

## **Resource Materials Library Policy**

The Resource Materials Library located in Room 110 is open to all teachers, leaders, Bible Study groups, and church family adults of the Shippensburg First Church of God.

The Library will be open at all times between 6:30am and 10:00 pm except when the room and/or sanctuary are in use.

### **Conditions for Borrowing from the Library:**

- Items will be borrowed on an honor system.
- Study guides marked “Property of Shippensburg First Church of God” must remain with DVD or other materials. It is not available for distribution.
- Please use the sign-out binder, and either put the item(s) back on shelf according to the call number, or place in the “Returned Books” basket.
- Materials may be borrowed as long as needed or as long as study lasts.
- Teachers may take materials out of the library to display and distribute in class. Teachers must sign the materials out under their name and be responsible to return them to the Resource Materials Library.
- Oops notices will be sent to individuals on a quarterly basis.

### **Library Additions:**

- All materials purchased with church funds should be placed in the “Returned Books” basket once the study is completed.
- Donations of new or used books or materials may be placed in the “Returned Books” basket. Thank You!!
- All books/materials must be approved by the Christian Education Committee and the Pastor.
- Any materials not approved will be returned to donor, if known, or disposed of if unknown.
- Used books/materials must be in good condition

Approved by CEC, February 12, 2018