

# **Medora Community Bible Church**

## **Library Patron's Policy**

The purpose of the Medora Community Bible Church Bookstore and 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. We seek to make materials available that will help believers grow in their Christian lives.

Anyone may make suggestions about materials that could be added to the bookstore or library and anyone may question a book in the bookstore or library; suggestions and questions should be directed to the librarian. The book in question will be reviewed by the Library Committee. Any new books or materials to be added to the church bookstore or library (whether donated or suggested for purchase) must be approved by the Library Committee in consultation with the Pastor or other church leader, if necessary.

1. 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 a patron's card including all members of your family who are to have library privileges.
2. Books and other materials may be donated to the library. All donations become sole property of Medora Community Bible Church to do with as the Library Committee deems best.
3. 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.
4. Care for library materials with consideration and respect. DO NOT mark or turn down the pages or in any way deface an item.
5. Return material by the due date. Books and shelved audio tape sets will be checked out for four weeks, videos for two weeks.
6. 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.

**(Over, Please)**

## **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 Patron'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 box marked "Signed Cards."
5. Take a "Date Due" slip with the date due pre-stamped on it and put into book pocket.

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