Books:

Are you interested in trading a book?

- Circle "Y" on the Book Owner List (located on the top shelf of the Staff Library) when stocking the library.

Do you see a title listed on the Book Owner List you would like to have?

- Contact the owner offering an irresistible book for trade

Trade amongst your fellow staff!

- Once traded, cross off the book from the Book Owner List

*Ticket Philadelphia's Staff Library is meant for recreational purposes; subjects do not necessarily have to be career or business related.

Happy Reading!