



Making, Maturing, and Multiplying Disciples of Jesus Christ

LIBRARY POLICY

Location

Foothill Bible Church has been blessed with two libraries. The **Children's Library** is located in the Children's Education Office (off the foyer of the Chapel.) The **Theological Library** is located off West wing of the Main Offices (accessible on Sundays through the Northwest door by the black street access gate.).

Library Hours of Operation

Sunday mornings- The Children's Library is open after service until 12:30 pm. The Theological Library is open after service until 12:30. It is also available during the Church Office hours by appointment (e-mail Librarian.)

The Libraries are subject to closure due to the availability of a librarian and are closed during holiday weeks.

Checking Out

- Each borrower must sign a library registration card that will be scanned electronically and held in file. The information will be used to create a user profile in the online database. Parents can give permission for children to have library privileges, but are responsible for the materials borrowed. Communication with the library is via e-mail and the database program is used to generate and send notifications to borrowers.
- All material is required to be checked out by an FBC Library Assistant or a Church Secretary.
- The check out period for material is two (2) weeks. An extension of due date can be made upon request.

Returning Material

All material should be returned to the drop box located to the left of the entrance to the Children's Education Office (the area for drop off of children on Sunday morning.) Materials can be brought to the Librarian in the Children's Library when staffed.

Renewals, Overdue Materials, and Fines

- Renewals may be made for books in person or emailing librarian@foothillbiblechurch.org.
- Renewals should be made by the due date! If another patron is waiting, then you will be requested to return the item and check it out at a later date.
- Fines are \$.10 per day. Those wishing to renew an overdue item must pay the fine due.
- Please pay fines in smaller currency and coin, as we are limited in available change.
- Library privileges may be suspended for patrons who have an outstanding financial obligation. Privileges will be restored upon payment.

Lost Library Materials

Material overdue for six (6) weeks will be determined as lost and payment of the cost of the item will be required.

General Policies Regarding Use and Care of Library Materials

- Borrowed Library items should never be loaned to friends.
- Please use care when eating or drinking in the Libraries and around Library material.
- Please use care when handling Library items.

The Library is always interested in new volunteers! If you have an interest in serving please talk to your Librarian or use the contact information on the back page of this handout.

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library website: <http://opac.libraryworld.com/opac/signinFBC1>>Library Catalog