**GCCC Circulation Policy**

November 2014

The vision of Greenville Chinese Christian Church Libraryis to provide resources for our church to gain knowledge in Christ, to grow our sprit and to spread the gospel. In order to guarantee an orderly environment to GCCC members, and to ensure appropriate and efficient usage of the library, please abide by the guidelines below:

**Check Out**

1. We adopt a self check-out system. Please choose the proper log book (black cover for Chinese books, blue cover for English books and purple cover for audio/video items) and sign out the item. You will need to write down the title, your name, your email address, date of checkout and the shelf number.

2. All items can be checked out for 3 weeks. They may be renewed for up to two additional loan periods (6 weeks). For renewal, you are required to sign the renewal date. If another church member intends to borrow the same item, please negotiate between you and the other member. We recommend a mobile phone calendar entry to remind you of the due date.

3. Children younger than 15 year-old require a parent or guardian to check out items from the library. Children 15 years and older can check out independently.

**Return**

1. Please put the return item back in the original location. Please use the shelf number, book number and author’s last name as a guide. On each shelf, the items are arranged by categories, subcategories, then in alphabetical order of the first author’s last name. If you have questions, please use the Library Book List as a reference. If you are still unsure about the location of the item, please leave it in the magazine holder on the right hand side of each book shelf.

2. Sign and date at the return column in the log book.

3. If there is any damage to the item, please notify one of the following library contacts.

Library Contact Coworkers: Meng Zhou mzhouwang@gmail.com Jianhua Li Jianhuali2004@gmail.com

Yaru Shi alwaysyaru@yahoo.co