

## LIBRARY USE

### **Borrowing Materials:**

1. Books may be checked out for a period of four weeks, but may be renewed for an additional four week period.
2. Journals may not be removed from the library, but copies of articles may be made at the borrower's expense.
3. Materials in the vertical file may be copied but are not to leave the building.

### **Checkout Procedures:**

1. Sign a card with your name, address and telephone number (available on desk).
2. Sign the checkout card located in the inside back cover of the book with the date and your name.
3. Place both cards in the container on the desk.

### **Return Procedure:**

Books may be returned to the library desk in person, or mailed to:  
Marjorie Meier, Librarian  
Florida-Georgia District LCMS  
7207 Monetary Dr.  
Orlando, FL 32809

### **Computer Access:**

1. Books and vertical file materials can be accessed by author, title, and subject on the library computer. Ask Cindy Hammerstrom for assistance as a password is needed.
2. The library collection is on the Internet. Check the FL/GA District LCMS website.