

WELCOME!

to the

Vistoso Community
Church Library



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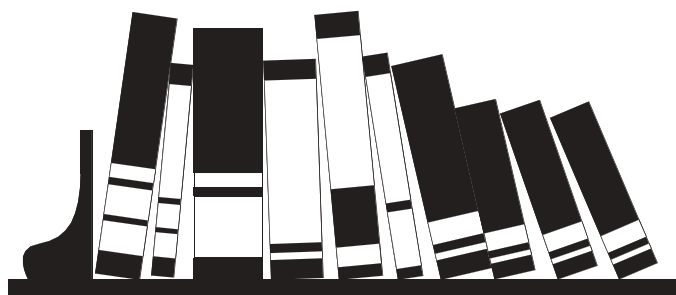
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Master Inventory I List --
Alphabetical By Item Title

Master Inventory II List --
Alphabetical By Author Or Director's Last Name,
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Procedure For Checking Out Items

Complete the form on the clipboard by listing:

Format --

B=Book, C=Cassette, D=DVD, or V=Video

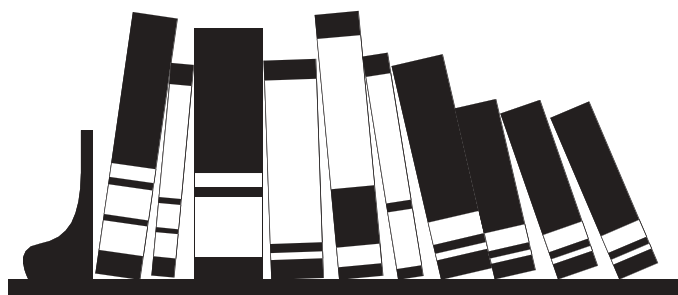
Item Title

Author Or Director's Name,
Or Publishing Company

Your Name

Your Telephone Number

Date Item Checked Out

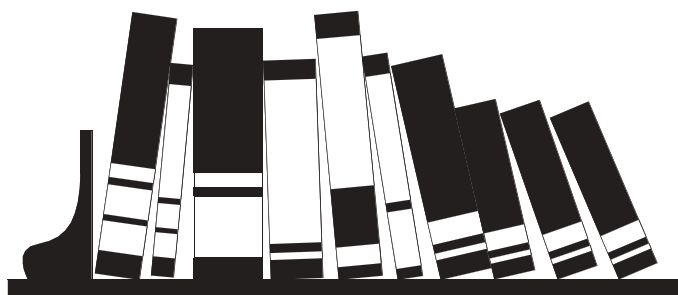


Procedure For Checking In Items

Find the listing on the form on the clipboard where you originally checked out the item.

Add the date when you are returning the item.

Place the returned item in the box under the clipboard.
You do not need to return the item to the shelves,
as the library committee will do this for you.



General Library Guidelines And Information

There are no specific time limits regarding how long you may keep library items. However, as a courtesy to other library users, please return items as soon as you are finished with them.

If the check-out form indicates an item has not been returned in a reasonable time period, the library committee will call you.

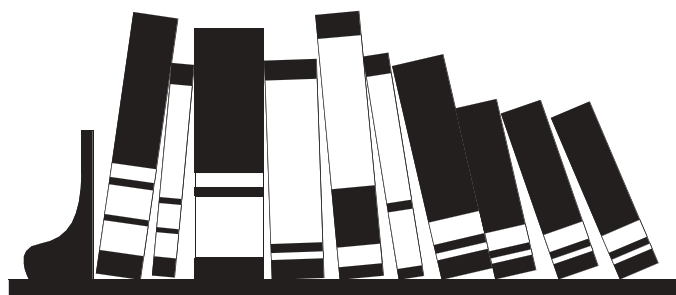
We ask part time residents to return all library items before moving away for the summer or extended time periods.

Duplicate line items in the inventory indicate multiple copies of the same book, cassette, DVD, or video.

If you find any errors on the inventory lists, please advise the library committee.

Suggestions or comments regarding any aspect of the library are welcome; please do not hesitate to contact the library committee.

PLEASE use and enjoy YOUR library often!



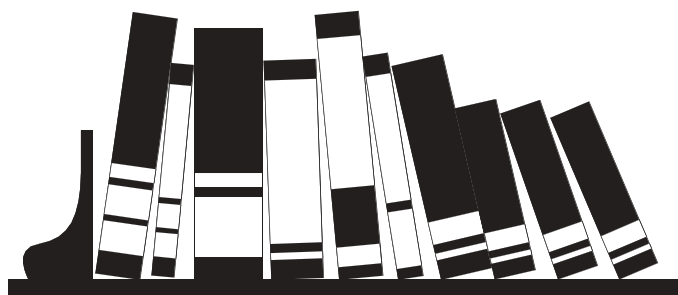
Procedure For Adding New Items

The continued growth of YOUR library relies upon the generosity of people like you.

If you have used books you would like to donate to the library, please contact the library committee.

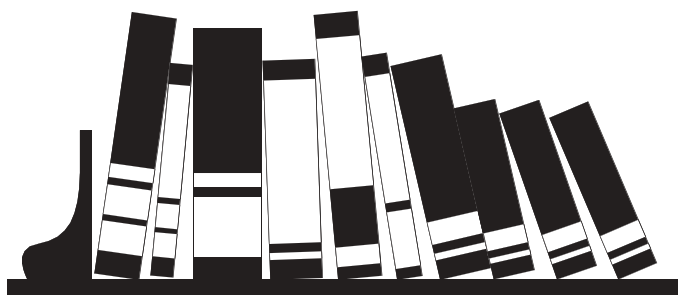
All donated items will be screened by the library committee for their appropriateness, added to the master inventory lists, and stamped with the church's name before being placed on the library shelves.

In the future, the library committee will create and maintain a "wish list" of books, cassettes, DVDs, and videos needed for the library. If you would like to purchase one of these items for the library as a gift or memorial, all those who use the library will reap the blessings for many years to come.



Master Inventory I --

*Alphabetical By
Item Title*



Master Inventory II --

*Alphabetical By
Author Or Director's Last Name,
Or Publishing Company*

