

**NR\_key\_name:** 55E5329BAC41FE5085256339007089D7

**SendTo:** ALL

**CopyTo:**

**DisplayBlindCopyTo:**

**BlindCopyTo:** CN=R ecord/O=ARRB

**From:** CN=Eric Scheinkopf/O=ARRB

**DisplayFromDomain:**

**DisplayDate:** 05/29/1996

**DisplayDate\_Time:** 4:37:38 PM

**ComposedDate:** 05/29/1996

**ComposedDate\_Time:** 4:29:13 PM

**Subject:** Borrowing from the Department of Justice Library

This memo will explain borrowing procedures for the Department of Justice Library. If you wish to borrow books, please take with you the Interlibrary Loan forms on the bookcase and sign my name here - before you go as the Justice Library will not allow you to sign my name there. Books can be borrowed for one week with renewal probable if I call two days before it must be returned and if it is not needed by anyone else. Also if you know of a book you wish to get, I will call the Interlibrary Loan person, Eloise McDowell at 514-3695, and ask her to pull it. She does so at 11 and 3. I can leave her a voice mail message and the books can be picked up in Room 1131 (the Special Messenger Center) - bring the interlibrary loan form and some ID. Also try before 5 to take out a book. One final note - Ms. McDowell prefers that I make the calls as it can then be seen as a library to library transaction.

**Body:**

**recstat:** Record

**DeliveryPriority:** N

**DeliveryReport:** B

**ReturnReceipt:**

**Categories:**