

# Medora Community Bible Church

## Library Policy

1. The purpose of the Medora Community Bible Church Library is to glorify God by providing edification of the church body, encouragement in living the Christian life, and instruction in what it means to follow Christ for those who are unsaved. For this reason, books accepted into the library will be written from a Christian worldview, and will, for the most part, include open references to God and His work in the world in general or in people's lives in particular.
2. The library is available to all members and regular attendees of Medora Community Bible Church. To be eligible to use the library, please fill out an address/signature card including all members of your family who are to have library privileges.
3. Books may be checked out for four weeks. Videos may be checked out for two weeks.
4. The library is open whenever the church doors are open. However, staffing is currently available on **Sundays from 5:15-5:45 p.m., and 7:00 to 7:30** and on Wednesdays from 6:15 to 6:45 p.m.
5. The librarian is open to answering questions about library materials or making book suggestions. The librarian is also open to suggestions about materials that could be added to the library, both specific titles and general categories of works.
6. Books and other materials may be donated to the library. All donations become sole property of Medora Community Bible Church to do with as we decide best.
7. Books damaged or lost should be replaced according to the following:
  - a. The book may be replaced with another copy of the same book.
  - b. The purchase price or replacement cost of the book can be paid. If the book is no longer in print and the purchase price is unknown, a minimum donation of \$5 is suggested.
  - c. Another book (approved by librarian) of similar value may be donated.
8. The librarian is responsible for:
  - a. purchase of new materials for the library
  - b. processing of all new and donated materials for use in the library
  - c. overseeing the checkout, check-in, and reshelving of books and other materials
  - d. maintaining order in the library—straightening books and other disruptions
  - e. keeping the library a pleasant and welcome place for all those who use it
9. Anyone may question a book in the library. The book in question will be reviewed by the librarian in consultation with the pastor or other church leader if necessary.

## **How To Use Your Church Library**

Your church library is a ministry of your church.  
Use it with gratitude and respect to enhance your Christian life.

To find books or materials, check the shelf labels or ask the librarian to help you.

We want everyone to use the library. However, we respectfully request that:

1. Anyone who has not done so already fill out a borrower's card.
2. Anyone younger than six (6) years of age not check out books without an older family member present. Anyone checking out a book alone:
  - a. must be able to be responsible for the book, and
  - b. must be able to write first and last names small enough to fit the space on the card.

This will enable us to be better stewards of the resources that God has provided in this library.

### **How to Check Out a Book**

1. Select a book.
2. Remove book card from book pocket, usually inside front cover of book.
3. Sign your name (first and last) to card.
4. Put card in the card holder marked "Signed Cards."
5. Take a "Date Due" slip with the date due prestamped on it, and put into book pocket.

Care for library materials with consideration and respect. DO NOT mark or turn down the pages or in any way deface an item.

Return material by the due date. Books and shelved audio tape sets will be checked out for four weeks, videos for two weeks.

Renew the item if you find it inconvenient to return it by the date due.  
Library patrons will be notified of books and materials that are overdue.

In the event that a book is lost or ruined, we would appreciate a monetary or material replacement.

Any new books or materials to be added to the church library (whether donated or suggested for purchase) must be approved by the Library Committee.

Share the news about the great helps that you have found in the church library.