

## **Thank you for using the St. Paul's by-the-Sea Parish Library.**

We hope you enjoy the wonderful books and tapes available for your use.

Laminated maps are located throughout the Library for your convenience. The library is categorized in alphabetical topic order, then alphabetical title order, with the exception of the Biblical sections.

To check out a book or tape from the Parish Library:

- *Find it!* Find a selection you like. Browse the shelves or look through any of the three binders listing all the books and tapes contained in the Parish library. The binders are located on the east wall of the Library near the parish office door. The three binders are categorized as:
  1. Topic / Title Order (this is the order in which the books are shelved)
  2. Author / Title Order
  3. Title Order
- *Borrow it!* When you find your selection, turn to the *Check Out* section of the binder labeled *Library Instructions*. Complete a line for each selection you borrow, filling in the book title, your name, contact #, and the date.
- *Reserve it!* To reserve an item that is already checked out, turn to the *Waiting List* section of the binder labeled *Library Instructions*. Complete a line for each selection to be reserved.
- *Return it!* Upon returning your selections to the library, please return them to the basket located next to the binders. An office volunteer will check it in.

The loan period is 30 days. Should you need the book or tape for longer than 30 days, please contact the Parish office to find out if someone has reserved it.

Thank you.

Please enjoy.....