

Library Rules

General Rules

1. Library hours are posted at the entrance of the library. Changes will be announced if necessary.
2. The library is provided for the purpose of reading only. No other activities, whether church or private may be allowed.
3. Church members and associates shall have equal right of using library facilities.
4. No eating, sleeping or playing is allowed in the library.
5. Keep the library clean and tidy.
6. Place all books/AV materials back to their original places after use.
7. Keep all your personal valuable items with you at all times.

Our librarians are volunteers, please respect each other

Rules for Borrowing

1. During the library hours, readers may borrow and return library items
2. The library card must be presented when borrowing library books/AV materials /renewing library books.
3. Inform the library if library card was lost. The old library card will be cancelled.
4. A replacement card will be issued at a cost of \$2.00
5. Library card is non- transferable.
6. Check out items:

Kind of items	Number of items allowed	Weekly Overdue fine
1. Books / Periodicals	Total :3 copies	\$ 0.25 for each one
2. Cassette tapes	Total :10 units	\$ 0.25 for each one
3. Video tapes /VCD/DVD/CD/CD-Rom/KIT	Total : 6 units	\$ 0.25 for each one

7. The loan period is three/3 weeks.
8. Unless it is reserved by another borrower, the item may usually be renewed once for a period of 3 weeks
9. Please return all library materials on or before the due date. Let the others have their turn.
10. Before borrowing materials, borrower should check whether any part of the material is in good condition. If any damage is found, borrower should immediately report to the librarian. Let us follow up the problems.
11. Books with labels **REFERENCE , SPECIAL COLLECTION, RARE BOOK** cannot be checked out. from the library.
12. A photocopier is provided in the library. Copying rules are according to the copyright law currently in place. The user must pay the photocopying charge..
13. The Right belongs to the publisher. Illegal duplication is not allowed.

Ask our librarians for help

Replacement procedures:

1. All materials belong to God/SCBC. Please keep it carefully. Any damage or lost , the borrower ought to buy the same item
OR
The librarian buys the new one . The borrower pays the cost according to marketing price. A charge of \$ 5.00 for the handling fee.
2. The overdue charge is applied to the items.

The library reserves the right to revise the rules in future if it is needed

April 1, 2007 revised