

# 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 wooden 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, VHS tapes, Magazines	= 3 weeks
DVDs, Games	= 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

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

### Number of times an item may be renewed

Books, CDs, VHSs, Magazines	= 2 times (total of 9 weeks), unless on hold.
DVDs	= 1 time (total of 2 weeks), unless on hold.
New items, Games	= 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 or damaged items

If you lose an item or it is damaged while in your care, 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	Games	= the higher of \$10 or replacement cost

**Reference books may not be removed from this room.**

For help/information, ask office personnel or call Laure at (970) 214-1158.