



## QUICK BORROWING TIPS



Handle albums by the edges with clean hands.



Before listening, check the record and the needle for dust or debris.



Use the lever on the turntable to lift and lower the needle arm. Do not use your hands.



Do not drop in dropbox when returning. Hand it to the staff at the Berkley Public Library.

BERKLEY PUBLIC LIBRARY

Questions?  
Purchase requests?  
Contact the Berkley Public  
Library at  
[library@berkleymich.net](mailto:library@berkleymich.net)  
or call  
(248)658-3440



*Thanks for Listening!*

We hope you have a great time grooving to the music in the Berkley Public Library's Vinyl Collection.

## *Album Handling and Storage*



- Always touch records with clean hands and hold them by the edges.
- Keep records in their sleeves when you're not using them.
- Store records standing up in a cool, dry place away from sunlight and extreme temperatures.
- Don't stack records on top of each other.

## *Cleaning*



- Before playing a record, check for dirt or dust on its surface.
- If the record looks dirty, use a gentle, non-alcohol based cleaning solution and a soft cloth to clean it.
- Don't use rough materials or strong chemicals on records.

## *Turntable setup*



- Make sure the machine is on a flat surface and that the turntable platter is clean.
- Use a good-quality needle for playing records.
- Remove any cover from the needle, and check that the needle is clean before playing a record.

## *Playing a Record*



- Put the record gently on the turntable, making sure it sits flat.
- Don't drop the needle onto the record with your hand. Instead, use the mechanism on the record player to gently lower the needle.
- If you hear any skipping, please make a note and mention it to library staff upon return.
- When the album finishes playing, return it to its sleeve. Do not leave it on an open turntable to gather dust and debris.

## *Returning to Library*

- Slide the record back into its inner sleeve carefully, and slide the inner sleeve into the album cover.
- Hand the record back at the checkout desk at the Berkley Public Library. Do not return in dropbox or at any other library.