LIBRARY QUESTIONS & ANSWERS

The Library is **self-serve** and is available to all those who attend Resurrection Lutheran Church

How is the library arranged?

Studies are arranged **alphabetically by author's last name (or publisher)** with these exceptions: *Reference*—arranged by category ie. commentary, concordance, dictionary, maps, etc. *Movies*—arranged alphabetically by movie title.

How can I find out if the library stocks a particular study?

Check out the library in Luther's Lair located in the Outreach Center or go to our website: orovalley.org>Ministries>Life Groups>Life Group Library to find a complete listing. It is updated regularly.

What if we want to do a study based on a **Topic**, ie. prayer?

Studies listed by topic can be found in the *Studies by Topic* binder located on lower, center library shelf or go to our website: orovalley.org>Ministries>Life Groups>Life Group Library. Scroll down to **Studies Listed by Topic**, then click on the All Studies link.

How do I check out a study, book, movie, or devotional? It's as easy as 1-2-3

The library is **self-serve**. **1**—Make your selection and remove the library card from its pocket (look inside of cover for most). **2**—Fill in date and your contact information. **3**—Place library card in the **Card Index File** box.

Reference materials cannot be checked out and are identified with a red dot on the spine. They are to be used while on campus. However for special circumstances contact <u>janrobertson11@gmail.com</u>.

How long can materials be checked out for and how do I return them?

For as long as you and/or your group are using them. Please return promptly after you are finished using it and drop it in the "**RETURNS**" basket located on lower, center shelf of library. We will replace the library cards in the material and restock the shelves.

How many of each study will the library have available for check out?

For most of the studies, the library only has one copy. However, the library will stock up to two of each item, ie. 2 books, 2 leader's guides, 2 study guides, 2 DVD's, etc. This will enable a group to be using one set while leaving another for someone else's use or perusal.

Why doesn't the library have enough of each study for a whole group to check out a copy?

There is very limited space in the library. If someone in your group cannot afford to purchase a book or study, please let a Life Group Ministry team member know and we will acquire one for them.

What if a study or movie is already checked out?

Please contact <u>janrobertson11@gmail.com</u> to put in request to be the next user of study or movie and you will be contacted when it becomes available.

How can I make a request for the library to stock a study, book, movie, or reference for our group to use?

Contact: Jan Robertson, <u>janrobertson11@gmail.com</u>; Paula Throntveit, <u>pthrontveit@gmail.com</u>; or Connie Burda, <u>connie.burda@gmail.com</u> and we will make it happen!