

Immanuel Baptist Church
Media Library
Rules and Regulations

1. Library Users:

The library may be used by any member, regular attendee or MUMS Mom at Immanuel Baptist Church. To obtain a barcode, please fill out a family card for all members of the family less than 18 years of age. Parents of younger children may want to have all materials checked out to one parent in order to keep track of materials more efficiently. At 18 years of age, children become adults, and are no longer listed in the computer under their parents. Library cards will be updated once a year on your birthday. Please let us know at that time if there are any changes to your contact information. Missionaries home on furloughs only need to fill out a card listing where they are staying with the current ages of their children. This information will be updated on subsequent furloughs, but at least you'll be in the system.

2. Dates Due:

Most books and materials for children are checked out for a period of 2 weeks. Adults get 30 days on books; DVD's should be returned as soon as possible. Teachers doing research may check out their materials for an initial period of 3 months- with renewals granted (please see a librarian for help on this). MUMS books/materials will be due the next MUMS meeting. Our new system also gives us the ability to reserve an item (caveat: it has to be in the computer to do that). **VACATIONS:** Please let us know when you will be back so that a special due date can be assigned to your books and materials. This avoids the next item which is fines. **NOTE: Items marked on the spine with the letter T for Teen belong to the Annex library and should be returned there.**

3. Fines:

We hesitate to mention fines, but the truth is your fine monies help us buy more books, supplies, and materials for the library. In addition, we need some incentive for our books/materials to be returned so that others may use them; however, mercy is always extended for weather, sickness. Fines are set lower for children at .05 per day with a maximum out of pocket of \$.50. We encourage parents to teach their children to be responsible for library materials at a young age. Adults are charged .10 cents per day with a maximum of \$1.00 per item.

4. Responsibility for Lost or Damaged Books/Materials:

The person who loses or damages an item will be asked to pay the replacement cost of the item. If an individual pays to replace an item, there is no additional fine charged. If the item is found, payment will be refunded.

5. Authorization for Circulation:

Only designated librarians/staff are allowed to check out books to borrowers. A self-checkout manual system is available. **Please see someone in the office.**

6. Donations of items:

We are always happy to receive donations especially up-to-date resources, DVD's, CD's, etc. The library staff reserves the right to decide what materials will be placed in the library.

7. Gift and Selection Policy:

These guidelines are intended to help both patrons and the library staff to make the best use of library resources and donated items.

- a. Preferences will be given to newer titles and updated or revised editions of books already held in our collection
- b. It is the intent of the library to promote materials in keeping with the Gospel of Jesus Christ and the Church's Statement of Faith. Immanuel's library offers a rich variety of resources written by many different authors, some of which espouse viewpoints not totally in accordance with our Statement of Faith. Since it is impossible for the library staff to check every book, our patrons are urged to be discerning readers.

Act 17:11 KJV These were more noble than those in Thessalonica, in that they received the word with all readiness of mind, and searched the scriptures daily, whether those things were so.

- c. Biblical truth portrayed in children's books and media should be consistent with the Church's Statement of Faith and conform as much as possible to what the Bible actually says in meaning and action.
- d. Used book donations should fit the following guidelines:
 - a. Physically good to very good condition with tight binding
 - b. Book pages should not be yellowed with age, have insect damage, order or excessive markings
 - c. Artwork should be fresh and eye appealing
- e. Donations of any sort become the property of the library. No provisional donations will be accepted, and the library reserves the right to dispose of any materials that cannot be used.

All donated materials are subject to the approval of the Librarian, and his/her staff who in questionable cases will seek out wise counsel from the Pastoral staff at Immanuel or our Elder Board.

- 8. Library Hours: Wednesdays: 6:30 p.m. to 7:00 p.m., and 8:15 p.m. to 8:45 p.m. after the prayer service. Sundays: 9:00- 9:30 a.m.; and 30-45 minutes after the morning service. Sunday Evening Hours on nights without special events by request.** Additionally, the library staff has workdays on most Mondays from 11:00 to 4:00 p.m., and people are welcome to visit during those hours. Please call the church office- 804-355-8691 to check on our availability. It is a quieter time to browse.

Revised January 26, 2020