

Calvary Logos Baptist Church Resource Department
Resource Usage Guideline

A. Resource Usage Limitations:

- Every item that can be signed out has a resource item number.
- Items that do not have resource item numbers are to be processed. It cannot be signed out yet.
- Items specified “Reference – Library use only” are to be used in Library only, not to be signed out.

B. Resource Sign-out Conditions:

- Resource users must be brothers and sisters from our church, or family and friends of brothers and sisters.
- Resource users must have an account with Resource Department (Library). If not, please fill out the “Library Account Application Form” to register first.

C. Resource Sign-out and Return Procedures:

Sign-out:

- Please write clearly on the “Resource Sign-out Slip” your name, telephone number, sign-out date, and the resource item numbers.
- Put the completed form in the “Resource Sign-out Slip Collection Box”.
- Each person can sign-out a maximum of 10 items each time.

Return:

- When returning the items, please put them in the “Return Box”.

Renew:

- Each item can only be renewed once. Please fill out the “Resource Sign-out Slip” once again and write “Renew” on it.
- When finish using the item, please return it promptly so others can use it.

We would like to ask brothers and sisters to closely follow the Resource Usage Guideline to access the Library and its resources carefully and appropriately, as a way to demonstrate our love towards God’s house and our respect to each other.

D. Sign-out Period, Overdue Fines, Item Damage or Lost Fines:

- To ensure every brothers and sisters has a fair chance to use the resources, everyone is responsible to return the borrowed items timely in the original condition. Let us learn how to love one another and have a good conscience towards God.
- Overdue Fines, Item Damage or Lost Fines are listed as below:

Resource Type	Sign-out Period	Overdue Fine (weekly)	Maximum Overdue Fine	Maximum Item Damage or Lost Fine
Cassette Tape	1 week	\$ 0.50	\$ 5.00	\$ 10.00
Video Tape	1 week	\$ 0.50	\$ 5.00	\$ 10.00
Audio CD	1 week	\$ 0.50	\$ 5.00	\$ 20.00
Video CD	1 week	\$ 0.50	\$ 5.00	\$ 20.00
DVD	1 week	\$ 0.50	\$ 5.00	\$ 20.00
Books	2 weeks	\$ 0.50	\$ 5.00	\$ 20.00
Magazines	2 weeks	\$ 0.25	\$ 2.50	\$ 5.00

If the return due date is not Sunday, items can be return on the next Sunday without being considered as overdue.

- Overdue fine is calculated by weekly and not daily. For example, if an item is overdue by 1 day, fine is considered as 1 week overdue. Fine is accumulated weekly until the maximum fine has reached.
- Resource borrower has the responsibility to purchase the item identical to the one damaged or lost as a replacement to our library. Otherwise, Resource Department will collect the “Maximum Item Damage or Lost Fine” as listed above.