

3 Read this information about borrowing from the library.

Borrowing from the library		
Item Type	Borrowing Limit	Loan Period
Books	10	21 days
Magazines	10	7 days
Audio cassettes	10	21 days
Music CDs	5	21 days
DVDs	2	7 days
Language kits	3	21 days
Talking books	10	21 days

A maximum of ten (10) items can be borrowed on a membership card at any one time.

Some items are not available for loan, but can be used in the Library. These include items from the reference and local history sections and latest issue magazines.

Overdue books
You must return any items borrowed on your card to the library by the due date. There will be a fine of 20 cents per day for each overdue item.

4 Read the information again and answer these questions.

- How many books can you borrow at one time? _____
- How many days can you keep books? _____
- How many music CDs can you borrow? _____
- How many language kits can you borrow? _____
- Can you take reference books home? ☐ Yes ☐ No
- How much must you pay for overdue books? _____ cents per day

5 Match the words with their meanings. The first one has been done.

Words

- borrowing limit
- loan period
- language kits
- reference
- due date
- talking books
- local history section
- overdue items

Meanings

- books that cannot be taken home eg: dictionaries
- the date things must be brought back to the library
- things that have not been returned to the library on time
- maximum number of things you can take home
- books and CDs that help you learn English
- books and papers about what happened in the local area
- books that have been recorded on CD
- the number of days you can keep things at home