

## Media Library Policy

The Media Library is available for use to anyone (from member churches and affiliated organizations). The Library will be open during regular office hours of The Tar River Missions and Resource Center.

### Hours:

Monday-Friday

8:30am-3:30pm

***There will be no fee to join The Media Library.***

The person checking out the material will be responsible for the return of the materials. You will be responsible for any replacement cost of materials that are lost, damaged through negligence or not returned.

You will need to complete a registration form at the office and sign the agreement part of the form accepting to the terms of the agreement. All information will need to be reviewed and updated every (90) days to see if you need to make any changes.

### Returning Resources

Return Resources as Follows:

- |                      |            |
|----------------------|------------|
| (1) Magazines        | (7) Days   |
| (2) Books and Videos | (30) Days  |
| (3) Study Courses    | (120) Days |

If you have not finished with the material you are using you may come in or call the office to check-out the material again in (30) day increments.

### **Check Out Policy of The Tar River Baptist Association**

**Magazines** are due back within 7 days of the check-out date. If you have not finished with the material you may come in or call the office to checkout the material again for another 7 days only, a total of 14 days.

**Books and videos** are due back within 30 days of the check-out date. If you have not finished with the material, you may come in or call the office to checkout the material again in 30 day increments to a total of 120 days.

**Study courses** are due back within 120 days of the checkout date. If you have not finished with the material, you may come in or call the office to checkout the material again in 30 day increments to a total of 180 days.

*If resource is needed for a longer period of time, please see the librarian.*

A media library registration form must be filled out and signed before the media library resources will be checked out to you. There is a statement on this form that states: "I will be responsible for the return of any materials I have checked out. I will also be responsible for the replacement cost of any materials lost, damaged through negligence, or not returned."

*All material must be returned to whoever is on duty at the time and the returned card marked with the date it was returned. We will call or send a past due notice to anyone with overdue materials.*