

FIRST BAPTIST CHURCH LIBRARY

INTRODUCTION

The library is a ministry of First Baptist Church. We serve you by providing books, DVDs, and other materials that educate, encourage, entertain, challenge, promote community, and equip you in your ministry as a disciple of Christ.

The library is an example of Biblical stewardship - common resources used to meet needs. Although library volunteers maintain it, YOU are the library stewards. The following guidelines are provided to help you use the library responsibly.

WHO CAN USE THE LIBRARY?

Anyone who regularly visits First Baptist Church of Bellefonte. You do not need to be a member.

DO I NEED TO DO ANYTHING BEFORE I USE THE LIBRARY?

To use the library we request that you fill out an "FBC Library Information Card." It only takes a few minutes. Ask a librarian for a card, or pick one up in the library information rack.

HOW DO I USE SOMETHING FROM THE LIBRARY?

To use something from the library you should check it out (even if you need it for just a short time). PLEASE REMEMBER TO PRINT YOUR FULL NAME CLEARLY ON EACH CARD.

* If the library is open, you can bring items to the library volunteer and they will assist you in checking out the items.

* If the library is closed, you will have to make special arrangements to have someone open the library for you.

HOW MANY THINGS MAY I CHECK OUT?

Adults - You may check out up to 3 books, DVDs, or audio books at one time.

Kids (who can print their full name legibly and up to age 12) - You may check out 3 books at a time.

*We would appreciate it if only adults would check out DVDs.

HOW LONG CAN I KEEP THINGS I CHECK OUT?

You may borrow library items for up to 3 weeks.

WHERE DO I RETURN THINGS?

In the library drop box (directly outside the library door).

IF I NEED MORE TIME, CAN I RENEW THINGS?

Yes! You can renew library items by telling a library volunteer at the library.

WHAT IF I DON'T RETURN SOMETHING WHEN IT IS DUE?

Someone else won't be able to use it! When an item is overdue we may send you a reminder. After that we will assume that the item is lost. Since it costs money and time to send reminders, it is better to return or renew items.

If you receive a late reminder we would appreciate it if you would not check out anything else until you return all the items you have.

WHAT IF I LOSE OR DAMAGE SOMETHING?

Don't Panic! Accidents happen.

If an item is damaged bring it back to the library - we can repair some things.

If the item is destroyed or lost please let us know promptly.

We do not require that you purchase replacement materials. However, if you would like to replace lost or damaged items, www.christianbooks.com or Family Christian Stores in Altoona are good places to look.