

## **Wauconda Church Library**

Mostly, this is a “do-it-yourself” library and we want to make it as easy to use as possible. There is no official length of time you can borrow an item, but please be considerate of others. Two to three weeks would be a reasonable time.

### **To borrow a book:**

Find a book (Fiction, Non-fiction, Children) that you would like to borrow.

Remove the card from the pocket and write your name and date.

Drop the card in the basket on the table.

### **To borrow a Boombox:**

Write your name and date on the correct signout sheet for the box you will borrow. (Example: Boombox 2)

### **To borrow music or a video:**

We didn't expect to have so much of this type of media and we have not had time to put proper cards in them. For now, please write the name of the CD or Video on the sign-out sheet, as well as your name and the date. We'll put pockets and cards on these in the near future.

### **To return an item:**

Bring the item to the Library and leave it in the box marked “Returns”

A librarian will check the book back in and return it to the shelves.

**Bibles and pamphlets** are free. Help yourself or share with a friend.

**All other materials** are to be used in the library only. Please do not remove them unless you check with the office first.

### **To Donate materials:**

Please place your donations to the library in the box marked Donations. You will see boxes of books under one of the tables. These are waiting to be logged in.