

# GRACE CHURCH

## *Library*

### *Checkout:*

1. Locate the checkout card in or on the item.
2. Date and sign your name on the post-it note on the card.  
If there is no checkout card, please use a checkout slip located in the basket.
3. Place the card in the checkout box.

### *Returns:*

- ❖ Simply place the item in the box for returns in the main library.

### *Donations:*

- ❖ Place materials into the box for donations.
- ❖ *Please note:* Although we appreciate your generosity, the library has limited space and we want to maintain the highest standards. All materials will be considered but must adhere to our mission statement.
- ❖ If your donation is not added to the library and you would like it returned to you, please leave a note including your name with your donation.

### *Some considerations:*

- ❖ Try to return **books** within a month of checkout.
- ❖ Try to return **movies** within two weeks of checkout.
- ❖ Try to return **leader kits** within a week of finishing the series.
- ❖ Please take care of the materials you borrow, acknowledging that they belong not only to the church but to the Lord.

# GRACE CHURCH

## *Library Mission Statement*

*The Grace Church library exists to...*

**E**xalt **God** by providing materials that can aid in the worship and honor of God through the study of His Word and the story of His Church.

**E**dify **the believers** by providing resources to aid in Christian growth, to increase Biblical understanding and to minister in the church.

**E**vangelize **the lost** by providing resources to aid in spreading the gospel of Christ to all the world.