

# Our Lady of Sorrows Parish Library



## Library Ministry Operating Policies

Our Lady of Sorrows' library is a resource intended for all members of the parish. It is our aim to purchase, circulate and maintain media materials that support the teachings and practices of the Catholic Church for the benefit and ongoing faith formation of our parishioners.

### Hours

The library is accessible anytime the church is open. Items are available on an honor system. It is staffed by volunteers from the team on the fourth weekend of the month, following each Mass.

### Donations

The OLOS Parish Library welcomes your monetary donations for the purchase of books, CDs and DVDs.

New donations will be acknowledged by a bookplate in the front of the book (or on the box of a CD or DVD).

Monetary donations may be made at any time or to honor a special occasion or as a memorial.

Donations of new and nearly new items *may* be accepted for our collection. Each item will be assessed for approval by the Library Ministry team.

### Circulation Policy

Materials are organized by media type and categories. The borrowing of library materials is reserved for families and individuals who are registered with the parish.

- Please completely fill out card found on each item of the collection.
- Leave the completed library card in the pocket on the bulletin board if in the main library space or in the designated box if using the rolling cart in the activity center.
- Take the item with you and return within these borrowing times.

<u>Media Type</u>	<u>Due back within</u>
Books	3 weeks
Cassettes & CDs (limit 2)	3 weeks
Videos & DVDs (limit 2)	1 week

Renewals can be for an additional period unless someone is waiting for the same item (i.e. on reserve).

When returning items, drop boxes are located near the library entrance and in the activities center on the rolling cart.

### Suggestions

The Library team welcomes your suggestions of titles, authors, or areas of interest to be added to our collection. Simply write the information on a piece of paper and place it in the suggestion box located in the main library space. We will also accept any comments or suggestions you may have to improve this library ministry.