## **Instructions and Guidelines**

## **Use of Advent Lutheran Church Library**

**Borrowing Books.** Books and other items are loaned on the honor system, trusting that they will be returned within a reasonable period of time so that they are available to all users.

Please enter on the log out sheet the title of the book or other item which you are borrowing so other users know not to search the shelf for that item. When you return it, please note that on the log sheet.

**<u>Returning a Loaned Book.</u>** Please enter on the log sheet the date you returned the book and drop it the box on the bottom shelf so it can be returned to its location.

<u>Library Holdings.</u> Books are located in the Fellowship Room (except Hymnal archives) and are shelved by the following categories:

**Devotions and Meditation** 

Music (books and CDs)

Life Guidance

Literature: Fiction and NonFiction

Leadership / Worship

Reference & Study

<u>Bibles</u>

Especially for Children

<u> Plays - Dramas</u>

**Donations.** If you wish to donate a book, please put it in the box so it can be catalogued. Donations should be appropriate to the library.

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