

Library Registration and Policies

First Time Users

- Please fill out a registration card with your name, address and phone number.
- Place it in the grey registration box.

Independent checkout

1. Remove the checkout card from the item.
2. Write today's date (include the year, please!), your name and phone number on the card.
3. Place in the brown check-out box on the counter.
4. Take an approximate date-due slip from the appropriate envelope as a reminder for you.

Loan Periods

Books, CDs, Videotapes, Magazines = 3 weeks
DVDs = 1 week

Limits

The number of items out at any one time, and the number of renewals, are limited to allow us to serve the largest number of patrons possible. We ask that you help us in making items available for others' use.

Number of items that can be checked out at any one time

New books	= 1	All other items (books, magazines, VHSs) carry no limit.
Books in a series	= 2	
DVDs, CDs	= 3	

Number of times an item may be renewed

Books, CDs, VHS	= 2 times (total of 9 weeks), unless on hold.
DVDs	= 1 time (total of 2 weeks), unless on hold.
Magazines, New items	= CANNOT be renewed.

To renew materials: Write author, title, today's date, and the word "Renew" on a slip of paper and place in brown check-out box on counter. You may also call the church office at (970) 223-5770.

Replacement of lost items

If you lose an item, we ask that you replace it. You may purchase a replacement yourself, or pay a set fine so that we can find a replacement for you.

Books	= \$10	DVDs	= \$20
CDs	= \$15		

Reference books may not be removed from this room.
For help/information, ask office personnel or call Jeanne at (970) 203-0917.

Thank you for following directions.
– The Library Team