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| **New to You!** |

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**Take a Book, Give a Book**

Introducing **[department’s name]**’s first lending library! Found [**describe the location of the library**], the lending library will house a variety of books from your own colleagues. Be sure to stop by and take a book of your choosing and replace it with a book that you would like your coworkers to read.

**[Add pictures of your lending library and the location if desired]**

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| **Check it out! Stop by on your way out, or into work.** |

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