

Amble Clay Tile Exchange

Community tile-library circulation note

Tile borrowing

The Amble Clay Tile Exchange is a fictional library of decorative sample tiles. Members borrow tiles for temporary layout studies and return them for the next member. This note describes library circulation, not the fitting of tiles to a building.

Counter position

The borrowing counter is beside the orange lattice screen. Members queue along the screen without entering the tile-storage aisle.

Borrowing limit

A member may borrow 5 sample tiles per visit. Tiles reserved for a display remain outside that borrowing limit because they cannot be collected on the visit.

Member token

The circulation token is a blue hexagon. Staff place the token next to the member's entry while counting the selected tiles.

Return stage

During the edge inspection, returned tiles rest on the cork mat. Staff finish that inspection before placing tiles back in the borrowing drawers.

Sample distinction

The library label identifies a sample pattern. It does not certify the tile for a wet area, a floor or any other construction use.

Visit entry

The member's entry records the selected tile identifiers. Staff keep the identifiers even if two selected tiles share a pattern name.

Amble Clay Tile Exchange

Community tile-library circulation note

Inspection and pattern drawers

Returned tiles pass through a visual inspection of their edges. The library's pattern drawer is the final named position for a tile ready to circulate again. The cork mat is an inspection surface and does not belong to a borrowing set.

Inspection owner

Ada Pell conducts the edge inspection. Staff record that inspection before moving the returned tile from the cork mat.

Drawer label

Ready ripple-pattern tiles go in drawer A3. Other patterns have their own drawer labels and do not share the ripple position.

Tile dimension

The exchange's square sample tiles measure 11 cm per side. The measurement refers to the sample tiles, not the catalogue drawings.

Observed chip

A chipped edge is recorded beside the tile identifier. The inspector does not assign the chip to a member unless the return observation establishes that fact.

Pattern cards

A pattern card stays in its drawer when a tile is borrowed. Members receive the sample tile and their visit slip, while the library keeps the drawer card.

Readiness note

A tile with a pending edge entry remains at the inspection position. A familiar pattern name does not authorize staff to skip the pending entry.

Amble Clay Tile Exchange

Community tile-library circulation note

Closing the circulation desk

The circulation desk closes by comparing open visit entries with the selected tile identifiers. A completed inspection returns a tile to its pattern position; it does not itself close a member's whole visit if other borrowed tiles remain out.

Desk closing

The circulation desk closes at 18:10. Staff stop handing out new visit slips when the closing count begins.

Slip file

Closed visit slips are stored in folder T12. Open visit entries remain in the counter binder.

Unspecified material

The circulation note does not state the glaze's chemical composition. It lists no glaze ingredient proportions.

Open visit

A visit remains open while at least one selected tile is unreturned. Staff record each returned identifier without deleting the identifiers still outside the library.

Drawer check

The closing team checks pattern cards against the ready tiles in each drawer. The check is a circulation count and does not replace an edge inspection.

Use boundary

The exchange provides sample objects for a layout study. It supplies no installation warranty and no advice about fastening a tile to a surface.