

# **Medora Community Bible Church**

## **Bookstore/Library Policy**

The purpose of the Medora Community Bible Church Bookstore and Library is to glorify God by providing edification of the church body, encouragement in living the Christian life, and instruction in what it means to follow. For this reason, books accepted into the library will be written from a Christian worldview, and will, for the most part, include open references to God and His work in the world, in general, or in people's lives, in particular. We seek to make materials available that will help believers grow in their Christian lives.

Anyone may make suggestions about materials that could be added to the bookstore or library and anyone may question a book in the bookstore or library; suggestions and questions should be directed to the librarian. The book in question will be reviewed by the Library Committee. Any new books or materials to be added to the church bookstore or library (whether donated or suggested for purchase) must be approved by the Library Committee in consultation with the Pastor or other church leader, if necessary.

### **Guidelines for Books**

1. Should not contain profanity (Ephesians 4:29)
2. Should not endorse an unbiblical lifestyle (i.e. homosexuality, immorality)
3. Should promote a Biblical worldview (Ephesians 5-6)
4. Should not endorse occultic activity (i.e. magic, wizardry) (Deuteronomy 18:9-13)
5. Theology – must be in line with our Doctrinal Statement

### **Fiction Books**

There is a myriad of Christian fiction on the market today. Although many of these books could be profitable for spiritual growth, the MCBC library will accept only those fictional works that would be deemed excellent and appropriate by the Library Committee. These books can be useful to provide examples of Christian living or to teach Biblical principles. For this reason, the MCBC library will accept some fictional works.

### **Hours of Operation**

The bookstore/library is open before and after all regularly scheduled church services and Monday-Wednesday 9 a.m.-4 p.m.

## **I. Bookstore Policies and Procedures**

- nonprofit - pricing policy
- re-stocking purchase
- how to tally cash
- how to take cash and write receipt
- statement regarding people to take advantage of donation situation

## **II. Library Policies and Procedures**

- A. The library is available to all members and regular attendees of Medora Community Bible Church. To be eligible to use the library, please fill out a patron's card including all members of your family who are to have library privileges.
- B. Books and other materials may be donated to the library. All donations become sole property of Medora Community Bible Church to do with as the Library Committee deems best.
- C. Books damaged or lost should be replaced according to the following:
  - 1. The book may be replaced with another copy of the same book.
  - 2. The purchase price or replacement cost of the book can be paid. If the book is no longer in print and the purchase price is unknown, a minimum donation of \$5 is suggested.
- D. Care for library materials with consideration and respect. DO NOT mark or turn down the pages or in any way deface an item.
- E. Return material by the due date. Books and shelved audio tape sets will be checked out for three weeks, videos for two weeks.
- F. Renew the item if you find it inconvenient to return it by the date due. Library patrons will be notified of books and materials that are overdue.
- G. The librarian is responsible for the following:
  - 1. Purchasing new materials for the library
  - 2. Processing all new and donated materials for use in the library
  - 3. Overseeing the checkout, check-in, and re-shelving of books and other materials
  - 4. Keeping the library a pleasant and welcome place for all those who use it

## How to Use Your Church Library

Your church library is a ministry of your church. Use it with gratitude and respect to enhance your Christian life. To find books or materials, check the shelf labels or ask the librarian to help you. We want everyone to use the library. However, we respectfully request that:

1. Anyone who has not done so already fill out a patron's card.
2. Anyone younger than six (6) years of age not check out books without an older family member present. Anyone checking out a book alone:
  - a. must be able to be responsible for the book, and
  - b. must be able to write first and last names small enough to fit the space on the card.

This will enable us to be better stewards of the resources that God has provided in this library.

## How to Check Out a Book

1. Select a book.
2. Remove book card from book pocket, located in back of book.
3. Sign your name (first and last) to card. Use only a pencil that is kept in the card file box for the person checking the book out. Small writing will have to be used to get this all in. Have person sign first and last name on card, staying within the line. Add date checked out at the end of the name. (Example: First, Last, 11-25-06)
4. Put card in the card file box marked "Checked-Out Books."
5. Take a "Date Due" slip with the date due stamped and put into book pocket. Take a "Date Due" slip and stamp the "date due back" on the line with the dated stamper. Check to be sure the date is correct.
6. Instead of filing card into card file box, it needs to be put in red clip that is clipped to the desk calendar. This way someone will enter these checked-out books into the computer and then they will file card under the date it is to be returned. When the book is checked back in, it is important to take the card back out of the card file box and NOT put it back into the book pocket, but again put in red clip, so it can be checked back in on the computer. Put the book in Library Return Box until it can be checked in and then put back on the shelf. Card will be behind date that date due slip shows.

Share the news about the great helps that you have found in the church library.

## **IT IS IMPORTANT NOT TO LET PEOPLE IN THE BUSINESS OFFICE AREA!**

ABOUT DATE DUE SLIPS, the Date Due slips are yellow. Only some books have the "date due" slips in them at this time, so the books that do not have the slip, can be added to the back of the book. You can find blank date slips inside of card file box. Just stick them on the long way if possible on the same page as the pocket holder. If this will not work you may stick them on the page across from the pocket holder, or if it will not stay stuck, fold over the sticky part and insert in pocket holder.

Take the date due card out before stamping so it will not go on the book. Be extra careful stamping the date due yellow slip inside the book. Maybe practice first on blank paper to see how to line it up. Only the person serving in the library may do the stamping, not the person checking out. If a mistake is made, just cross out with one line and go to the next line.

### **Rear of Document**

Check out time for books are three (3) weeks.  
Check out time for CD's & DVD's are two (2) weeks.

## **SUGGESTED \$ DONATIONS OF ITEMS IN LIBRARY**

Patch the Pirate DVD's	\$10.00
Patch the Pirate Cassettes	\$5.00
Medora Cookbooks	\$5.00
How to Pray for 30 Minutes a Day by Steve Pettit	\$5.00
Milk, Bread, Meat, Fish books	\$5.00
<small>(These books are in resource room also, and will be free if being disciplined)</small>	

All donations made to MCBC will receive a donation receipt. This will need to be filled out each time. Since one person is to be designated to sign the receipt, do not give the receipt to donor. I will sign it, then get it to the person. The original white sheet will be the receipt the donor will receive. You can let the donor fill out the address part and be sure to point out where that is at, you may fill out the \$ amount.

It is important for the donor to fill out full name and address, so if I have to mail it, I will have all the information. The item that was purchased will then have to be recorded on the tablet by the card file box, so we know where items are going and that everything will be accounted for.

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When you are serving in the library, please do so with a friendly greeting and smile on your face. If there are questions you cannot answer, please tell the person you will get back with them on it and then leave me a note and their name and number and I will get back with them. Please do not be late to church service, close 5-8 min. before and shut off light and check to be sure door is locked.