



Library Policies and Procedures Manual

Updated: January 2014

Library Hours

Sunday:

9 - 9:30 am (before Sunday School)
10:15 - 10:50 am (before Morning Worship)
5 - 6 pm (before Evening Worship)

Wednesday:

5:50 - 6:30 pm
(before Worship/Prayer/Bible Study Service)

Library Mission Statement

The Library provides resources and services to enhance the quality of ministry, discipleship, fellowship and worship in the lives of the members of the church.

These following rules have been established to enable the library to more effectively serve you and maintain efficiency within the library. They have as their purpose, the improvement of service to a greater number of people. *1 Corinthians 14:40*

Use of the Library

Regular Loan:

Items may be checked out to a church member by the librarian on duty. Non-church members may also use the library and will need to fill out a library card.

Department Loan:

Items related to a particular age group may be loaned to department directors or teachers, to be used in their departments. The director or teacher will be responsible for the return of the item(s).

Children under 12:

Children must have written permission from their parent/guardian to check out library materials. A child may get permission from one of his/her teachers, if his/her parents do not attend this church. This permission may be secured on a permanent or temporary basis.

The Library is located just inside the entrance to the Christian Family Life Center at Delaney Baptist Church.
No food or drinks are to be brought into the library.

Library Hours/Special Hours

Regular library hours are listed on the front cover of this booklet. The library may be opened for use at other (special) times, upon your request and the approval of a library team member.

Borrowing Instructions

Up to two (2) books, DVD's or books on CD's may be checked out at one time.

Books and Regular Items:

May be checked out for up to two (2) weeks with an additional two-week renewal period upon approval of a library team member.

DVD's or CD's:

May be checked out for up to one (1) week.

Special Project Books:

As many as approved by a library team member may be checked out for as long as the librarian feels is necessary.

Children:

Up to two (2) items per child only may be checked out at one time for up to two (2) weeks.

Returns

When the Library is closed, items may be returned through the book drop slot in the library door or returned to the church office.

Overdue Items

Anyone having library materials for more than two (2) weeks overdue is subject to having his/her borrowing privileges limited.

Past Due Charges

A donation is expected on all items held past the due date, unless it has been properly renewed/approved by a library team member. Money received from past due items will be used to purchase new books and materials for the Church Library.

Lost or Damaged Items

Each individual borrower is responsible for replacement costs of any item(s) that are lost or damaged beyond repair.

Donations and Memorials

The library will welcome all donations and memorials. Make checks payable to Delaney Street Baptist Church and give them to the church financial secretary. Before any donations are put into the library for use, they will be screened by the library team.